



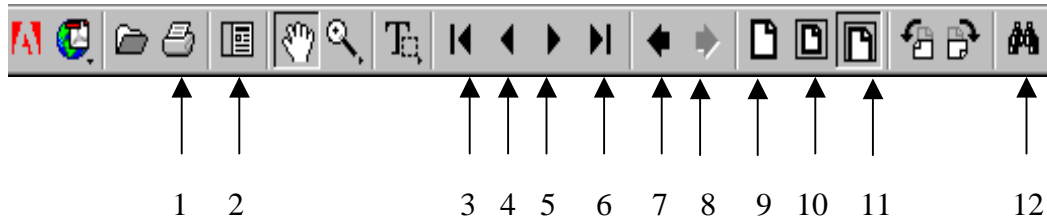
# **CADDO PARISH SCHOOL BOARD MEETING MINUTES**

**VOLUME XXXVI**

**January 21, 1998 - August 18, 1999**


## How To View This Manual


These are your main toolbar features.  
They will assist you in viewing this document.



1. Activate the Printer. Be sure to specify the pages you want printed.
2. Display the index. Click on an item and view the policy.
3. Advance to the first page of the document.
4. Back up one page.
5. Advance one page.
6. Advance to the last page of the document.
7. Moves backward through your research path
8. Moves forward through your research path
9. Full screen view
10. Full page view
11. Magnified screen view
12. Text Search.

The "Page Up" and "Page Down" keys on your keyboard will advance you page by page through the document. You may also use the mouse and scroll bar to advance through the document.

The "Up" arrow  key on your keyboard will advance up the page one line at a time.

The "Down" arrow  key on your keyboard will advance down the page one line at a time.

**January 21, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:30 p.m. on Wednesday, January 21, 1998, with President Mike Powell presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux, Johnny Vance, Jr and Sybil B Walker. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mrs. Walker gave the invocation and led the Pledge of Allegiance.

### **ELECTION OF OFFICERS**

Mrs. Boykin moved, seconded by Mr. Brooks to resolve the election by proposing a slate of officers. Having debated the procedure for nominating slates of nominees and establishing the method for voting, the president called for the vote on the motion which carried with board members Walker, Vance and Dr. Hitchcock opposed. Board members supporting the motion were Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin and Adams. Mrs. Boykin moved to propose a slate of nominees as follows: Mike Thibodeaux for president; Willie D Burton for first vice president; and, Jerry Tim Brooks for second vice president. Mrs. Walker offered the following slate: Miles Hitchcock for president; Johnny Vance for first vice president; and, Alvin Mims for second vice president. Mrs. Pugh proposed the following slate: Mike Thibodeaux for president; Alvin Mims for first vice president; and, Willie Burton for second vice president. The president called for the vote on the first slate of officers as proposed by Mrs. Boykin with board members Burton, Thibodeaux, Brooks, Powell, Milam, Boykin and Adams supporting the motion. Mr. Vance voted in opposition. This being a majority vote, the president declared the election final with Mr. Thibodeaux being elected president, Mr. Burton is first vice president, and Mr. Brooks is second vice president for 1998. Board members not voting were Walker, Pugh, Mims and Dr. Hitchcock. Legal counsel advised that he would not like for board members to feel that they did not have an opportunity to cast a vote for the candidates of their choice, and if those board members wish to vote on the other slates, then their desire should be honored. He emphasized that board members could only vote once. Board members did not wish to continue with the voting process and the president ruled that the election results stand as announced.

**Recess.** In an effort to give staff an opportunity to adjust the electronic voting board, the president called for a 15-minute recess at approximately 3:45 p.m. The board reconvened at approximately 3:47 p.m. Assuming the leadership, President Thibodeaux said the procedure to adjust the voting boards would require more time and board members have resolved that tonight's meeting would proceed with board members remaining in their existing seats with Mr. Powell monitoring the voting lights.

### **CONSIDERATION OF MINUTES OF THE DECEMBER 17, 1997 (January 7, 1998) CPSB MEETING**

Mr. Adams moved, seconded by Mr. Burton, approval of the December 17, 1997 (January 7, 1998) CPSB meeting, as included in the mailout. Vote on the motion carried with board members Walker, Vance, Burton, Thibodeaux, Pugh, Powell, Milam, Boykin, Adams and Dr. Hitchcock supporting the motion. Board members Brooks and Mims were absent for the vote.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled board members and the superintendent for amendments to the proposed agenda and with the board's consent, the following items were withdrawn or postponed until the February, 1998 CPSB meeting: "*Classified Employee Hiring and Transfer Procedures*"; "*Second Supervisor of Music*" (Brooks); and, "*New Elective for Caddo Career and Technology Center.*" The board recommended that items 10, 11, 12, 13, 16, 17 and 22-A be categorized as consent agenda.

## VISITORS

Bruce Carroll, bus driver, spoke against the use of casino funds to operate the Caddo Public School System.

Dawn Anderson, A+PEL chapter president, invited the CPSB to attend a symposium on character education on January 31, 1998, at LSU-S. Mayor Bo Williams has declared January 31, 1998 as *Character Education Day* in Shreveport.

Monica Jenkins-Moore, president of Caddo Association of Educators (CAE), informed the board of CAE's concerns relative to increases in insurance premiums and its commitment to provide students with a quality education. She invited the board and staff to become involved in the national celebration of reading, *Read Across America*, on March 2, 1998.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFTSP), encouraged the CPSB to inform everyone about Caddo's existing discipline policy, and to adopt a zero tolerance policy.

## CONFIRM THE CONSENT AGENDA

The president polled the audience for input on the proposed consent agenda, but no one came forward to speak. Mr. Powell moved, seconded by Mr. Milam, approval of the consent agenda, as proposed. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### Agenda Item No. 10

**Personnel Recommendation.** The superintendent recommended that Patsy Latin be appointed elementary science supervisor for Caddo Public Schools, and the terms of contract are January 22, 1998 through June 15, 2000. Ms. Latin will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed.

### Agenda Item No. 11

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for interior and exterior paint for maintenance department; truck tires and tubes for transportation department; sale of used truck tires for transportation; and, school supplies (copy paper) for all schools. A copy of the tabulation bid sheets marked "*Exhibit A, five pages, January 21, 1998*" is filed in the official papers of the board.

### Agenda Item No. 12

**Authorization for Feasibility Study to analyze Current Operational Systems and Costs** Staff recommended that *EnerShop* be authorized to conduct a feasibility study of current operational systems and costs. *EnerShop* is a Central and South West Company which is a large electrical utility company. The study will be done at no cost to the CPSB, and it does not obligate the school system.

### Agenda Item No. 13

**SMART Elective Course - Science and Medicine: Academic Research Training.** Staff recommended approval of the elective course *Science and Medicine: Academic Research Training (SMART)* for the 1998-99 school year, as presented by the staff and included in the mailout. The course will provide opportunities for academically advanced students who are interested in careers related to medicine, research, and biomedical engineering to benefit from intensive research projects led by physicians and staff.

**Agenda Item No. 16**

**Renewal of Promotional or Administrative Appointment Contracts.** Staff recommended the issuance of a promotional or administrative appointment contracts to: 1) Catherine Bass (504 Dyslexia Specialist), and the terms of contract are June 15, 1998 - June 15, 2000; and, 2) Tiphonie Kelberg (counselor at Newton Smith Elementary), and the terms of contract are November 18, 1997 - June 15, 2000. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

**Agenda Item No. 17**

**Proclamation - School Nurse Day.** Staff recommended approval of the *School Nurse Day* proclamation for January 28, 1998, as submitted by staff.

*PROCLAMATION*

Whereas, it is important that we recognize the efforts of school nurses and their association with the students of our schools; and

Whereas, we acknowledge the care of and contributions being made to the overall development of our children by school nurses; and

Whereas, we express our gratitude and appreciation for the expertise of school nurses in our school environment and in acknowledgment of their vital role as professionals; and

Whereas, January 28, 1998 has been designated by the National Education Association s a day of honor for our school nurses;

**Now, Therefore,** we members of the CPSB, do hereby proclaim January 28, 1998

*SCHOOL NURSE DAY*

in the parish of Caddo and encourage all our citizens to recognize and thank school nurses for their care and concern for the students of Caddo Parish.

/s/ \_\_\_\_\_

Michael J Thibodeaux, President  
Caddo Parish School Board

/s/ \_\_\_\_\_

James E Foster, Ed.D, Superintendent  
Caddo Parish Schools

**Agenda Item No. 22-A**

**Requests for Leaves.** The superintendent recommended approval for the following requests for leaves:

Sabbatical Leave for Rest and Recuperation, Spring Semester 1997-98 School Year

Consitina Adams, Teacher, Midway Middle School

Leave Without Pay (Personal), December 17, 1997 - December 16, 1998

Beverly Iverson, Teacher, Eighty-First Street ECE

Leave Without Pay (Personal), January 5-12, 1998

Charles Tanner, Security Coordinator, Lakeshore Elementary

Leave Without Pay (Personal, February 2, 1998 - Fall Semester of 1998-99 School Year

Julie Cavalier, Teacher, C E Byrd High

**Request of the Board.** Virginia Moser, teacher at Mooringsport Elementary School, requested to rescind her leave without pay and return to her teaching position.

## **SPECIAL RECOGNITIONS**

The superintendent recognized Essie Holt, administrative assistant, who on behalf of the CPSB presented the following special recognitions.

**1997 School Recognition Awards.** Board of Elementary and Secondary Education (BESE) and the State Department of Education recently announced the following results of the 1997 school recognition awards for students' performances on the Louisiana Education Assessment Program. Schools recognized for *scholastic achievements* are: Caddo Magnet High (Mary Rounds, principal), Claiborne Fundamental Elementary (Sebron DeLoach, principal), Eden Gardens Fundamental (Donna Baker, principal), Herndon Magnet (Sandra Denmark, principal), Judson Fundamental (Leisa Edwards, principal), South Highlands Elementary Magnet (Pam Byrd, principal) and A C Steere Elementary (Dan Waters, principal). Schools recognized for *growth (three years)* are: Arthur Circle Elementary (Kathy Hannigan, principal), Barret Elementary (Dr. Debbie Brown, principal), Hosston Elementary (Vicki Hughes, principal), Judson Fundamental (Leisa Edwards, principal), George P Hendrix (Marie Hines, principal), Shreve Island Elementary (Dr. Kerry Laster, principal), and Newton Smith Elementary (Priscilla Pullen, principal). School recognized for *growth (4 years)* are: Oil City Elementary/Middle School (Mike Irvin, principal), George P Hendrix (Marie Hines, principal), Pine Grove Elementary (Linda Henderson, principal), Jack P Timmons (Meredith Haynes, principal), and Walnut Hill Elementary/Middle School (Albert Hardison, principal).

**25th Continuous Accreditation Recognition.** Kent Seabaugh, member of the Elementary Commission of the Southern Association of Colleges and Schools and an employee of the Bossier Parish School Board, introduced Dr. Robert Hearne, state director of the Elementary Commission, who recognized Hillsdale Elementary School for this outstanding recognition. Dr. Joseph Carter, principal of the school, received the award and introduced faculty, staff, students, parents and business partners of Hillsdale who were present.

**Legion of Valor Award Recipients.** Lt. Col. Richard Miller, supervisor of JROTC programs for Caddo Public Schools, with assistance from the superintendent and board president, presented Cadet Colonel Brian J Adams (C E Byrd) and Cadet LTC James Bowman (Southwood High) with the Legion of Valor Bronze Cross for Achievement Award. Parents, school principals and JROTC staff were recognized.

**District Winners/Student Achievement Poster Competition:** Joshua Burns, third grader at Summer Grove Elementary, and Natalie Kunz, sixth grader at Youree Drive Middle School, are first place winners. A copy of the winning art designs will hang in every Caddo Parish classroom. The second place winners are Clifford Merritt, fifth grader at Barret Elementary, and Michael Baker, eighth grader at Youree Drive. Dona Amidon is principal at Summer Grove, Jan Holliday is principal at Youree Drive, and Dr. Debbie Brown is principal at Barrett. Central office staff responsible for coordinating the competition and parents were recognized.

**1997-98 Football City Champions - Midway Middle School.** The *Mohawks* were recognized as the 1997-98 football city champions and team members are: Marquise Perry, Andrick Collins, Patrick Hall, Kelmond Graham, Tristan Robinson, Kerry Wynn, Jerrold Butler, Joe Gonzales, Lamichael Howard, Jarmarcia Vinson, Tymers Rose, Kodis Poole, Curtis Jackson, Ronald Black, Corey Nolley, Trimaine Falcon, William Wright, Derek Fobbs, Morece King, Marsalis Rawls,

Coshun Porter, Gerald Guerra, Zachery Glass, Kevin Shaw, Derek Taylor, Deontrel Jackson, Rodney Lewis, Chris Capers, Darnell Bailey and Ernest Ary. Roosevelt Crosby is principal and coaches are Joe Levy (head coach), Otis Taylor, Calvin Daniels and J D Hudson. Parents and other school staff were recognized.

**Red Ribbon Essay and Poster Contest Recognition:** Focusing on drug problems, the following students were recognized as parishwide essay and poster contest winners. Josh Robinson (Southwood High), essay overall winner; Chanetra Fizer (Pine Grove Elementary), first place essay winner; Bethany Michiels (Youree Drive) first place essay winner; Calvin Allen (Green Oaks), first place essay winner; Deanne Allen (Youree Drive), poster overall winner; Dylan K McWhiney (Blanchard), first place poster winner; James Youngblood (Claiborne), first place poster winner; Mollie R Tatum (Forest Hill), first place poster winner; Justin Reeves (Forest Hill), first place poster winner; Claire Brooks (Broadmoor), first place poster winner; and Marcus Harper (Green (Oaks), first place poster winner. Winners received monetary awards for their winning essay and/or poster. Parents and staff were recognized.

**Recess.** The president called for a ten-minute recess at approximately 4:40 p.m. and the meeting resumed at approximately 4:50 p.m.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced Ms. Latin, personnel recommendation as identified in consent agenda item ten.

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

Jackie Lansdale, president of CFTSP, encouraged the board to employ qualified teachers who meet state standards.

Monica Jenkins-Moore, president of CAE, requested clarification of the timeline reference in the proposed policy and said principals should have input on who is assigned to his or her school staff.

The superintendent said staff recommends approval of the material that was in the mailout, as recommended also by the committee. Mrs. Pugh called board members' attention to a revised policy that she submitted for review. She noted that the document submitted by staff only uses the word *teacher* and she is interested in seeing *certified teacher*. Mrs. Pugh said there is a distinct difference in identifying people when looking at a staff's formula -- a temporary teacher or certified teacher. Mrs. Pugh further expressed concern that the personnel department will remove a teacher from one school to another school in the midst of an instructional period without regard for the youngsters. Mrs. Pugh moved, seconded by Mrs. Boykin, that her document become a substitute draft and asked the superintendent to review it and give the board his consideration of the document at the next school board meeting. Dr. Hitchcock made a substitute motion, seconded by Mr. Adams, that the proposed revision to the CPSB policy GCI be adopted, as presented to the board. Dr. Hitchcock encouraged the superintendent to review the substitute document, in light of comments made by Mrs. Pugh, to see if clarification is needed administratively. He encouraged the board to act on this item and move forward. Mr. Adams raised questions relative to the number of new teachers hired at the beginning of the school year - certified and on temporary certificates. Mrs. Walker emphasized her request that certified applicants be interviewed by principals when they seek employment. She asked staff if they are communicating with the State Department of Education and BESE in developing a policy. Further, if staff is following up on teachers with temporary certificates to see if they are working towards certification. Willie Henderson, assistant superintendent for human resource services, summarized staff's intentions relative to employing teachers on temporary certificates and provisions in the state guidelines for retaining these individuals. Mrs. Boykin noted that one concern is about the board adopting a practice that is consistent throughout the parish and everyone be made aware of the hiring/transfer process. Mrs. Boykin said the proposed policy, as presented by staff, puts forth a list of vacancies in the school system, but it does not address other concerns presented to the board. She suggested that board members should vote against the substitute motion and approve the original motion as presented by Mrs. Pugh. Mr. Powell requested clarification of the reference to the existence of 400-500 vacant positions within the school system if the substitute motion passes. Mr. Henderson said the number of vacant positions would occur if the motion passes.

Mr. Powell asked if the deadline dates for the hiring/transfer process have been circulated to the schools, and staff said the information has been presented to the representative group that approved the document. John Dilworth, principal at Huntington High School, said the information was discussed in a principal's meeting and initially he faxed information to high school principals for input, but he does not recall any concerns being expressed about the dates. Charles Walker, principal at Southwood High School, said there was some discussion about the process being completed by the time principals leave their school in late June. The March 1 date relative to transfers, is basically about the same time that principals presently go through transfer requests. The superintendent noted that the policy is a transfer policy, and the components of the policy clarifies the current practice, with the addition that principals will complete an interview documentation form. Mrs. Pugh said she is concerned that principals have to spend too much time interviewing, and the human resource department should screen applicants down to a sizable number of people to send out for interviews. Dr. Hitchcock noted that temporary teachers are on a year-to-year appointment, and principals are aware of this fact. Mr. Brooks said he would like to see the hiring and transfer practice put back in the hands of the human resource administrators. Vote on the substitute motion failed with board members Vance, Milam, Adams and Dr. Hitchcock supporting the motion. Board members opposed were Walker, Burton, Thibodeaux, Brooks, Pugh, Powell, Mims and Boykin. Vote on the original motion carried with board members Vance, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam and Boykin supporting the motion.

### **REPORT ON STAFF REDUCTIONS AT SCHOOLS FOR 1997-98 SCHOOL YEAR**

The president polled the audience for input on this item, but no one came forward to speak. Mr. Burton said he was concerned about how the staff reductions affected the curricula at individual schools and about the pupil/teacher ratio as a result of the deductions. He asked staff to keep these concerns in mind if there is a need to reduce schools' staff in 1998-99. Mr. Henderson said a report was included in the mailout. Mr. Adams asked about the requirement for staffing a music teacher at schools. Mr. Henderson said music is an enrichment program and the school's administration decides how best to utilize their staffing allocation. Further, it depends on the size of the school, the staffing schedule, and what they want to offer.

### **RESOLUTION - RENAMING OF WEST SHREVEPORT ELEMENTARY SCHOOL (Adams)**

Mr. Adams said he introduced this item in response to a request from a citizen. Mr. Burton suggested that the CPSB delay this item, and let it come to the CPSB from the community. Mr. Vance encouraged the board to adhere to its policy in this matter. The superintendent said staff will abide by CPSB policy.

### **SUPERINTENDENT'S REPORT**

**Transportation and Safety Update.** The superintendent provided board members with a report on school bus transportation and safety. He noted that staff continues their efforts to review transportation practices and procedures and highlighted the following: a) driver training sessions have begun with emphasis on conflict resolution methods and non-violent crisis intervention; b) hiring practices for school bus drivers have been reviewed with a plan to more closely scrutinize references and moving violation convictions; c) communication methods between buses and garages or supervisors are being studied (cellular phones and radios); d) public involvement (decals will be placed on school buses with an 800 number for the public to report unsafe driving practices; e) media has been asked to consider writing articles to educate the public in the area of automobile drivers' responsibility when approaching or passing a school bus; f) maintenance of the fleet is being reviewed and to date, there has been no indication that any of the three accidents which occurred in late 1997 were the result of any mechanical failures or problems; g) staff plans to seek out training sessions sponsored by bus manufacturers and parts makers in addition to current certification and training of mechanics; h) proper student behavior on buses is being reviewed (installation of cameras as a pilot program and research of trends in the use of seat belts on buses); i) bus drivers provided input on transportation issues; j) parents are a key role in teaching proper behavior to their children while they are on the school bus; and, k) Paul Ortego, student who was hospitalized as a result of the Herndon bus accident, was released from LSU Medical Center on January 9, 1998. Staff will



continue their endeavors to improve transportation and safety operations of school buses. Discussion ensued on: the possible staffing of bus aides on school buses; investigation of bus drivers' driving record, i. e. moving violations; driver training practices; the provision of incentives/rewards to bus drivers for exemplary driving records; parishwide discipline measures for disruptive students riding on school buses; transportation provisions for students put off the bus, etc. Mr. Vance requested a copy of the data received from bus drivers at the meeting scheduled for bus drivers to provide and receive information that was held earlier this month. Mr. Milam encouraged staff to develop a consistent response to students' behavior problems on school buses. Mr. Brooks suggested that parents need to be sent a message that they will be held accountable for their child's misbehavior on school buses. Mrs. Walker suggested that staff should develop a uniformed and parishwide rule of when, where and how punishment should be administered to students misbehaving on school buses. Mr. Adams moved, seconded by Mr. Powell, to suspend the rules to act on a motion relative to purchasing decals for school buses. Vote on the motion carried unanimously. Mr. Adams moved, seconded by Mr. Powell, that the superintendent be authorized to sign contracts for school bus decals (*1-800-SAFE BUS*) in the amount not to exceed \$7,000, subject to review by legal counsel. Vote on the motion carried unanimously. Mrs. Boykin asked staff how do they deal with bus drivers who have received five or more moving traffic citations. She said a policy of zero tolerance should be developed for implementation throughout the parish. Mrs. Walker encouraged staff to followup with an investigation of bus drivers' behavior if they have been known to have personal problems that might affect their driving. Mr. Powell asked staff to keep the board informed of when the decals will be applied to school buses. He also reminded staff and board members that there is a Discipline Policy Review Committee and he reviewed the provisions listed in the policy for suspending students from riding on school buses.

**Student Transfer Requests.** The superintendent announced that staff is now accepting student transfer requests for the 1998-99 school year. The deadline date for filing an application is May 1, 1998. Mr. Vance asked if this information is being widely advertised. The superintendent answered in the affirmative noting that information is being advertised through the newspapers, PTA newsletters, school newsletters, etc.

#### **UNFINISHED BUSINESS**

No unfinished business was introduced.

#### **NEW BUSINESS**

No new business was introduced.

#### **ANNOUNCEMENTS AND REQUESTS**

**Appreciation.** Mr. Powell expressed appreciation to the CPSB and the 1997 Executive Committee for their support and work during 1997. He encouraged and challenged the board to come together and support the new newly-elected officers.

**Telecommunication Program.** Mr. Burton requested the superintendent to provide an update on staff's efforts to comply with the consent decree in the area of the computer science program at Booker T Washington High School.

**Special Recognition.** Mr. Milam asked the Executive Committee to consider moving the *visitor's section* on the agenda to follow *special recognitions*.

**Reading List.** Mr. Milam asked staff to consider establishing a parishwide required summer reading list for the 1998-99 school year for middle and high school youngsters.

**Thanks.** The president thanked the CPSB for its support in electing him president for 1998; and, said he looks forward to working with the Executive Committee. Further, he expressed the desire to move school board meetings along more quickly, and encouraged board members to be prepared for school board meetings. The president suggested that discussions should be kept to a minimum and focus should be on addressing slated issues.

**Contracts.** Mrs. Boykin inquired about provisions for issuing new contracts to employees requesting to change positions during the course of a school year, ie from a 10-month position to a 12-month position. The superintendent said such a request is rare but he will review the issue and bring information back to the board.

**Fax material.** Mrs. Pugh referenced information sent to school board members relative to a planned visit to the area by Senator Mary Landrieu. She said the information that was received was insufficient. Mrs. Pugh questioned the source of the information and said staff should follow up for more details. Staff informed board members that often material is faxed from outside sources and is not routed to the superintendent's office in a timely manner. The information referenced by Mrs. Pugh was faxed from the Shreveport Chamber of Commerce.

**Recess.** The president called for a ten-minute recess at approximately 6:40 p.m. and the board reconvened at approximately 6:52 p.m.

## **EXECUTIVE SESSIONS**

**Student Expulsion Appeal.** Staff informed the board that there is only one student appeal for today's meeting, and the parent is desirous of an open hearing. Roosevelt Shelby, director of attendance and census, introduced the staff that conducted the hearing for Minyon Barret, tenth grade student at Huntington High School. Staff members present were Willie J C Critton, attendance supervisor; John Dilworth, principal at Huntington High; and Jack Shoemaker, assistant principal at Huntington High. Mr. Critton introduced Mr. Shoemaker who gave an account of the fighting incident involving Minyon Barret. In the altercation, a student and teacher were injured (cut). A hearing was held on January 13, 1998 and the results of the hearing were that Minyon be referred to Hamilton Terrace Alternative School for the remainder of the 1997-98 school year. Board members raised questions relative to students acting in self-defense; provisions to inform students of the discipline policy and how to respond if accosted at school; intervention of school staff to break up the fight; etc. Charles E Jackson, godfather to Minyon, addressed the board on her parent(s) behalf and informed the board of his thoughts relative to Minyon's character and his belief that witnesses to the incident were not allowed to speak on Minyon's behalf. Cory Mondale Jackson, cousin to Minyon, gave a report of what he observed, explaining that she acted in self-defense when attacked by another student. Mr. Burton inquired about provisions for an administrative reprimand for Minyon. Discussion ensued on the number of days Minyon has been absent from school since the hearing, and staff emphasized that a new semester has recently started. Further discussion followed on: the location of the other student involved in the fight; Minyon's grade point average; etc. Dr. Hitchcock moved, seconded by Mr. Powell, to uphold the superintendent's recommendation. Vote on the motion carried with board members Walker, Vance, Burton, Mims and Brooks opposed. Board members supporting the motion were Thibodeaux, Pugh, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

**Employee Grievance.** Mr. Powell moved, seconded by Mr. Adams and Mrs. Pugh, to go into executive session for approximately 30 minutes to hear an employee grievance. Vote on the motion carried unanimously, and the board went into executive session at approximately 7:26 p.m. The board reconvened at approximately 8:10 p.m. Mr. Adams moved, seconded by Dr. Hitchcock, that staff's recommendation be upheld relative to the grievance for Ms. Janice B Baker, special education aide. Vote on the motion carried with board members Burton, Vance and Brooks opposed. Board members supporting the motion were Walker, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin, Adams and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mrs. Pugh seconded the motion which carried, and the meeting adjourned at approximately 8:15 p.m.

---

James E Foster EdD, Secretary

---

Michael J Thibodeaux, President

**February 4, 1998**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, February 4, 1998, at 3:30 p.m. with President Michael J Thibodeaux presiding and Willie D Burton and Jerry Tim Brooks present being a quorum. Other board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

#### **SPECIAL PRESENTATIONS**

**Caddo Parish 4-H.** Winzer Andrews, agent with the LSU Agricultural Center, introduced a group of student leaders who expressed appreciation to the CPS13 for its continued support in promoting 4-H *Week* and the 4-H program. The students shared with the board and audience a brief synopsis of program projects and services rendered in the community. They presented board members with platters of home-baked cookies.

**1996-97 Financial Audit.** Ben Wreyford, director of finance for the CPSB, introduced Tim Green, a partner with *Allen, Green & Company, LPL*. Mr. Green introduced James Webb and Margie Williamson, auditors with the company, who assisted in presenting reports on the management letter, audit committee letter, single audit report, and comprehensive annual financial report. Board members were provided copies of each referenced document. In planning and performing the audit of the general-purpose financial statements of the CPS13 for the year ended June 30, 1997, the auditors considered the school board's internal control structure to plan auditing procedures for the purpose of expressing an opinion. Notes of certain matters involving the internal control structure and other operational matters were presented, and the auditors' comments/recommendations have been discussed with appropriate members of management.

Dr. Hitchcock asked the superintendent to consider coming back to the board with a proposal whereby the CPSB could, on a contractual basis, have somebody enhance the auditing process of school records on a more frequent basis. Mrs. Walker inquired about items not accounted for at individual schools. Dwight Collier, director of auditing and risk management, said these items were purchased at the school level and were not being reported to the fixed asset accounting area. The items were not missing but were relocated to other areas within the building when contractors were on site removing asbestos. Mrs. Walker asked how often school books are audited and how is staff addressing theft issues. Staff reported that audits are conducted every two to three years. Mr. Collier also stated that the theft incidents have been reported to the law enforcement agencies for investigation.

Mrs. Pugh commented that students were present to make a special presentation and asked the board to consider delaying the remainder of this report until after the students have made their instructional presentation. Board members consented to Mrs. Pugh's request.

**Community Based Education for Special Education.** The superintendent recognized Rosalie Ewing, director of special education, who introduced Sheryl Nix, special education supervisor. Ms. Nix recognized other special education staff and student participants and presented a visual presentation of the program's objectives and students in action. She emphasized the importance of the program noting that skills are taught to strengthen students for life after school. They are taught about: managing personal finances, handling personal needs, safety measures, responsible citizenship, recreational/leisure skills, occupational skills, etc. Students enrolled in the program who graduate receive certificates of achievement. Business partners are Willis-Knighton, Brookshire's, Albertson's, Applebee's, Blockbuster, Kings Florist and Gifts, Taylor's Rental Center, Ark-La-Tex Day Care, Drug Emporium, Pickett Foods, McDonald's, Goodwill, etc. Student participants informed board members of their experiences and self-satisfaction with accomplishments in the business sectors. Parents, other staff and business supporters were recognized.

**1996-97 Financial Audit (continued).** Auditors reported that there were no disagreements with management on financial accounting and reporting matters, and the auditors encountered no significant difficulties in dealing with management in performing the audit. Mr. Green capsulized activities in the comprehensive annual financial report relative to financial conditions. Mr. Milam inquired about the number of schools audited, and Mr. Green said they relied on internal auditors to provide information on individual schools, then the auditors conduct an analytical review of the information. More discussion followed on schools' financial records reconciling with bank statements. The president thanked the auditors for the presentation and congratulated staff for again earning the Certificate of Achievement for Excellence in Financial Reporting and the Certificate of Excellence in Financial Reporting from the Association of School Business Officials International.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE FEBRUARY 18, 1998 CPSB MEETING**

The president noted that a request has been made to move special recognitions ahead of visitors on the agenda at future school board meetings. Legal counsel advised that the board needs to vote on revising the agenda format, since there is a policy. The president added "*Agenda Format - Policy Revision (BDDB-E)*" to the agenda following the roll call. "*Pine Valley School Facility Proposal*" (Brooks) was deleted from the agenda to allow the presenters an opportunity to complete required paper work. Mr. Burton added "*Contract With Alexander School for Mental Health Rehabilitation Services*" to the agenda. Mrs. Walker added "*Proclamation - Read Across America*" to the agenda.

**Update - Transportation and Safety.** Ron Adams inquired about an update on transportation concerns and about inservice provisions for bus drivers. "*Update - Transportation and Safety*" was added under the superintendent's report. The superintendent said he has spoken with George Home who will be in Caddo in April, 1998 to conduct an inservice for bus drivers. Mr. Powell asked about the meeting schedule for the Discipline Policy Review Committee, and the superintendent said staff is in the process of scheduling a meeting. The committee will be addressing changes and/or revisions in certain areas, i. e. on buses. Mr. Powell requested staff to consider proactive plans such as expanding the *Green Light Program* at Linwood Middle School. Mr. Adams inquired about the progress being made with signing a contract for decals. The superintendent said the contract was sent to Dallas on yesterday; however, the LA State Department of Education has said that Caddo may not be in a position to follow through with this, and staff is seeking clarification of the matter. Mr. Adams inquired about staff's plan to receive reports on safety issues. The superintendent said five reports are being requested to be sent to various individuals in the school system -- risk management, transportation, Mr. Slack's office, the superintendent's office, etc. After reports are received, then staff will meet to determine what action is required. The president asked the superintendent to put something in writing to board members about the process/procedure to be followed for acting on reports. Mr. Adams suggested that the reports be channeled to sources other than the transportation department, i. e. the auditing department. Mr. Powell asked the superintendent to give an up-to-the-minute report on any organizational changes that are being made in the transportation department and accountability measures being made to address concerns relative to recent bus accidents.

**Student/Employee Appeals.** Mr. Vance inquired about the increased number of student and employee appeals, and encouraged the board and staff to seek ways to speed up the process. Mr. Burton asked staff to follow-up on students assigned to other sites as a result of being suspended to make sure that they are complying with the placement assignment. The superintendent said staff is tracking the students and parents/guardians have to make sure that students get to the site.

**New Elective: Educational Internship.** Mr. Burton requested clarification of this item. Staff reported that the educational internship elective for Green Oaks High School is written into the proposal so that youngsters can go into other schools. Further, it is a part of the teaching magnet program.

**Approval of Professional Services for Wiring for Technology at Various Schools.** Mr. Powell asked staff about the progress in recommending a technology manager. The superintendent said interviews will be conducted this week and a recommendation will be presented to the board on

February 18. Mr. Powell noted that Proposition 5 is the library initiative and asked if the approval of professional services is something the director of school plant will oversee or if the technology manager will be in charge. The superintendent said this is the initial planning stage and Keith Norwood, director of school plant, will be involved in securing professional construction services, but the technology manager will oversee the overall program. He noted that his staff is in communication with the technology committee.

**Professional Staff Assessments and Transfers.** Mr. Powell asked if this is the same item that was postponed at the January school board meeting, and the superintendent answered in the affirmative. He said the item is under his report because he was asked to review and bring a recommendation on the draft that was submitted by Mrs. Pugh. Mr. Powell asked the superintendent if he will be meeting with other committees on this matter, and he said he has not scheduled any other committee meetings. The superintendent said he will be making a recommendation based upon what he feels is appropriate and based upon information received. Information will be in the mailout. Further, he has discussed the revised draft with representatives of the professional organizations and school principals. Mrs. Boykin asked if legal counsel has been included in reviewing the current practice or in developing the policy, and legal counsel said he reviewed one of the original drafts and hopes to provide input before the mailout. Dr. Hitchcock requested staff provide him with a copy of the alternative draft that Mrs. Pugh presented at the January, 1998 school board meeting. He asked the superintendent if he is considering making a recommendation to the board that is different from the action of the committee. The superintendent said no, but he will be reviewing the document to see if it can be meshed with the original document.

The president asked board members to limit their questions and discussion since information on agenda items will be included in the mailout. He further noted that phone numbers are listed on the agenda for board members to contact appropriate staff if they have additional questions.

**North Caddo High School Financial Assistance.** Mrs. Boykin requested clarification of this item. The superintendent said staff has encountered a financial problem at North Caddo, and this is their request to address the matter.

**Approval of Professional Services for Underground Tanks Removal, Project 316** Mrs. Pugh asked about the number of underground tanks within the Caddo School System and where they are located. Mr. Norwood said there is a diesel, gasoline and used oil tank located at the central office site; one of each at Vivian; and, one gasoline tank at the warehouse for a total of seven tanks. He said the plan calls for alterations to all tanks. Mrs. Pugh inquired about the feasibility of removing all of the tanks at the same time. Mr. Norwood said the decision to replace all of the tanks is yet to be made, but modifications have to be made to all of the tanks. He said staff is simply securing approval of professional services, and the engineer will advise staff of what needs to be done. Further, the board will have an opportunity to look at proposals for fuel procurement. The superintendent said staff will come back to the board before any action is taken. Mrs. Walker asked if staff knows where the fuel services will be located. Mr. Norwood said he is not dealing with this directly, but believes that the board will be informed. Mrs. Walker said her objection is about the limited space to accommodate large buses at fuel centers in the northern part of the parish.

**Telecommunications Program at Booker T Washington High School** Mr. Burton asked for an update on the computer or telecommunications program at Booker T Washington High School to see if it is in compliance with the consent decree. The superintendent said staff is working on the request and the report will be made available to him. Mr. Burton expressed concern about the age of the computers in the program and said it's time to update the equipment.

**Safe School Policy for Students (Walker).** Mr. Burton asked for clarification of this item. Mrs. Walker said this item is about securing student identification badges for all students.

**Meeting With Bus Drivers.** Mr. Brooks informed board members that he attended a meeting with bus drivers on Tuesday night, February 3, 1998, and bus drivers asked for an audience with the CPSB to explain their positions. He asked the superintendent and president to schedule a date for bus drivers to meet with school board members. The superintendent commented that he received a

draft of a report that was prepared by S. L. Slack, assistant superintendent for support services, and Jimmy Orton, director of transportation, in response to the article appearing in The Times on Sunday, February 1. The final draft will be mailed to school board members. Further, he will be meeting with bus drivers on Friday, February 6, 1998, to hear their concerns and to express staff's appreciation for the job that they are doing.

**Year Round School Proposals for George P Hendrix Elementary and Oil City**

**Elementary/Middle School.** Mr. Powell asked if these items will be coming to the board for approval. The superintendent answered in the affirmative and said each school will provide board members with a copy of their proposal tonight which will give board members an extra week to review the plans. The superintendent said central office staff has met with the school staffs and is comfortable with the proposals.

**CPSB WORK SESSION (PRESENTATION OF THE PROPOSED AGENDA AND CONSENT AGENDA)**

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

Tom Koenig, Local 100 representative, expressed appreciation to the board and staff for meeting with school bus drivers, and suggested that the solution to the problems could be handled and solved within the group.

**Consent Agenda.** The Executive Committee recommended that items 9, 10, 12-21, 24, 25 and 28-A be categorized as consent agenda. Mr. Burton moved, seconded by Mr. Brooks, approval of the proposed consent agenda. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion which carried unanimously, and the meeting adjourned at approximately 5:26 p.m.

**February 4, 1998**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana following the Executive Committee meeting (approximately 5:41 p.m.) Wednesday, February 4, 1998, with President Michael J Thibodeaux presiding and the following school board members present being a quorum: Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Alvin Mims, Mark Milam, Michael E Powell III, Mildred B Pugh, and Johnny Vance, Jr Sybil B Walker entered the meeting at approximately 5:43 p.m. and Ron Adams entered at approximately 5:44 p.m. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The purpose of the special meeting was for the board to go into executive session to reconsider a student's appeal hearing and to hear other students' appeal hearings.

**EXECUTIVE SESSIONS - RECONSIDERATION OF A STUDENT'S APPEAL HEARING**

Mrs. Pugh moved, seconded by Mr. Mims and Mrs. Walker, that the CPSB hear the case of Minyon Barrett in executive session. Mr. Powell called for point of order and asked if the motion is to reconsider something that has already been decided by the board, and the president answered in the affirmative. Vote on the motion carried with board members Walker, Vance, Pugh, Mims, Brooks, Burton, Boykin, Adams and Dr. Hitchcock supporting the motion. Board members opposed were Thibodeaux, Powell and Milam. Mr. Burton moved, seconded by Mr. Brooks, for an executive session for approximately 15 minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 5:45 p.m. and reconvened at approximately 6:25 p.m. Mrs. Pugh moved, seconded by Mr. Mims, that since the CPSB has local control of its student body, that it would grant an administrative assignment of Minyon Barrett to Huntington High School for the remainder of the 1997-98 school year, with the understanding that with any violation she would be

again expelled by the principal without the benefit of a hearing with the CPSB. Dr. Hitchcock asked the superintendent if his recommendation for this student to be referred to Hamilton Terrace Alternative School for the remainder of the 1997-98 school year has changed. The superintendent said his recommendation remains the same. Board members expressed concern about the student returning to Huntington High School. 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, Powell, Milam, Boykin, Adams and Dr. Hitchcock. The president said the superintendent's recommendation stands.

Dr. Hitchcock moved, seconded by Mr. Powell, that the CPSB go into executive session to hear a student's appeal hearing for approximately 15 minutes. Vote on the motion carried with Mr. Vance not casting a vote. Board members supporting the motion were Walker, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. The board went into executive session at approximately 6:28 p.m. and reconvened at approximately 7:05 p.m. Mr. Adams inquired about students in the same family being allowed to attend two different schools. The superintendent said the request is unusual and he would have to research the matter examining the location of the family's residence. Mr. Adams moved that the parents' request be approved to allow both children to move from C E Byrd High School to Captain Shreve High School. The president sought legal counsel's advice on whether this motion is in order. Legal counsel said he did not know the facts in this case, but based on what he has heard he did not believe the transfer request falls within school board rules. Mr. Vance encouraged the school board to be fair across the board with all students, and asked the board to remand this case to the superintendent and let him bring a recommendation to the board. The president noted that there is no motion on the floor because it was not seconded by a board member. Dr. Hitchcock requested clarification of the appeal process, as addressed by staff. The superintendent said when the appeal comes to the school board, it carries his recommendation to uphold the hearing officers with the exception to recommend that the student receive credit for any homework that has been completed at New Elizabeth. Mr. Burton inquired about provisions for students' ability to return to the home school if found to be attending school out of district. Discussion followed on the residence of the student. Mrs. Boykin moved, seconded by Mr. Brooks, that Andrew W Bryant be returned to C E Byrd High School. Mrs. Boykin and Mr. Brooks expressed concern for the lack of information on the case that is normally provided by the school. Mr. Powell expressed concern that it isn't clear to him whether the second fight was in self-defense. Staff's recommendation is for Andrew to be referred to Hamilton Terrace for the remainder of the 1997-98 school year, and the superintendent said he did not have any different comments to make. Vote on the motion failed in a tie vote with board members Walker, Burton, Brooks, Powell, Boykin and Adams supporting the motion. Board members opposed were Vance, Pugh, Mims, Thibodeaux, Milam, and Dr. Hitchcock. The president said staff's recommendation is upheld.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Mims seconded the motion which carried with board members Adams and Walker not voting. Board members supporting the motion were Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin and Dr. Hitchcock. The meeting adjourned at approximately 7:16 p.m.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

**February 18, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, February 18, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 11I, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Reverend William Hines gave the invocation and Mr. Vance led the pledge of allegiance.

## **AGENDA FORMAT**

Mr. Milam moved, seconded by Mr. Powell, to revise the agenda format for school board meetings to move *special recognitions* ahead of the *visitors* section. Vote on the motion carried unanimously.

## **CONSIDERATION OF MINUTES OF THE JANUARY 21,1998 AND FEBRUARY 4, 1998 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Brooks, approval of the January 21, 1998 and February 4, 1998 CPSB minutes, as included in the mailout. Vote on the motion carried unanimously.

## **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled board members and the superintendent for amendments to the proposed agenda and the following items were withdrawn or postponed until the March, 1998 CPSB meeting: "*New Elective: Educational Internship - Green Oaks High School*"; "*Classified Employee Hiring and Transfer Procedures*"; "*Safe School Policy for Students*" (Walker); "*Contract With Alexander School for Mental Health Rehabilitation Services*" (Burton); and, "*Approval of Professional Services for Roofing at Donnie Bickham.*" The board recommended that items 11, 13, 14, 15, 18, 25, 26, and 30-A as consent agenda.

## **SPECIAL PRESENTATION**

The president recognized Mike Powell, immediate past president of the CPSB, and presented him with a plaque in recognition of services rendered in 1997. On behalf of the board, the president expressed appreciation to Mr. Powell for his time and leadership.

## **VISITORS**

Dawn Anderson, president of Associated Professional Educators of Louisiana (A+PEL), informed the board of the association's concerns relative to the transfer policy for certified teachers. She asked the board not to take away the rights of teachers and principals -- freedom of choice.

Natalie Chaisson, teacher at Walnut Hill Elementary/Middle School, said principals should maintain control at their schools. She encouraged the board to approve the transfer policy, as recommended by the committee and superintendent.

Gerald Burrow, principal at Turner Elementary/Middle School, spoke on behalf of middle school principals, and asked the board to reject a transfer policy that removes the principal as the placement authority at his or her school. Principals seated in the audience were recognized and a signed statement of support from the principals was presented to the board.

John Dilworth, principal at Huntington High School, presented a position statement of support from high school principals of the transfer policy, as recommended by the superintendent. He, too, encouraged the board to reject any transfer or hiring policy that renames the principal as the placement authority of employees at his or her school.

Mattie Boyd, retiree, requested the board and staff to explain to her the benefits/premiums being offered through the insurance program. (Note: The superintendent asked Ben Wreyford, director of finance, to conference with Ms. Boyd.)

Ann Fowler, Citizens for Quality Public Education in Caddo Parish, spoke of the organization's interest to provide quality education for all students in Caddo Parish. Working with other groups, this body will work to identify and address needs in schools. She applauded the superintendent and staff for the new insurance plan that is being recommended today.

Jackie Lansdale, president of Caddo Federation of Teachers and Support Personnel (CFTSP), informed the board of the federation's concerns relative to resources being directed to help low achieving schools. She asked that a team be appointed to assist in identifying needs at schools. Mrs. Lansdale also expressed concern about the need to improve discipline in classrooms.



Monica Jenkins-Moore, president of Caddo Association of Educators (CAE), said the board needs to be clear about what is expected of its employees (accountability). She announced that a meeting with State Superintendent Cecil Picard will be held Wednesday, April 1, 1998, at the Convention Center. Further, March 12, 1998 is "*Read Across America*" observance, and board members were encouraged to participate in planned activities at area schools.

## **CONFIRM THE CONSENT AGENDA**

Mrs. Pugh moved, seconded by Mr. Brooks, adoption of the proposed consent agenda. Vote on the motion carried unanimously. 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 printing of continuous forms for data processing department; trucks for maintenance department; computer software for all schools; roofing replacement at Southwood, Project 287E; and, roofing replacement at Woodlawn, Project 287E A copy of the tabulation bid sheets marked "*Exhibit A, six Pages, February 18, 1998*" is filed in the official papers of the board.

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

**Approval of Professional Services for Underground Tanks Removal, Project 316.** Staff recommended that ALTEC Environmental be approved to provide professional services for underground gas tanks removal, Project 316. ALTEC Environment is a local firm with extensive experience in the removal of hazardous waste and related issues.

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

**Approval of Professional Services for Wiring for Technology at Various Schools, Project 317.** Staff recommended that NTB, Inc be approved to provide professional services for wiring for technology at various schools, Project 317. NTB, Inc is a local consulting firm that has designed school-wide electrical upgrades in several of Caddo's schools.

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

**Approval of Professional Services for Proposition 5 Library Technology, Project 318.** Staff recommended that John Guth Associates, Inc be approved to provide professional services for Proposition 5 - Library Technology Installations, Project 318. This firm has extensive experience in the area of electrical engineering and prepared the initial electrical assessment of all Caddo schools three years ago.

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

**Revision of 1997-98 Capital Projects Fund Budget.** Staff recommended that the revised 1997-98 Capital Projects Fund Budget, as included in the mahout, be approved. With the revision, a June 30, 1998 balance of \$4,084,540 is projected. This balance does not include funds maintained in the Construction Reserve which are designated for future projects. The projected balance of funds in the Construction Reserve at June 30, 1998 is \$88,400.

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

**Authority for Superintendent to Sign Teacher Contracts for the 1998-99 School Year.** In compliance with the requirements of R.S. 17:413 and policy GCB in requesting approval to sign all contracts, the superintendent was authorized to sign teacher contracts for the 1998-99 school year.

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

**Approval of Resolution for Continued Employment.** Staff recommended approval of the resolution for continued employment, as included in the mailout.

## 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 Caddo Parish School Board the right to apply for and receive unemployment benefits if they should become unemployed; and

**WHEREAS**, many employees of the Caddo Parish School Board have a break in service during the summer months; and

**WHEREAS**, the law states 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 Caddo Parish School Board direct the superintendent, in the he 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. 30-A

**Requests for Leaves.** The superintendent recommended approval of the following requests for leaves.

Sabbatical Leave for Rest and Recuperation for the remainder of the 1997-98 School Year

Nola Lawrence, Teacher, Youree Drive Middle School  
Peggy Ivins, Teacher, Vivian Elementary/Middle School

Leave Without Pay (Personal), February 2 - June 5, 1998

Jesse Overstreet, Carpenter, Maintenance Department

Leave Without Pay (Personal), January 26 - February 6, 12, 13, 1998

Rounia Hill, Food Technician, Child Nutrition Programs

Leave Without Pay (Personal), March 19 - June 5, 1998

Teacher Aide, Laurel Street ECE

Leave Without Pay (Personal), Approximately One Week Per Month for the Remainder of the 1997-98 School Year.

Madeline Antici, Bus Driver, Maintenance Department

**Requests of the Board.** Janez Rainbolt, teacher at Linwood Middle School, requested to rescind her leave without pay and return to her teaching assignment.

Kimberly Jefferson, child nutrition programs employee, requested to rescind her leave without pay and return to a position at Cherokee Park Elementary.

## PERSONNEL RECOMMENDATION

The superintendent recommended that Clay Slagle be appointed technology manager for the Caddo Public School System. Mr. Slagle 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. Powell, approval of the superintendent's recommendation. Mrs. Walker spoke in opposition to the addition of another tier to the central office administrative structure. Mrs. Pugh expressed concern about staffing this position. She noted that she previously made a request to staff assistant principals at elementary schools, which she believes is more important than this position. The superintendent reported that another position was removed from central office in order to accommodate this position, and staffing of assistant principals at elementary schools is being addressed. He suggested that a recommendation will probably be made at the March, 1998 school board meeting. Mrs. Pugh questioned the superintendent's plan to bring the matter back to the board since it has already authorized him to staff these positions. The superintendent stated that budget figures were just realized; and, it will take time to advertise, interview, and make recommendations. Vote on the motion carried with board members Walker, Burton and Pugh opposed. Board members supporting the motion were Vance, Mims, Brooks, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

## UPDATE ON GROUP MEDICAL INSURANCE

Monica Jenkins-Moore, CAE president, requested the implementation date be changed to January, 1999 to allow enrollees an opportunity to make necessary changes.

The superintendent said information was included in the mailout. Staff strongly recommends *Plan C* and that the school system go to a 12-month premium deduction schedule. Mrs. Boykin moved, seconded by Mr. Adams and Mr. Brooks, that the tiered employer/employee contribution structure, as defined in the mailout - Plan C, be approved and that the payroll cycle for employees currently being paid biweekly for ten months be changed to monthly for 12 months. The effective date of these changes is the beginning of the 1998-99 school year. Ben Wreyford, director of finance, and Randy Watson, insurance manager for Caddo public schools, presented a report highlighting the following: (a) inequities in the current insurance plan; (b) rationale for recommending 12-month deductions; and, (c) provisions of *Plans A, B, and C*. Board members applauded staff for the hard work they have done to resolve the insurance issue and for developing a satisfactory plan for enrollees with Medicare. In comparing PPO/POS 10-month premium rates, Dr. Hitchcock questioned the difference in premium ratios in items 04 (*Employee/Retiree, Spouse, Children Without Medicare*) and 94 (*Employee/Retiree and Children Without Medicare*), as noted in the handout. Staff explained that Blue Cross sets the rates charged to enrollees. The superintendent expressed appreciation to staff for a job well-done and again recommended approval of *Plan C*. Vote on the motion carried unanimously.

## SUPERINTENDENT'S REPORT

**Professional Staff Assignments and Transfers.** Mr. Brooks moved, seconded by Mr. Powell, to suspend the rules to advance this item on the agenda. Vote on the motion to suspend the rules carried unanimously. Mr. Powell moved, seconded by Mr. Brooks, to advance this item on the agenda. Vote on the motion carried with Mrs. Pugh opposed. Board members supporting the motion were Walker, Vance, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

Monica Jenkins-Moore, president of CAE, commended the human resource staff for allowing the committee to contribute to the development of the policy.

Jackie Lansdale, president of CFTSP, thanked the board for appointing a committee to assist in the development of a policy. She noted that the federation is concerned about the placement of certified teachers in classrooms and about provisions for quality public education for all children.

Mr. Powell moved, seconded by Mr. Milam, to approve the recommendation made by the superintendent which is the adoption of policy GCI-R (Professional Staff Assignments and Transfers), as included in the mailout. Mr. Powell said the proposed policy provides for

accountability and it gives school administrators the means to make differences in their schools to get the best qualified teachers. Mr. Milam requested clarification of the information received from the State Department of Education and asked if the CPSB will be in compliance with BESE requirements if it adopts the policy. The superintendent said the issue today deals with a procedure to transfer certified teachers. Staff has been in communication with the State Department of Education and there is agreement with what Caddo is proposing. Mrs. Pugh referenced her request at the January, 1998 school board meeting for the superintendent to review a substitute draft of a policy in which he was asked to make a recommendation to the board. She said the document being proposed today is the same document introduced by staff in January. Mrs. Pugh emphasized that the CPSB hires and holds the superintendent accountable for activities in the school system, and further expressed concern that adoption of the proposed policy will give principals the authority to hire teachers. She said the Human Resource Department should be held accountable for staffing classrooms, and teachers should know that Caddo is a system, they work for the CPSB, and their allegiance is not to the principal. Mrs. Boykin questioned the reference letters (GCI-R) of the policy in the motion and asked about the use of forms sent to board members. Willie Henderson, assistant superintendent for Human Resource Services, said policy GCI-R is different but the forms are still a part of the process. He reiterated that the board is being asked to adopt a request for a transfer form. Mrs. Boykin asked how would the other policy (GCC-R) blend with the proposed policy and about procedures for new hires. Ron Festavan, director of personnel, said the policy being considered today (GCI-R) addresses transfers of current employee personnel and does not deal with new hires. Mrs. Boykin further inquired of: (a) principals' activities at this time relative to interviewing and hiring; (b) provisions for teachers receiving professional assistance being allowed to complete a transfer request form; and, (c) interview provisions for everyone seeking a transfer. Mr. Festavan capsulized the date provisions for principals to interview (face-to-face or via telephone) or transfer teachers noting that documentation of interviews is a part of the process. Mr. Brooks said he does not believe that principals should have the full power to hire employees and encouraged the board to place the hiring/transfer procedure back in the hands of human resource administrators. Dr. Hitchcock said he cannot find the great conspiracy other than principals hiring the best people that they can for their schools. He said the board should put this matter in the hands of the people it trusts-- school principals. Dr. Hitchcock emphasized that the policy stipulates that the Human Resource Department has the final say to approve the recommendations, and this is the safeguard for the CPSB. Mrs. Walker noted that some teachers have aversions to traveling to schools in the northern part of the parish and stressed the fact that the issue only addresses a transfer policy for teachers. Mr. Adams and Mrs. Pugh inquired about the number of teachers employed in Caddo Parish who are working on temporary certificates. Mr. Festavan said there are 431 such employees at this time, and he would provide board members with a breakdown of the numbers for each school level. Mr. Mims encouraged the board to return hiring and transfer matters to the central office staff. Mr. Mims moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate carried with board members Vance and Brooks opposed. Board members supporting the motion were Walker, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Vote on the original motion carried with board members Brooks and Boykin opposed; Walker, Vance, Mims, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock supported the motion; and Mrs. Pugh pressed both the amber (abstention) and red (opposition) buttons. She chose not to select one button over the other, therefore, the president ruled that the record should reflect that a vote was not cast by Mrs. Pugh on this issue.

**Recess.** The president called for a ten-minute recess at approximately 5:55 p.m. The board reconvened at approximately 6:10 p.m.

Mr. Burton moved, seconded by Mr. Powell, to suspend the rules to advance "*Year Round School Proposal for George P Hendrix Elementary School*" and "*Year-Round School Proposal for Oil City Elementary/Middle School*" on the agenda. Vote on the motion carried with board members Walker, Mims, Boykin and Dr. Hitchcock absent for the vote. Board members supporting the motion were Vance, Pugh, Brooks, Burton, Thibodeaux, Powell, Milam and Adams.

## **YEAR-ROUND SCHOOL PROPOSAL - GEORGE P HENDRIX ELEMENTARY SCHOOL**

Mr. Burton moved, seconded by Mr. Brooks, approval of the year-round proposal for George P Hendrix Elementary School, as recommended by staff and included in the mailout. The

superintendent said material was in the mahout, and staff recommends approval. Mr. Burton and Mr. Brooks encouraged the board to support staff's recommendation. Mrs. Boykin asked about: (a) the number of days for intercession; (b) procedures for selecting students for participation in intercession activities; (c) the principal's salary as budgeted; and, (d) student recruiting plans. Principal Marie Hines said the ten days for intersession are additional days and students will participate on a voluntary basis. However, if students are in need of remediation or are in danger of failing, then staff will conference with parents and encourage students' participation. The superintendent said students transferring to Hendrix will be required to provide their own transportation; Individualized Education Program (IEP) for special education students will dictate their placement; and, emphasis now is on special education students attending their neighborhood schools. Further, the principal's salary is based on a ratio basis and the reference to not reduce the salary is a mirror of the other year-round school programs. Mrs. Hines capsulized summer activities presently being offered that are available to students enrolled at Hendrix and said they would follow the same calendar as other year-round school programs offered in Caddo Parish. Mr. Adams spoke in support of the program. The president asked Mrs. Hines what does she attribute the school's success to as evidenced by substantially improved test scores. Principal Hines said because of the school's low student enrollment, staff is able to do a lot of individualized instruction, they are doing Learning Styles, and is tailoring the teaching to students' needs via after-school tutoring, the K-3 initiative, and a lot of hands-on instruction. Mrs. Boykin expressed concern about provisions to recruit students and about manipulating school calendars to accommodate programs. Mr. Brooks said the faculty and staff, parents, and professional support people in the community are in support of the year-round school concept. Mrs. Walker applauded the principal for the work being done at Hendrix; expressed appreciation for intersession activities; but, expressed concern about recruiting students. Dr. Hitchcock requested clarification of the funding request for operation of the program. The superintendent said an additional \$27,715.80 is being requested to implement the program and staff is comfortable with the request. Dr. Hitchcock noted that it appears that staff's efforts at Hendrix are already working, and he asked the principal to highlight the benefits to be derived from a year-round program. Noting the geographical location of the school, Principal Hines said the program would provide a safe environment for students during summer months; students will be able to retain knowledge because learning will continue; and, test scores will be maintained with the possibility of rising. The superintendent said the school is in an excellent location for a year-round component and again expressed staff's support of the program. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the program were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock.

#### **YEAR ROUND SCHOOL PROPOSAL - OIL CITY ELEMENTARY/MIDDLE SCHOOL**

The superintendent said he talked with staff about the request in the proposal for a full time security person and a lab technician. It was determined that the full time security person is not needed at this time, and the decision to staff a lab technician will be considered later after a review of the overall program is conducted. He noted that elimination of these two requests reduces the proposed budget by approximately \$39,000. The superintendent said he recommends approval of the proposal with the deletion of the two referenced positions. Mrs. Walker moved, seconded by Mr. Brooks, approval of the year-round proposal for Oil City Elementary/Middle School as recommended and amended by the superintendent. Mrs. Walker said the program at Oil City would be good for the community and students. Further, the proposal has the strong support of faculty, parents and other citizenry. Mr. Milam moved, seconded by Mr. Burton, 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, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock. Vote on the original motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock.

#### **REVISION OF 1997-98 GENERAL FUND BUDGET**

Mr. Brooks moved, seconded by Mr. Burton and Mr. Mims, to accept the superintendent's recommendation to approve the revised 1997-98 General Fund Budget, as included in the mailout. Mrs. Boykin asked staff to explain the request for staffing additional sweepers (12 full time and 3 part-time) and the two clerical persons for the construction program. David Barr, director of classified personnel, reported that the request is based on the staffing formula used to maintain the

department's operations. He recapped staff's previous action to reduce the number of sweepers and noted that for some time substitutes have been used to fill the need. But, the work now dictates that the positions should be permanent. The superintendent said additional money is put into the budget to provide assistance when the construction of new classroom wings begin. The president said the request is to staff the positions for the remainder of the 1997-98 school year, and he requested clarification of the figure for salaries for the additional sweepers, as listed in the revised budget. Jim Turner, custodial supervisor, and Ben Wreyford summarized annual rates of pay for permanent and substitute sweepers, noting that the request would include pay for time already worked. Staff summarized previous efforts to get the positions included in the budget as a specific line item. The president expressed concern that positions were staffed that were not written into the budget. Mr. Powell noted that when the board and staff reviewed the budget, a specific number for sweepers was approved. The superintendent said some positions at schools have been equalized and the intent now is to get back to the formula. Mr. Powell inquired about the request for additional data processing consultants, particularly referencing the employment of a retired employee. Mr. Wreyford commented that the rate in the budget is less than the going rate for such consultation, and it would be difficult to release someone already staffed to address needs that will take the school system into the 21 st century. Mr. Powell asked staff to, in the future, consider presenting budget revision requests to the board in a manner that would separate line items to be considered one item at a time. Mrs. Walker inquired about the staffing formula for sweepers. Mr. Milam asked if the motion is approved, if staff will proceed with hiring additional sweepers. The superintendent said the budget will cover this entire school year, and staff will look at the 1998-99 budget to see what is needed in terms of further increasing the budget. Mr. Brooks and Mr. Vance said they recognize the need to staff the positions and asked the board to support the request. Mr. Vance asked staff to identify the sites where the additional sweepers are assigned. Vote on the motion carried unanimously.

#### **CADDO EDUCATION EXCELLENCE FUND RECOMMENDATION**

Monica Jenkins-Moore said concern was expressed about the omission of a high school representative on the committee, however, staff explained that service terms are staggered for committee members, and the high school representative's term does not require rotation at this time. Burnadine Moss Anderson, administrative assistant/communications, summarized the committee's composition, as outlined in the mailout. Mrs. Boykin moved, seconded by Mr. Milam, approval of the recommendations as presented by the Caddo Educational Excellence Fund (CEEF) Committee. Further moved that Jerry Tim Brooks, Executive Committee board member, be appointed to serve on the CEEF Committee, as recommended by the president. Mr. Milam asked how did the committee determine that funds should be distributed in equal amounts to all Caddo public schools. Mrs. Anderson said the committee decided that the first disbursement should be equitable among the 75 schools. In future years, the committee could consider disbursing funds on a per pupil ratio basis. Vote on the motion carried unanimously.

#### **NORTH CADDO HIGH SCHOOL FINANCIAL ASSISTANCE**

The superintendent reported that staff has experienced some problems with funds at North Caddo High School and is recommending that the CPSB give authorization to take care of the situation on a temporary basis while the investigation continues. Mr. Burton moved, seconded by Mr. Walker, to provide \$50,000 to North Caddo High School to assist in payment of their outstanding debts as recommended by the superintendent. Mr. Powell expressed concern that the board is being asked to give financial assistance to the school. He moved, seconded by Mr. Adams and Mrs. Pugh, to go into executive session for the purpose of being able to ask questions for approximately 15 minutes. Mr. Brooks asked staff to consider changing the agenda whereby the board could come back to this item later in the meeting. The president said several hearings are scheduled for today's meeting, and he asked board members if they object to delaying this item until the end of the meeting. No opposition was expressed and the president said this discussion will continue when the board addresses the *Investigation of Allegation of Misconduct* in executive session.

#### **PROCLAMATION - READ ACROSS AMERICA (Walker)**

The president read the proclamation aloud, as included in the mailout.

## PROCLAMATION

**WHEREAS**, the Caddo Parish School Board stands firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in a global economy; and

**WHEREAS**, the Caddo Parish School Board has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is key to the community's well-being and long-term quality of life; and

**WHEREAS**, *Read Across America*, a national celebration of Dr. Seuss' birthday on March 2nd, promotes reading and adult involvement in the education of our community's students;

**THEREFORE BE IT RESOLVED**, that the Caddo Parish School Board calls on the citizens of Caddo Parish to join with the Caddo Association of Educators in supporting *Read Across America* to assure that every child is in a safe place reading together with a caring adult on March 2nd, 1998.

**AND BE IT FURTHER RESOLVED**, that this body enthusiastically endorses *Read Across America* and recommits our community to engage in programs and activities to make America's children the best readers in the world.

Mrs. Walker moved, seconded by Mr. Powell, that the CPSB adopt the *Read Across America* proclamation, as included in the mailout. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock.

### SUPERINTENDENT'S REPORT (continued)

**Accountability Program - Lowest 20% Performing Schools.** The superintendent reported that Act 478 of the 1997 regular session of the Legislature, requires that all parishes in the state determine their 20% lowest achieving schools. He noted that the key words are low *achieving*, and schools identified are not bad schools nor the worst schools. The schools are identified based upon the results of standardized tests during the 1996-97 school year. The superintendent reported that he has met with the principals of the identified schools and school improvement plans are in place at each site. Further, he will be meeting with schools' staffs and will be bringing the school improvement plans for each school to the board. Schools identified are: **Elementary schools** -Caddo Heights, Central, Cherokee Park, Creswell, Fairfield, Ingersoll, Queensborough, Werner Park and West Shreveport. **Middle schools** are Bethune, Hollywood, Linwood and Midway. High schools are Fair Park and Woodlawn. Mr. Brooks expressed concern about the negative coverage of schools' performance as reported in *The Times*. Mr. Powell inquired about staff's efforts to provide leadership in the testing area, and said someone is needed to break down test data and use the information to help all schools. The superintendent reported that he will bring a recommendation to the board in March, 1998 regarding this issue. He, too, emphasized the need to staff someone to deal with interpreting test scores and to work with schools' staffs. Mrs. Boykin encouraged staff to examine what is presently being done and to review available information. The superintendent said the fact that schools have been identified does not indicate that people in these schools are not working hard and improvements are not being made. He further stated that this is an opportunity for staff to give additional assistance to schools and parental involvement is needed. Mr. Brooks said parents should be encouraged to join the PTA and get involved in school work.

**Update - Transportation and Safety.** The superintendent reported that information was in the mailout and staff will continue providing updates. He said there have been a number of blocks in getting decals for school buses, but as of today, staff has taken a giant step forward and should see results in the next few days.

## **UNFINISHED BUSINESS**

**Agenda Format.** Mr. Burton asked staff to prioritize agenda items for future board meetings. He asked that items of high interest to the public should be listed first on the agenda.

**New Elective: Educational Internship - Green Oaks Teaching Magnet.** Mrs. Boykin asked if the course is presently being taught at Green Oaks, and staff said they have not begun teaching the course at this time and will not do so before receiving the board's approval. Mrs. Boykin requested clarification of the credit students passing the course will earn for a semester's worth of work. Ollie Tyler, deputy superintendent, said students will earn a full credit because they will spend more than one hour per day in the course. The superintendent said he requested that this item be delayed until March, 1998 because there is a concern in the proposal regarding funds and how they will be spent. Additional information will be gathered and this matter will come back to the board for approval.

**Insurance Benefits.** Mrs. Boykin asked staff if there is any way that funds could be budgeted for the insurance department to publish and disseminate a newsletter to enrollees informing them of insurance benefits, premiums, changes, etc.

## **CONTRACT WITH ALEXANDER SCHOOL FOR MENTAL HEALTH REHABILITATION SERVICES**

Mrs. Boykin expressed concern that the contracts deal with two particular providers and inquired if a bid process will be presented that will allow all interested providers to participate. The superintendent expressed concern that only one school was stated in the contract and after talking with Mr. Burton, he said the contracts should include all schools. Dr. Hitchcock noted that this item came from a school board member with a copy to the superintendent. He asked if this item has the superintendent's recommendation. The superintendent said this item was independently added to the agenda by a school board member at the Executive Committee meeting, but he discussed the contracts with legal counsel. He further stated that staff needs more time to review the documents because of concerns for Alexander School and because limited input was received from staff. Mr. Vance encouraged board members to allow agenda items to come to the CPSB through the proper process -- through the superintendent. Mr. Burton clarified that this item was added to the agenda as a request for information for implementation at all schools.

## **NEW BUSINESS**

No new business was introduced by board members.

## **ANNOUNCEMENTS AND REQUESTS**

**Social Promotion.** Mr. Adams expressed concern about social promotions and asked staff to consider opening a ninth grade center for failing students to concentrate on tutoring in the areas of language, math, etc.

**Spotlight.** Referencing the Spotlight newsletter, Mr. Adams expressed concern that D.A.R.E. personnel are seen working public concession stations selling alcoholic beverages. He said this appears to be working against the D.A.R.E. program and personnel should be made aware of this observation.

**Classroom Discipline.** Mr. Powell requested that an item be added to the March, 1998 agenda under the Superintendent's Report for a report that will advise board members of the progress of the Discipline Policy Review Committee. He asked that board members be apprised of the committee's meeting date(s). Mr. Burton requested staff to develop a consistent procedure for implementation at all schools for administering punishment to students.

**Web Addresses.** Mr. Powell asked staff to provide him with individual school's on-line *Web* page addresses. The superintendent said this will be the new technology manager's first assignment.



**Pupil Progression Plan.** Mr. Powell asked staff to provide an update on where Caddo is with the development of its Pupil Progression Plan at the March, 1998 school board meeting. He requested a summary of the board appointed committee's work in this regard.

**Auditing.** Dr. Hitchcock addressed the timeline for auditing schools' funds and reiterated his request for staff to consider contracting with an independent CPA firm to enhance auditing procedures for Caddo public schools. The superintendent said staff has been discussing this request and will be putting something in writing to board members real soon. Mr. Vance expressed concern about the ongoing investigation of thefts at several Caddo public schools. He asked the superintendent to provide board members with an update of activities in this regard. The superintendent reported that there are three investigations going on at this time, and some information will be provided to board members.

**Dress Code.** Mr. Brooks asked staff to encourage school administrators to review and enforce the student dress code policy. He asked that the policy be enforced banning students from wearing earrings in their noses, sagging/baggy pants, etc. He expressed concern that students could conceal weapons in the over-sized clothing. He asked the superintendent to bring a recommendation and/or conduct a study that requires students to wear uniforms parishwide for the 1998-99 school year.

**Charter Schools.** Mrs. Pugh requested staff to be prepared to schedule a special school board meeting on March 4, 1998 to approve charter school applications that have been received. The superintendent said there is a timeline for this and staff plans to present this item at the March 18, 1998 school board meeting. The president asked if it is possible to address this item at the March 4 meeting, and staff said it would be difficult to have everything ready by March 4.

## **EXECUTIVE SESSIONS**

**Student's Appeal Hearing.** Mrs. Walker moved, seconded by Mr. Burton, to go into executive session for the purpose of hearing a student's appeal for approximately 15 minutes. The superintendent reported that there is only one student appeal to be considered at this time. Vote on the motion carried with board members Boykin and Adams absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milan and Dr. Hitchcock.

**Recess.** The president called for a five-minute recess at approximately 7:59 p.m. The board reconvened at approximately 8:05 p.m.

The board went into executive session at approximately 8:05 p.m. and reconvened at approximately 8:34 p.m. Dr. Hitchcock moved, seconded by Mr. Powell, that James Jackson Harbor remain at Hamilton Terrace Alternative School for the remainder of the 1997-98 school year. Debate ensued on the appropriate solution for this student. Mr. Powell inquired if the motion is appropriate. Legal counsel advised board members relative to the extension of the expulsion beyond what was originally assigned, and said an extension would be improper action and would violate the student's due process. After more debate, Dr. Hitchcock, with support of Mr. Powell who seconded the motion, withdrew the original motion. Dr. Hitchcock offered another motion, seconded by Mr. Powell, that the student serve the original terms of the expulsion. Mr. Vance made a substitute motion, seconded by Mr. Brooks and Mr. Burton, that the student be returned to Northwood High School at the beginning of the fourth nine weeks. Vote on the substitute motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks supporting the motion. Board members opposed were Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Mr. Burton made a substitute motion, seconded by Mr. Brooks, that the student be returned to Northwood High School at the beginning of the fourth nine weeks on administrative probation. Vote on the substitute motion carried with board members Thibodeaux, Powell, Milam, Boykin and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Mims and Adams.

**Employee Grievance.** The superintendent commented that the employee appeal hearing is for Theresa Logan, teacher aide at Summer Grove Elementary School, who filed a grievance in regard to accommodations regarding her physical condition in accordance with Section 504 of the Rehabilitation Act of 1973. David Barr, director of classified personnel, introduced Penny Claudis,

coordinating specialist/504/ADA, who gave a chronology of activities relative to this grievance. She highlighted the reasonable and appropriate accommodations that were provided by staff in an effort to permit Ms. Logan, who suffers from severe arthritis (degenerative joint disease of the knees) to perform her duties. Documents from Dr. John D Danzell, Jr and Dr. G Michael Haynie were submitted with the grievance on behalf of Ms. Logan. Accommodations for Ms. Logan included: a) the provision of a chair so that she would not have to stand or walk too much; b) a stadium blanket to drape over her knees while posted outside on duty; and, c) relocation of duty posts. Principal Dona Amidon gave an account of the grievance process and said she and other staff (deputy superintendent, assistant superintendent for human resources, director of elementary education, director of classified personnel and 504/ADA ) agree that the grievance process was adhered to and reasonable accommodations were made to assist Ms. Logan. Ted Casten, attorney for Ms. Logan, articulated his client's grievance and circulated photographs of Ms. Logan's work stations which he reported expose her to inclement weather. Lengthy discussion followed on: a) Ms. Logan's previous work assignments and health status; b) her duty assignments (cafeteria and outside); c) requirements of the job description for federal fund aides; d) rotation of work assignments for aides at the school and the possible reassignments of duties for Ms. Logan; e) Ms. Logan's inability to walk or stand for prolonged periods; etc. Legal counsel for the school board inquired about the contents of the job description for federally funded aides; clarification of Ms. Logan's specific duties; and, Ms. Logan's physical ability to perform assigned duties. Mr. Casten asked board members not to address issues beyond the scope of the 504/ADA matter since mailout information included additional data that does not relate to the grievance. Ms. Logan informed board members of her interpretation of reasonable accommodations and of her ability to perform assigned duties. Richard Neeson, director of 504/ADA, reported that procedures and policies have been followed to the letter in addressing this grievance. After more debate appropriate staff, Ms. Logan (through legal counsel), and legal counsel for the CPSB agreed to a brief recess for the purpose of trying to resolve Ms. Logan's concerns and/or requests.

**Recess.** The president called for a 10-minute recess at approximately 9:45 p.m. The board reconvened at approximately 10:06 p.m.

Legal counsel for the CPSB reported that he believes that an agreement has been reached, and based on information provided, the principal is willing to sit with Ms. Logan to consider other options in hope of reaching an agreement by Friday, February 20, 1998. He further reported that staff wants to consider the needs of the entire school and staff, and determine what can be done to accommodate Ms. Logan to aid her in performing her duties. Mr. Casten emphasized Ms. Logan's desire to be reassigned to an area out of the weather elements. Mr. Powell asked the superintendent to notify board members of what happens on Friday as a result of the conference between Principal Amidon, Ms. Logan, appropriate staff and/or legal counsel(s). Ms. Amidon again emphasized that she believes that reasonable accommodations have been made to accommodate Ms. Logan, however, she is willing to meet with Ms. Logan in an effort to resolve the grievance. Following more debate, Mr. Casten said his client is no longer willing to meet with Principal Amidon to discuss the grievance. In response to board members' inquiries, legal counsel for the CPSB advised that he believes that based upon information presented, 504 provisions, and verbal responses, he believes that reasonable accommodations have been made to accommodate Ms. Logan. Discussion ensued on provisions for evaluating Ms. Logan's work performance, and the president ruled that Mrs. Logan's performance evaluation is not an issue at this time. Talks continued on the possible relocation of Ms. Logan to another school facility. After lengthy debate, Mr. Adams moved, seconded by Mr. Milam, that the superintendent's recommendation be upheld. The superintendent's opinion is that appropriate attention has been given to this matter at previous grievance levels and reasonable accommodations have been made to permit Ms. Logan to perform her assigned duties. Vote on the motion carried with board members Walker, Vance, Burton, Mims and Brooks opposed. Board members supporting the motion were Pugh, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Mr. Casten requested a copy of the transcript of the grievance appeal as heard at today's meeting.

**Investigation of Allegations of Misconduct.** Mr. Burton moved, seconded by Mrs. Walker, to provide \$50,000 to North Caddo High School to assist in payment of the school's outstanding debts, as recommended by the superintendent. Vote on the motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Brooks, Thibodeaux, Powell, Milam, Boykin and Adams. Mr. Vance expressed concern about the board's vote to deny financial assistance to the school. The president asked the

superintendent to provide board members with a list of the outstanding debts for North Caddo High School.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion which carried, and the meeting adjourned at approximately 10:40 p.m.

---

James E Foster, Ed.D., Secretary

---

Michael J Thibodeaux, President

### March 4, 1998

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, March 4, 1998, at 3:30 p.m. with President Michael J Thibodeaux presiding and Jerry Tim Brooks present being a quorum. Willie D Burton was absent. Other board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The president gave the invocation and led the Pledge of Allegiance.

### **INSTRUCTIONAL PRESENTATION - PERFORMING ARTS IN THE ELEMENTARY SCHOOL**

G. Jeane Nichols, director of elementary schools, made preliminary remarks and introduced Pam Byrd, principal at South Highlands Elementary Magnet, and Cherry Burton, principal at Fairfield Elementary School.

**South Highlands Academic and Performing Arts Magnet School.** Mrs. Byrd said staff at South Highlands values a firm foundation in academics and students are encouraged, taught, and allowed to be their creative best. She introduced Betty Adkins (music specialist), Randy Fair (drama specialist), and Judy B Johnson (art specialist). Students gave a sampling performance of their version of the musical production *Cats*; gave reviews of movies, namely, "*Men in Black*" and "*Titanic*"; recapped art activities (painting unit - Picasso, photography, and painting *Blue Dog*); and, performed a Brazilian drumming session using native instruments. Telecommunications is taught through student participation, and the school has its own production crew for KSHM, the school-wide television station.

**Fairfield Elementary Arts Program.** Ms. Burton said strengths gained through the study of arts carry over into other subject areas. Through the integrated program at Fairfield, students are taught to have a sense of civilization, to develop their creative powers, to become effective communicators and to appreciate what they read, see and hear. She introduced Luther Cox, Jr, dance and drama coordinator, and Ann Luck, visual art/technology teacher. Students performed a modern dance to Stevie Wonder's song "*Friends*." Ms. Luck presented a slide presentation of students' creative art works designed through use of computers.

The president expressed appreciation for both schools and the students' presentations.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE MARCH 18, 1998 CPSB MEETING**

The president recognized the superintendent and he requested that agenda items 10-A 4 and 5 be combined; and, "*Approval of Professional Services for Roofing at Donnie Bickham*" be deleted from the agenda. Keith Norwood, director of school plant, informed board members that the Donnie Bickham project is scheduled for next year. Mr. Vance asked if "*New Elective: Educational Internship*" for Green Oaks High School needs to be removed from the agenda since it appears on the agenda for today's special CPSB meeting. The superintendent said the item is on the agenda as a result of board action at its February, 1998 meeting. However, if the item is acted on at today's special called meeting, then it will be removed from the March 18 agenda. Dr. Hitchcock asked if "*21st Century Learning Centers Proposal*" is scheduled for consideration at today's special meeting.

The superintendent said the item was presented to him this afternoon; the grant proposal has to be submitted by March 9, 1998; and, board approval to submit the grant is required. The proposal involves a year round after-school program and summer school program for three schools. He proposed that action be taken today at the special called meeting. The following items were added to the agenda: "*Charter School Proposals*" (Holt); "*Reduction in Compensation and Benefits for CPSB Members*" (Dr. Hitchcock); "*Evaluation of Administrative Personnel*" (Boykin); "*Sick Leave and Extended Sick Leave for Classified Employees*" (Informational) (Boykin); and, "*CPSB Attorney*" (Boykin). Dr. Hitchcock asked the superintendent to consult legal counsel about his agenda item, and that appropriate notices be sent out to allow the CPSB to consider this item on March 18. Mrs. Boykin asked staff to provide board members with laws dealing with classified employees' sick and/or extended sick leave and CPSB policies relative to this item. She noted that a few years ago a policy was adopted by the CPSB that provides extended sick leave for school bus operators. She asked staff to provide board members with available information relative to cost that has been incurred by the school system since the policy was adopted. Mrs. Pugh said a request was made by the Theater of Performing Arts for use of a school, and she asked staff to act on this matter. Mr. Slack said the school is Lakeshore and staff may be able to handle the request under the Hold Harmless agreement and it may not require board action. Staff will determine if the item needs to be on the agenda.

The president polled the audience for input on the proposed agenda items, but no one came forward to speak.

**Approval of Professional Services for Classroom Wings at Several Schools.** Mrs. Pugh requested staff to identify the schools for this project. The superintendent said information will be in the mailout.

**Request by Steeple Chase Baptist Church to Use Huntington High School Auditorium.** Mrs. Pugh asked how long will the church be using the school auditorium. Mr. Slack said the request is for one Sunday.

**Request for Enriched Credit for: "Criminal Justice," "Introduction to Law Enforcement," and "Legal Procedures Internship" - Huntington High School.** Referencing the "*Introduction to Law Enforcement*" course, the president asked if a prerequisite course is normally required before enriched credit is given to an introductory course. John Dilworth, principal at Huntington High School, said staff has an articulation with Southern University Shreveport-Bossier with its magnet program; it falls under the Tech-Prep which is one of the three criteria for meeting enriched requirements; and, is in accordance to policy. The president asked if students enrolled in the course are students who would normally take advanced courses, and the principal answered in the affirmative.

**Consent Agenda.** The Executive Committee recommended that items 9-12, 14-22, 24-25, and 28A, B and C be categorized as consent agenda. Mr. Brooks moved, seconded by the president, to adopt the proposed consent agenda. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. The president seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:25 p.m.

### **March 4, 1998**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana following the Executive Committee meeting (approximately 4:30 p m) Wednesday, March 4, 1998, with President Michael J Thibodeaux presiding and the following school board members present being a quorum: Ron Adams, Miles Hitchcock, ScD, Alvin Mims, Michael E Powell III, Johnny Vance Jr and Sybil B Walker. Mildred B Pugh entered the meeting at approximately 4:35 p m; Judy D Boykin entered at approximately 4:36 p m; and Jerry Tim Brooks and Mark Milam entered at approximately 4:37 p m. Willie D Burton was absent. Also present

were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The purpose of the special meeting was for the board to consider and/or take action on the following: A) *New Elective: Educational Leadership - Green Oaks High School*; B) *Motion to go into executive session to receive a report on the investigation of allegation of misconduct (North Caddo High School finances)*; and, C) *Motion to go into executive session to hear a termination appeal*.

### **NEW ELECTIVE: EDUCATIONAL LEADERSHIP - GREEN OAKS HIGH SCHOOL**

The superintendent said the item is a new elective and was postponed from the February 18, 1998 CPSB meeting because of concerns relative to the expenditure of funds that were in the proposal. He said he still has concern about the expenditure of funds for students in this case; but, decisions, promises and expectations were made that he supports and recommends that the board approve what was recommended for this school year. He further recommended that staff will review the entire program for the next school year to ensure that they are not faced with the same type of problem. The superintendent said the program has been approved by the State Department. Mr. Vance moved, seconded by Mrs. Walker and Mr. Mims, that the CPSB follow the *Elective for the Educational Leadership* at Green Oaks High School for this particular year, and it be sent back to the superintendent for further review after this first year. Mr. Vance thanked the superintendent for his recommendation for this school year. He recapped the history of the program and the board's commitment to the students when it approved the proposal in 1993. He encouraged staff to review the program and make it a true magnet program that goes across the entire parish. Mrs. Walker spoke in support of the program and applauded students in the program for doing good work. Vote on the motion carried unanimously.

### **EXECUTIVE SESSIONS**

**Investigation of Allegation of Misconduct - North Caddo High School.** Mrs. Boykin moved, seconded by Mr. Vance, for an executive session for approximately 30 minutes to hear an investigation of allegation of misconduct - North Caddo High School. Dr. Hitchcock asked the superintendent if he is requesting the executive session, and the superintendent answered no. Dr. Hitchcock said he will vote against the motion to go into executive session because he believes the school board should wait until the superintendent has completed his investigation. Mrs. Pugh said the item on the last school board meeting agenda was placed on the agenda by the superintendent and the item on today's agenda is different. She asked if the board will act on the item on the previous agenda after coming out of the executive session. The president summarized the purpose of the executive session, and said the superintendent will be permitted to support his request of the board. Vote on the motion to go into executive session carried with board members Walker and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Pugh, Mims, Brooks, Thibodeaux, Powell, Milam, Boykin and Adams. The board went into executive session at approximately 4:44 p m and reconvened at approximately 6:56 p m. Mrs. Pugh moved, seconded by Mr. Mims, that the CPSB provide \$35,000 to pay the bills at North Caddo to take care of the delinquent bills; that this be subject to approval by the superintendent; and, that the CPSB would have an oversight monitoring finance committee to manage the school accounts for the next two years to ensure that the school board has retrieved funds eligible to be returned to the CPSB. Mr. Brooks made a substitute motion, seconded by Mr. Powell, that the CPSB allow the superintendent to look at this and come back on March 18 with a complete account on where we are heading and at that time the CPSB will make a decision. The superintendent said there are a number of outstanding debts that need to be paid, and delaying two weeks will give staff more time to review records. However, he recommended that the CPSB go ahead and work with the \$35,000. He further noted that the school will continue its efforts to raise funds to pay off debts with the strong overseeing of the expenditure of monies. The superintendent said staff would look at all outstanding bills and prioritize them, and additional monies will be coming into the school's budget. Mr. Powell made a second substitute motion, seconded by Mr. Adams, to go ahead and basically proceed in the fashion described by the superintendent with the provision of an oversight manager for two years. Mr. Adams asked if the \$35,000 is a loan to the school. Mr. Powell said the expectation is that any money recovered from the bonding agent would come back to the CPSB. Mr. Milam asked what happens if additional outstanding invoices are discovered and additional funds are required. The superintendent said this is why he is suggesting that the debts be prioritized, and there is no absolute

figure at this time. Mrs. Boykin asked Mr. Powell to consider including in the second substitute motion the provision of having an *oversight for two years*. Mr. Powell requested the board's permission to incorporate this provision into the second substitute motion, and no one expressed opposition to the amendment. The second substitute motion was amended to read as written above. Mrs. Pugh asked the board to reflect on the three motions and said the ingredients needed are incorporated in the first motion. She asked the board to defeat the substitute motions. Mr. Brooks asked the board not to rush judgment on this matter, and to allow the superintendent and his staff time to complete their investigation. Mr. Vance expressed concern for late charges on outstanding debts and encouraged the board to follow the superintendent's recommendation. The president said it's important that individuals are held accountable for what takes place at the school level and the CPSB has policies, rules and oversights in place for this purpose. Vote on the second substitute motion carried with board members Thibodeaux, Brooks and Milam opposed. Board members supporting the motion were Walker, Vance, Pugh, Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock.

## **21st CENTURY LEARNING CENTERS PROPOSAL**

Dr. Hitchcock moved, seconded by Mr. Powell, to suspend the rules for the CPSB to consider the "*21st Century Learning Centers Proposal*." Vote on the motion carried unanimously. Dr. Hitchcock moved, seconded by Mr. Powell and Mrs. Walker, that the CPSB adopt and authorize the *21st Century Learning Centers Proposal* as presented to the board. Mr. Powell said this request is proactive and brings different aspects of the community together to address needs. Two of the schools to benefit from the program were on the list of schools scoring in the low 20 percent range. The proposal allows for the establishment of three learning centers to be housed at Atkins Elementary, Fairfield Elementary and Linwood Middle School. Mr. Milam asked if the board is agreeing for staff to apply to the state. The president said this is correct and if funds are received, the proposal has to come back to the board for approval for implementation. Mrs. Boykin asked if the board will see a contract when it comes back to the board and if board members will have an opportunity to ask questions relative to program operations, fees, YEP's involvement, etc. The superintendent answered in the affirmative and said he recommends approval of the proposal. Vote on the motion carried unanimously.

**Recess.** The president called for a ten-minute recess at approximately 7:20 p.m. The board reconvened at approximately 7:30 p.m.

**Termination Appeal Hearing.** The president said the employee has requested an open hearing. The superintendent said this appeal is for Eric Barber, bus driver, who was terminated on January 27, 1998 for operating a Caddo Parish school bus without the appropriate commercial driver's license. He reported that he upheld the decision of the transportation and personnel department staff, and Mr. Barber is now appealing to the CPSB. David Barr, director of classified personnel, called board members' attention to a summary memo that was placed at board members' seats. He provided board members with supportive documents, i. e. handbook provided bus drivers by the transportation department, copy of a traffic violation. Mr. Barr and Jimmy Orton, director of transportation, recapped the activities leading to the termination, highlighting meeting dates and responses by staff and Mr. Barber. Mr. Barr reported that Mr. Barber failed to provide the transportation department with a current commercial driver's license, thus, failing to follow school board policy. Mr. Barber's employment was terminated due to his not possessing a valid commercial driver's license for in excess of one year while transporting students throughout the parish, state and into Texas. Mrs. Boykin requested clarification of the dates staff met with Mr. Barber. Mrs. Pugh asked if staff has a system in place whereby bus drivers must present evidence of renewal of license. Mr. Orton said bus drivers are required to show their commercial license at the beginning of the school year (August) when they report to pick up their school bus. Mrs. Pugh asked if staff has records of expiration dates of drivers' licenses, and Mr. Orton said he wasn't sure if his office would have information on expiration dates. He said staff checks to see if the license is valid. Attorney Brooks Greer, representing Mr. Barber, addressed the board and summarized his understanding of the case emphasizing that he did not believe Mr. Barber willfully violated policy to renew his license. Mr. Greer said Mr. Barber went to great lengths to resolve the matter by paying the fines, clearing the suspension, taking a physical examination, getting his license renewed, etc.; and, he did not believe that Mr. Barber should have been terminated. He further noted that Mr. Barber was unaware that a relative (brother or cousin) had borrowed his personal vehicle, received a traffic citation, and presented his license as their own

when stopped by the state trooper. Mr. Barber emphatically denied his awareness of the citation, and said the signature on the ticket is not his writing. Mr. Barber gave his version of the case from the initial conversation with Mr. Orton to the conference in which he was informed of the termination. He said his brother now resides in Dallas and because of other personal matters chasing his brother in Louisiana, he could not get a confession out of him and could not get him to come to tonight's meeting to speak on his behalf and/or talk with his attorney. Mrs. Walker expressed concern that Mr. Barber was unaware that his license was expired for over a year. Mrs. Boykin requested clarification of the date the ticket was issued, the signing of the citation, and the fact that Mr. Barber was unaware that his license was stolen. She asked staff how would they have handled the case if Mr. Barber had returned on January 23 with a valid license. Mr. Barn said he conducted an investigation of Mr. Barber's story when he left his office. He said that had Mr. Barber returned with a valid license before he completed what he was doing, staff could have considered putting him back to work. Mr. Barr said Mr. Barber's story was not verified by the department of transportation in Bossier City. More discussion ensued on: Mr. Barber's understanding of staff's requests; Mr. Barber's status as a permanent bus driver; Mr. Barber's performance evaluation; the stolen commercial license; payment of fines; Mr. Barber's efforts to rectify the matter; and, his responsibility to contact staff about the stolen and expired license. Mr. Barber noted that he could not inform staff of the stolen license because he was unaware that it was missing from his wallet. Mr. Mims encouraged staff to refine the evaluation procedures for bus operators. After more debate, Mr. Brooks moved, seconded by Mrs. Pugh, that Eric Barber be reinstated. The superintendent said his recommendation to uphold the termination stands. Vote on the motion failed in a tie vote with board members Walker, Powell, Milam, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Pugh, Mims, Brooks and Thibodeaux. Mrs. Boykin was absent for the vote. The president said the status of the case remains the same.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mrs. Walker seconded the motion which carried, and the meeting adjourned at approximately 8:30 p.m.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

### **March 18, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, March 18, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Christy Crittenden, student at Southwood High School, gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE FEBRUARY 18, 1998 AND MARCH 4, 1998 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Milam, approval of the February 18, 1998 and March 4, 1998 CPSB minutes, as included in the mailout. Vote on the motion carried unanimously.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for amendments to the proposed agenda and the following items were deleted: "*Evaluation of Administrative Personnel*" (Boykin) and "*Sick Leave and Extended Sick Leave for Classified Employees* " (*Informational*) (Boykin). "*Reduction in Compensation and Benefits for CPSB Members* " (*Dr. Hitchcock*) was postponed until the April, 1998 regular CPSB meeting.

## SPECIAL RECOGNITIONS

The superintendent recognized Essie Holt, assistant to the superintendent, who on behalf of the CPSB made the following special recognitions.

**Girls' Basketball Class 5A State Champions - Southwood Lady Cowboys Basketball Team.** The team is seventh among high school girls' basketball teams in the South; 25th in the nation according to *USA Today*; has a perfect district record of 14-0; and, a season record of 38-1. Team members are: Alana Beard, Michelle Bell, Tanisha Butler, Christy Crittenden, Kristine Doss, Shana Goodwin, Amy Hodge, Krystal Jackson, Nocosa Jackson, Amanda LeBlanc, Karanda Lewis, Leigh Ann Roeten and Mandy Weaver. Steve McDowell is coach; Mike Ilgenfritz is assistant coach; Shane Edberg, Danielle Kepney and Alicia Todd are managers; and, Charles Walker is principal. Parents and other supporters were recognized

**Girls' Basketball Class 5A State Champions Runner-Up - C E Byrd Lady Jackets Basketball Team.** Team members are Latosha Simpson, Meredith Duncan, Caryn Giglio, Kendera Monette, Katherine Grieder, Ashley Abercrombie, Sarah Langford, Carly Melvin, Michelle Bergeret, JoAnner Thomas, Delesha Qualls and Maurie Collins. Ronnie Howell is coach; Mona Ross is assistant coach; Dacia Boehmler and Leigh Ann Collinsworth are managers; and, R Lynne Fitzgerald is principal. Parents and other supporters were recognized.

**Louisiana Elementary Principal of the Year.** Donna Baker, principal at Eden Gardens Fundamental, is the *1997-98 Louisiana Elementary Principal of the Year*. Mrs. Baker expressed appreciation for this honor. She recognized and thanked the school's staff, faculty, parents and students for their contributions and support. Mr. Milam applauded Mrs. Baker for this recognition and for her dedication to educate children.

Mrs. Pugh asked the superintendent to appoint an official school board photographer for taking pictures at special presentations to enhance the CPSB archives.

## VISITORS

Monica Jenkins-Moore, president of Caddo Association of Educators (CAE), thanked school board members and staff for participation in the *Read Across America* program; thanked the superintendent and president for attending the annual Legislative reception on Thursday, March 12, 1998; and, expressed concern about the involvement of politics in public education.

Jo A Collins, parent, requested the board's assistance in resolving issues about a *medical emergency* involving her son at Herndon Magnet School. She provided board members with supportive data for review. The president asked the superintendent to investigate this matter and bring it to a conclusion that will work for the school, parents, and student. Mr. Burton requested the superintendent to share his findings and response with him.

Jackie Lansdale, president of Caddo Federation of Teachers and Support Personnel (CFTSP), encouraged the school board to address discipline issues and thanked the board for allowing CFTSP an opportunity to provide input in committee meetings. She further addressed concerns relative to the loss of MFP funds and apprised the board of CFTSP's efforts to address discipline concerns via telephone hotlines, providing schools with copies of state laws, conducting workshops on classroom management and LA disciplinary laws, etc.

## CONFIRM THE CONSENT AGENDA

Mr. Vance moved, seconded by Mrs. Pugh, for the adoption of the proposed consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### Agenda Item No. 10-A (1, 2, 4)

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for maintenance uniforms for maintenance and transportation departments; furniture and equipment for all schools; and, HVAC improvements; fire alarms, suppression and energy lights; electrical



upgrade/wiring for technology, Phase I for Captain Shreve High, Project 303. A copy of the tabulation bid sheets marked "*Exhibit A, Seven Pages, March 18, 1998*" is filed in the official papers of the board.

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

**Approval of Professional Services for Roofing at Caddo Middle Magnet, Project 319.** Staff recommended that Bill Colbert, Jr, architect, be approved to provide professional services for roofing at Caddo Middle Magnet, Project 319.

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

**Approval of Professional Services for Classroom Wings at Several Schools.** Staff recommended that the professional services for classroom wings at Pine Grove, Southwood, Walnut Hill, West Shreveport, Werner Park, Vivian, Youree Drive, University, Forest Hill, Summer Grove, Sunset Acres, C E Byrd, Caddo Heights, Creswell and South Highlands, as shown on Attachment 1, be approved.

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

**Resolution Authorizing Advertising for Sale of General Obligation Bonds.** Staff recommended that the resolution authorizing advertising for the sale of \$20 million in general obligation bonds be approved. The amount is based on projected construction costs for the next two years. A copy of the resolution is filed in the official papers of the board. (*See Resolution - Page 038*)

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

**Request by Steeple Chase Baptist Church to Use Huntington High School Auditorium.** Staff recommended that the request from Steeple Chase Baptist Church to use Huntington High School auditorium on April 12, 1998 be approved.

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

**Agreement With Caddo Community Action Agency, Inc to Use Bethune Middle School for Summer Child Care Program.** Staff recommended that the agreement with Caddo Community Action Agency, Inc for the 1998 Summer Child Care Program to use ten classrooms and to provide meal service to students be approved. The program will run from June 1 - July 31, 1998.

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

**Agreement With State Department of Education for Queensborough Elementary School's Participation in the Louisiana Nutrition Council Garden Project.** Staff recommended that the agreement with the State Department of Education for Queensborough Elementary School's participation in the Louisiana Nutrition Council Garden Project be approved. The project is a collaborative effort by the Department of Education, the Governor's Office of Elderly Affairs, the Office of Public Health, the Cooperative Extension Service, and the Department of Agriculture and Forestry through the Louisiana Nutrition Council to develop an intergenerational project to increase the intake of fruits and vegetables.

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

**Revision to CPSB Policies EEAD and KG Concerning the Use of School Buses by Outside Organizations.** Staff recommended that Policies EEAD (Special Use of School Buses by Outside Organizations) and KG (Community Use of School Facilities) be revised as included in the mailout. The proposed policy will provide more protection to the school system and facilitate the administration of the use of buses by outside organizations with all use being covered in one policy.

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

**Request for New Elective With Enriched Credit: "Judicial Process" - Huntington High School.** Staff recommended approval of the request for new elective with enriched credit "Judicial Process" for Huntington High School, as mailed to board members. A copy of the curriculum program application and course outline is filed in the official papers of the board.

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

**Request for Enriched Credit for: "Criminal Justice," "Introduction to Law Enforcement," and "Legal Procedures Internship" - Huntington High School.** Staff recommended approval of the request from Huntington High School that enriched credit be given to "Criminal Justice," "Introduction to Law Enforcement" and "Legal Procedures Internship," as mailed to board members.

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

**Request for New Elective: "Act Test Preparation" (Southwood High School).** Staff recommended approval of the new elective "ACT Test Preparation" for Southwood High School, as mailed to school board members. A copy of the application and course outline is filed in the official papers of the board.

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

**Red River Partners A Work Budget.** Staff recommended approval of the Red River Partner @ Work Budget, as included in the mailout. Schools involved are C E Byrd, Caddo Career and Technology Center, Fair Park, Green Oaks, Hamilton Terrace, J B Harville, Huntington, North Caddo, Northwood, Southwood, Booker T Washington and Woodlawn. A copy of the budget is filed in the official papers of the board.

### **Agenda Item No. 24**

**Contract for Psychiatric Evaluations.** Staff recommended approval of the contract with Dr Lee Stevens, as included in the mailout. The contract is for psychiatric evaluations and monthly follow-ups for eligible students.

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

**Math Textbooks Adoption K-12.** Staff recommended approval of the Math Textbooks Adoption K-12, as outlined in the mailout. A list of the recommended textbooks is filed in the official papers of the board. Local funds were approved in the 1997-98 General Fund Budget to purchase new math textbooks for K-5 and grade 8 and Algebra 1.

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

**Request Approval to Employ Testing and Evaluation Specialist.** Staff requested approval to employ a testing and evaluation specialist. The specialist will provide principals and teachers with assistance in such areas as test interpretation and test item analysis. Mrs. Boykin asked the superintendent to provide her with the salary range for the testing and evaluation specialist, and establish the position's placement on the organizational chart.

### **Agenda Item No. 31-A**

**Requests for Leaves.** The superintendent recommended approval of the following request for leave.

Leave Without Pay (Personal), March 10 - May 1, 1998

Rani Dutta Choudhury, Teacher, Oak Terrace/J B Harville

## **BIDS**

### **Approval of Bids/Proposals Taken - Automated Fuel Management Service for Transportation Department.**

Travis G Roberson, owner of Travis' Fixed Base Operation and Service Corporation, expressed concern that his low bids were not being accepted for purchase of an automated fuel management system for the transportation department. Mr. Roberson apprised the board of his professional expertise and of his company's ability to meet the needs of the transportation department. Staff informed the board that the bids of Travis' FBO are rejected because they have not previously provided automated fuel management services and are unable to furnish customer references as specified. Mrs. Pugh questioned why staff accepted Mr. Roberson's bids if the bids were not going to be a part of the process. S L Slack, assistant superintendent for support services, said staff cannot stop anyone from bidding, but recommended that Mr. Roberson's bids be rejected because specifications were not met. Mr. Brooks said the bids submitted by Mr. Roberson could save the school system over \$180,000 annually, and he asked the board to vote acceptance of the lowest bids. Mr. Slack acknowledged that Mr. Roberson's company has provided good service for what has been requested, but to better serve buses and meet the needs of the school system, better service areas and a fuel management system is needed. Mr. Brooks moved, seconded by Mr. Burton, to accept the low bids of Mr. Travis. Mr. Vance requested clarification of the bid request, and Mr. Slack said the request is for one operation with three parts. The president asked if the service that Mr. Roberson is now providing is different from what is being asked for in the RFP, and staff answered in the affirmative. Mrs. Walker expressed concern that there is no provision in Mr. Roberson's bids for fueling needs in the northern end of the parish. Mr. Adams asked staff if Mr. Roberson has indicated plans to provide a location in North Caddo. Mr. Slack said Mr. Roberson indicated he would be building off of Jewella Avenue; however, staff is seeking a management program and needs were reviewed with Mr. Roberson. Mr. Powell inquired about the number of school buses that will be utilizing off-site services, and staff reported that approximately 50 percent of the buses will be fueling off site and the sites are not exclusive to the CPSB. More discussion followed on the distance some buses will be required to travel to get fuel and on available fueling sites. Legal counsel advised that the CPSB has to grant the bid to the lowest bidder if specifications are met, and cited the requirements that contractors should meet to provide service. Additionally, he informed board members that staff conferenced with Mr. Roberson after the bids were submitted. Mr. Burton moved, seconded by Mr. Milam, to postpone this item until the April, 1998 school board meeting. Mr. Milam asked when does the present contract end, and staff said the present contract is on a contingent basis (month to month) and will expire on December 31, 1998. More discussion followed on timelines and bid laws. Dr. Hitchcock made a substitute motion, seconded by Mrs. Walker, that the superintendent's recommendation, as outlined in the mailout packet, be adopted. Staff recommended that Fuelman of North Louisiana and East Texas be awarded the bid, as outlined in the mailout. Dr. Hitchcock said the board has a correct response, an acceptable bid, staff followed procedures, and one bid met the requirements. Mrs. Walker commented that Environmental Protection Agency (EPA) requirements are also reason why the board is changing its fueling system, and to delay action at this time might put the board in violation. She questioned Mr. Roberson about the location of his stations in Vivian. Mr. Slack noted that engineers are already working on removing tanks. Keith Norwood, director of school plant, informed the board of the compliance issue to remove tanks by the end of the year and of the time schedule to replace tanks. He further noted that delaying would create a concern for meeting needs for school opening in August. The president noted that the board has 45 days from the time bids are received to act, and the concern with Mr. Roberson's bids is a compliance with specification issue. Discussion ensued on: a) the date bids were received (March 3, 1998); b) bid specification requirements; c) procedures for receiving and processing bids; d) Mr. Roberson's request for a variance from the bid specifications and site locations; e) volume of gasoline used and cost of gasoline per gallon; and, f) contract provisions for fueling services. Mr. Burton moved, seconded by Mrs. Boykin, to call for the question on all motions. Vote on the motion to end debate carried with Mr. Vance opposed. Board members supporting the motion were Walker, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Vote on the substitute motion carried with board members Burton, Pugh, Mims, Brooks and Powell opposed. Board members supporting the motion were Walker, Vance, Thibodeaux, Milam, Boykin, Adams and Dr. Hitchcock.

**Recess.** The president called for a ten-minute recess at approximately 5:00 p.m., and the board reconvened at approximately 5:20 p.m.

## **CHARTER SCHOOL PROPOSALS**

The superintendent reported that two proposals were received and sent through the evaluation process. There was concern that neither proposal could stand alone based upon information provided; therefore, staff's recommendation is that the charter school proposals not be approved. Mr. Powell moved, seconded by Mr. Brooks and Mr. Milam, that staff meet with charter school applicants to discuss specific concerns over charter applications and their ability to stand alone; and, second that there be a special called meeting of the school board immediately following the April Executive Committee agenda setting meeting for the purpose of considering the applications and having an opportunity for board members to ask questions of the applicants. Mr. Powell said the applicants should be given an opportunity to respond to staff's concerns. Mr. Brooks echoed Mr. Powell's comments and said staff should assist the applicants in meeting requirements. Mrs. Boykin noted that transportation arrangements (fees/rates) were not addressed in either proposal and suggested that this matter be addressed at the special called meeting. The president said the purpose of the special called meeting would be an opportunity to discuss the deficient areas of the proposals; but, the board is seeking proposals that are independent and will stand alone. Mrs. Boykin requested that the attendance zones be determined in each proposal. Mr. Vance inquired about the timeframe for applicants to respond. The superintendent said he has talked with people in Baton Rouge and Caddo can get some flexibility on time. Further, staff's concern is the practicality to get a program organized before school starts in the fall. Mrs. Pugh said it is her hope that the charter school organizations would be responsible for conducting a pre-registration so that parents can be made aware of the intent of a charter school and that the public school's relationship with charter schools be made known. She emphasized that once a child has entered into the charter school program, then the child is not eligible to return to the public school during that particular school year. Mrs. Walker asked if it is legal for a charter school program to be located at a church. Legal counsel said it is not legal for the charter school to be associated with or sponsored by a church. Mrs. Walker also expressed concern about the proposed budgets in each proposal and about their philosophies. The superintendent said staff is open to a viable, workable charter school program in Caddo Parish. Further, staff is interested in bringing a recommendation to the board; however, staff would like to feel that the program will be successful. Vote on the motion carried unanimously.

## **CLASSIFIED EMPLOYEE HIRING AND TRANSFER PROCEDURES**

Jackie Lansdale expressed concern that some employees are being pushed aside because vacancies are not being advertised. She further expressed concern about how employees are assigned to various positions; the interview process; and, about the consideration given to new hires.

Shirley Enani, president-elect of CAE, expressed concern about the proposed hiring and transfer procedures and outlined the proposed policy changes being recommended by CAE.

Mrs. Walker informed the board of employment concerns she is receiving from the general public and asked staff to identify position vacancies that are not advertised and to explain why these positions are not advertised. David Barr, director of classified personnel, reported that positions not posted are entry level positions *i.e.* bus drivers, bus aides, substitute positions, teacher aides, sweepers, child nutrition technicians. Mr. Barr said there is a sufficient number of applicants on file to staff such vacant positions. Mrs. Boykin asked how will the process work with reference to transfers. Mr. Barr said employees are aware of lateral transfer vacancies and should apply if interested. Mr. Henderson said staff is not opposed to advertising vacancies, but someone has to be in a position to manage and process all of the paperwork. He noted that staff has talked about developing an automated call-in system whereby people can call in and hear a recording of vacancies. Debate ensued on the process for advertising and staffing positions. Mrs. Boykin moved, seconded by Mr. Powell, to approve the policy as submitted by staff (except for bus drivers) with the following changes: a) page one, first paragraph, that the word *advertised* be deleted; page one, item number one, that the word *working* be inserted before days; and, c) page two under the heading "Selection Process", first paragraph, first sentence, that the word *advertised* be deleted. Mrs. Boykin said the motion means that all classified vacant positions will be advertised. Mr. Henderson said his understanding of the motion is that all classified vacancies will be posted. Dr. Hitchcock asked Mrs. Boykin if it is her intent to include

bus drivers in the motion since there is a separate procedure for bus drivers. Mrs. Boykin said there is a process in place for bus drivers and she agreed to incorporate into her motion -- *except for bus drivers(as worded above)*. Discussion continued on: the approximate number of applications received annually; what constitutes a general and/or current application (on file for two years); hiring and transferring of employees/applicants being returned to the human resource department; posting of vacancies, follow-up with applicants about interviewing and placement; the role of the principal and supervisor in the employment process; the implementation of a computer program to file applications, etc. Mr. Burton moved, seconded by Mrs. Boykin and Mr. Milam, to call for the question. Vote on the motion to end debate carried with board members Vance and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin and Adams. The superintendent said staff recommends the proposed policy be approved with the modifications as outlined in Mrs. Boykin's motion. Vote on the motion carried with board members Vance, Brooks and Milam opposed. Board members supporting the motion were Walker, Pugh, Mims, Burton, Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock.

### **CPSB ATTORNEY**

Mrs. Boykin moved, seconded by Mr. Brooks, that the board president or his designee or designees develop and bring to the board for approval or adoption the following things that he feels necessary. Specifically, a policy that addresses the contract and review of the contractual relationship with the board attorney; the responsibilities; possibly to include in the review an evaluative process determining a period of time -- how often this will be done; and, a contract. Vote on the motion carried with board members Walker, Burton and Dr. Hitchcock opposed; Mr. Mims abstained; Johnny Vance was absent for the vote; and board members Pugh, Brooks, Thibodeaux, Powell, Milam, Boykin and Adams supported the motion. Mrs. Boykin said she is not making any recommendations and this is an area that the board should address, if desired. Mr. Brooks echoed Mrs. Boykin's comments. The president asked board members to inform him if they are interested in serving on a committee for this assignment.

### **SUPERINTENDENT'S REPORT**

**Reception.** The superintendent announced that March 19, 1998 is *Retired Teacher's Day* in Caddo Parish and a reception will be held in the board room on Thursday, March 19, 1998, at 10:00 a.m.

**Pupil Progression Plan.** The superintendent said information was in the mailout. Mr. Powell expressed concern that the CPSB took action on the Pupil Progression Plan that requires retention of students, and the board was advised that staff is considering going to transitional classrooms with a 12:1 ratio. He asked staff for an update on its efforts relative to classroom space, teachers, and dollars. The superintendent said staff understands that 1998-99 is the baseline year for beginning the process, which means that students not meeting mastery will be retained. He further noted that after the 1998-99 year students will be placed in the transitional classroom. Staff will wait until students are retained twice before placing them in a transitional class. The superintendent said principals are aware of the plan, it has been discussed, and it will create a log jam; but, the intent is not to promote students socially. Ollie Tyler, deputy superintendent, said staff is looking at the entire Pupil Progress Plan, and the log jam will not take place during the middle of the school year. She said principals are apprised of what to expect at respective levels. Mr. Powell expressed concern about the need for additional classroom space. The superintendent reported that data processing staff is already gathering retention figures at the elementary level, per school. Mr. Vance asked how will parents be notified of the plan. G. Jeane Nichols, director of elementary education, said staff sent out the new guidelines for pupil progression; principals were encouraged to have meetings with staff; parents were sent information on NCR paper (to respond back to staff) regarding new requirements; parents are sent a PI-3 form (indicating if the youngster is in danger of being retained) at mid-year; and, the PI-4 form (indicating retention) will be sent out in May. Dr. Hitchcock inquired about previous promotional procedures for students having been retained for two years. He also inquired about retention plans for students who fail to meet mastery under the new plan. The superintendent said if a student has been retained for a second year, under the new plan, then the child will again remain at that particular grade level. Mrs. Tyler noted that a student has to fail twice under the new plan to go into a transitional class. Mrs. Pugh noted that Caddo Heights and Werner Park will have a need for additional classrooms as a result of

new requirements, and staff should make Keith Norwood aware of this need in advance.

**Update - Discipline Policy Review Committee.** Mrs. Boykin asked if the CPSB's discipline policy contains the appeal process for suspensions and expulsions, and the superintendent said provisions are included in the document. She requested the Discipline Policy Review Committee to consider reviewing the timelines that are within the appeal process for including specific dates so that there is closure whether they need to be added to the school system or to the parent. Mr. Powell inquired about the document at board members' seats relative to new laws relative to schools being in compliance with state laws on student discipline. He asked if the reason why the committee has not met more often is because it was waiting to see what BESE is doing. Cecil McCune, director of student services, said this is not the reason, and he recapped the meeting schedule for the committee. Mr. Powell asked if the committee is doing an evaluation of the discipline policy. Dr. McCune said a survey was done with principals and information will be included in the *Friday Letter*. Mr. Powell expressed interest in improving the discipline policy with emphasis on improving discipline on school buses. The superintendent said staff needs to continue working for improvement in the area of student discipline. Mr. Powell asked the superintendent to encourage principals to look at the *Green Light Program* at Linwood Middle School for possible replication at other schools. Mrs. Walker suggested that the committee needs to meet more than once a year. Mr. Brooks said the board needs to hold parents accountable for their youngster's behavior. Mr. Burton suggested that staff should think of continuity in schools when they review the policy.

### **UNFINISHED BUSINESS**

No unfinished business was introduced.

### **NEW BUSINESS**

No new business was introduced.

### **ANNOUNCEMENTS AND REQUESTS**

**Caddo Parish Stadium and Track Field.** Mr. Adams asked the superintendent to look at the budget and find funds for renovating the Caddo Parish Stadium and track field. He noted that \$110,000 is allocated in the bond package, but staff should also consider Title IX funds and securing funds from the private business sector. He also suggested consideration should be given to the construction of a swimming facility. Mr. Vance encouraged that two track facilities be constructed and said other groups using the facilities should be encouraged to match funds for construction efforts.

**Caddo Reading Initiative.** Mr. Powell asked for a status report of staff's efforts to reduce the teacher/student ratio in the first grade to 20:1 or less. Also, determine what costs need to be added to funds already allocated as reading monies.

**Discipline Policy Review Committee.** Mr. Powell asked the superintendent to apprise him of his short-term goals for the Discipline Policy Review Committee relative to their meeting schedule; proactive activities; and, plans with reference to discipline on school buses. He suggested that a response through the form of letter would be acceptable.

**Special Education Accounting.** Dr. Hitchcock asked the superintendent to look at the staffing formula as it relates to special education students being counted as a half. He encouraged staff to provide the board with a figure on what it would cost to increase the count to one, and to put an item on the agenda to address this when appropriate. The superintendent said staff is already looking at some modifications.

**Student Uniforms.** Mr. Brooks asked the superintendent to conduct a survey on the feasibility of implementing a student dress uniform for the 1998-99 school year for all students.

**Read Across America.** Mrs. Pugh expressed appreciation to corporate persons, school board members, staff persons, community volunteers, parents, grandparents, city officials etc. who

participated in the *Read Across America* program by reading to youngsters in Caddo public schools. She noted that she read to students at Judson Fundamental, Sunset Acres, and Lakeshore Elementary School. Mr. Powell said he read to students at Arthur Circle Elementary, as well as the superintendent, Fire Chief Bo Roberts, and Police Chief Steve Prator. Mrs. Walker said she read to students at Oil City Elementary/Middle School along with Lisa Rowland, reporter with *The Times*.

**Student Appeal Hearings.** Mr. Vance encouraged staff to present student appeal hearings at special called school board meetings, when possible.

**Tests.** Mr. Mims asked staff to look at rescheduling spring break in the future so that students aren't faced with major testing when they return off break to school. The superintendent said staff has been made aware of the concern. Mrs. Walker said parents and teachers have expressed concern about this matter, and suggested that staff should investigate changing the break schedule.

**Groundhog Activity.** Mr. Powell asked the superintendent to recognize the efforts of the Greater Shreveport Chamber of Commerce for the *Groundhog Day Program* where students shadowed business executives for a day.

## **EXECUTIVE SESSION**

**Student Expulsion Appeal.** Mr. Burton moved, seconded by Mrs. Pugh, for an executive session for approximately 20 minutes to hear a student expulsion appeal hearing. Vote on the motion carried and the board went into executive session at approximately 7:20 p.m. The board reconvened at approximately 7:57 p.m. Dr. Hitchcock moved, seconded by Mr. Milam and Mrs. Pugh, that the board uphold the superintendent's recommendation. The superintendent recommended that Brandon L. Hudson, tenth grade student at Huntington High School, be referred to Hamilton Terrace Alternative School for the remainder of the 1997-98 school year. The student was expelled for fighting, disrespect, and profanity. Vote on the motion carried with board members Burton and Brooks opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Burton seconded the motion which carried, and the meeting adjourned at approximately 8:0 p.m.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

(Note: Consent Agenda Item #13, March 18, 1998, Page 031)

The following resolution was offered by Johnny Vance Jr and seconded by Mildred B Pugh:

### RESOLUTION

A resolution authorizing the advertising for sealed bids for the purchase of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 1998, of Parishwide School District of Caddo Parish, Louisiana; giving notice of official intent pursuant to Section 1.150-2 of the Treasury Regulations; and providing for other matters in connection therewith.

**BE IT RESOLVED** by the Parish School Board of the Parish of Caddo, State of Louisiana, acting as the governing authority of Parishwide School District of Caddo Parish, Louisiana, that:

SECTION 1. **Advertisement for Sale of Bonds.** The President of the Parish School Board of the Parish of Caddo, State of Louisiana, is hereby empowered, authorized and directed to advertise in accordance with the provisions of law for sealed bids for the purchase of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 1998 (the "Bonds"), of Parishwide School District of Caddo Parish, Louisiana (the "Issuer"), said Bonds being the fast emission of \$48,000,000 of bonds that were authorized at a special election held by the Issuer on October 18, 1997, for the purpose of acquiring and/or improving lands for building sites and playgrounds, including construction of necessary sidewalks and streets adjacent thereto; purchasing, erecting and/or improving school buildings and other school related facilities within and for the District and acquiring the necessary equipment and furnishings therefor, title to which shall be in the public, more particularly for the construction of new classrooms at existing public schools in the Issuer. The Bonds will be in fully registered form, will be dated July 1, 1998, will be in the denomination of Five Thousand Dollars (\$5,000) each, or *any* integral multiple thereof *within* a single maturity, will be payable from unlimited ad valorem taxation and will bear interest from the date thereof, or the most recent interest payment date to which interest has been paid or duly provided for, at a rate or rates not exceeding nine per centum (9%) per annum on any Bond in any interest payment period, said interest to be payable on September 1, 1998, and semiannually thereafter on March 1 and September 1 of each year. The Bonds will be numbered from R-1 upwards and will mature serially on March 1 of each year as follows, to-wit:



YEAR (MAR, 1)	PRINCIPAL AMOUNT	YEAR (MAR, 1)	PRINCIPAL AMOUNT
1999	\$ 580,000	2009	\$ 980,000
2000	610,000	2010	1,035,000
2001	645,000	2011	1,090,000
2002	680,000	2012	1,150,000
2003	715,000	2013	1,210,000
2004	755,000	2014	1,275,000
2005	795,000	2015	1,345,000
2006	835,000	2016	1,415,000
2007	885,000	2017	1,495,000
2008	930,000	2018	1,575,000

SECTION 2. **Redemption Provisions.** Those Bonds maturing March 1, 2009 and thereafter, will be callable for redemption by the Issuer in full at any time on or after March 1, 2008, or in part, in the inverse order of their maturities, and if less than a full maturity, then by lot within such maturity, on any interest payment date on or after March 1, 2008, at the principal amount thereof and accrued interest to the date fixed for redemption. In the event a Bond is of a denomination larger than \$5,000, a portion of such Bond (\$5,000 or any multiple thereof) may be redeemed. Official notice of such call of any of the Bonds for redemption will be given by first class mail, postage prepaid, by notice deposited in the United States mails not less than thirty (30) days prior to the redemption date addressed to the registered owner of each bond to be redeemed at his address as shown on the registration books of the Paying Agent.

SECTION 3. **Sale of Bonds.** The Bonds shall be sold in the manner required by law, and in accordance with the terms of this resolution, the official Notice of Bond Sale herein set forth, and the Official Statement referred to in Section 6 hereof. In advertising the Bonds for sale, this Governing Authority shall reserve the right to reject any and all bids received.

SECTION 4. **Notice of Sale.** The President is hereby further empowered, authorized and directed to issue a Notice of Bond Sale and cause the same to be published as required by law, which Notice of Bond Sale shall be in substantially the following form:

**OFFICIAL**  
**NOTICE OF BOND SALE**  
  
**\$20,000,000**  
**GENERAL OBLIGATION SCHOOL BONDS, SERIES 1998**  
  
**PARISHWIDE SCHOOL DISTRICT**  
**OF CADDO PARISH, LOUISIANA**

**NOTICE IS HEREBY GIVEN** that the Parish School Board of the Parish of Caddo, State of Louisiana (the "Governing Authority"), acting as the governing authority of Parishwide School District of Caddo Parish, Louisiana (the "Issuer"), will receive sealed bids for the purchase of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 1998 (the "Bonds"), of the Issuer, at its regular meeting place, the Parish School Board Office, 1961 Midway, Shreveport, Louisiana, until **THREE-THIRTY O'CLOCK (3:30) P.M.**, Louisiana Time, Central Daylight Time, on **WEDNESDAY, MAY 20, 1998.**

The Bonds are being issued for the purpose of acquiring and/or improving lands for building sites and playgrounds, including construction of necessary sidewalks and streets adjacent thereto; purchasing, erecting and/or improving school buildings and other school related facilities within and for the District and acquiring the necessary equipment and furnishings therefor, title to which shall be in the public, more particularly for the construction of new classrooms at existing public schools in the Issuer, and are the first emission of \$48,000,000 of bonds that were authorized at a special election held on October 18, 1997. The Bonds will be in fully registered form, will be dated July 1, 1998, and will be in the denomination of Five Thousand Dollars (\$5,000) each, or any integral multiple thereof within a single maturity. The Bonds will be payable from unlimited ad valorem taxes and will bear interest from the date thereof or the most recent interest payment date to which interest has been paid or duly provided for, at a rate or rates not exceeding nine per centum (9%) per annum on any Bond in any interest payment period, said interest to be payable on September 1, 1998, and semiannually thereafter on March 1 and September 1 of each year. The Bonds will be numbered from R-1 upward and will mature serially on March 1 of each year as follows, to-wit:

<u>YEAR</u> <u>(MAR. 1)</u>	<u>PRINCIPAL</u> <u>AMOUNT</u>	<u>YEAR</u> <u>(MAR. 1)</u>	<u>PRINCIPAL</u> <u>AMOUNT</u>
1999	\$ 580,000	2009	\$ 980,000
2000	610,000	2010	1,035,000
2001	645,000	2011	1,090,000
2002	680,000	2012	1,150,000
2003	715,000	2013	1,210,000
2004	755,000	2014	1,275,000
2005	795,000	2015	1,345,000
2006	835,000	2016	1,415,000
2007	885,000	2017	1,495,000
2008	930,000	2018	1,575,000

Bidders may specify that all the principal amount of Bonds on any two or more consecutive annual payment dates on or after March 1, 2009 may, in lieu of maturing on each of such dates, be combined to comprise one or more maturities of Bonds scheduled to mature on the latest of such annual payment dates and be subject to redemption through mandatory sinking fund installments at the principal amount thereof in the manner described in the Official Statement, on each of the annual payment dates, except for that principal amount of Bonds scheduled to mature on the latest such annual payment date, which Bonds shall mature on such annual payment date ("Term Bonds"). Bidders may specify one or more of such Term Bonds.

Those Bonds maturing March 1, 2009, and thereafter, will be callable for redemption by the Issuer in full at any time on or after March 1, 2008, or in part, in the inverse order of their maturities, and if less than a full maturity, then by lot within such maturity, on any interest payment date on or after March 1, 2008, at the principal amount thereof and accrued interest to the date fixed for redemption. In the event a Bond is of a denomination larger than \$5,000, a portion of such Bond (\$5,000 or any multiple thereof) may be redeemed. Official notice of such call of any of the Bonds for redemption will be given by first class mail, postage prepaid, by notice deposited in the United States mails not less than thirty (30) days prior to the redemption date addressed to the registered owner of each bond to be redeemed at his address as shown on the registration books of the Paying Agent.

The principal of the Bonds, upon maturity or redemption, will be payable at the principal corporate trust office of the Paying Agent, upon presentation and surrender thereof, and interest on the Bonds will be payable by the Paying Agent by check mailed by the Paying Agent to the registered owner (determined as of the 15th calendar day of the month next preceding said interest payment date) at the address as shown on the books of said Paying Agent. Said Paying Agent shall be a qualified bank or trust company selected by the Issuer. Each bid submitted may designate in the space provided therefor the bidder's recommendation concerning the institution to serve as Paying Agent.

A good faith deposit (the "Deposit") is required to accompany each bid, in the form of (i) a certified or cashier's check on a national bank having an office in Louisiana, (ii) a cashier's check on any member bank of the Federal Reserve System, or (iii) a Financial Surety Bond, for a sum equal to Two Hundred Thousand Dollars (\$200,000) made payable to the Issuer, as a guarantee

that the bidder or bidders will comply with their bid. If a Financial Surety Bond is used, it must be from an insurance company licensed to issue such a bond in the State of Louisiana, and such Financial Surety Bond must be submitted to the Governing Authority or its Bond Counsel by 4:00 p.m., Louisiana (Central) time, on the day prior to the opening of bids. The Financial Surety Bond must identify each bidder whose Deposit is guaranteed by such Financial Surety Bond. If the Bonds are awarded to a bidder utilizing a Financial Surety Bond, then that purchaser is required to submit its Deposit to the Issuer in the form of a wire transfer not later than 3:30 p.m., Louisiana (Central) time, on the day following the award. If such Deposit is not received by that time, the Financial Surety Bond may be drawn by the Issuer to satisfy the Deposit requirement. The Deposits of the unsuccessful bidder or bidders will be returned promptly, and the Deposit of the successful bidder or bidders will be deposited and the proceeds credited against the purchase price of the Bonds, or in the case of neglect or refusal to comply with such bid, will be forfeited to the Issuer as and for liquidated damages. No interest will be allowed on the amount of the Deposit.

Bidders shall name the rate or rates of interest the Bonds shall bear, not exceeding nine per centum (9%) per annum on any Bond in any interest payment period, to be expressed in a multiple of 1 /20th or 1 /8th of 1 % per annum. No bid for less than par and accrued interest from July 1, 1998, to the date of delivery of the Bonds, or which specifies the cancellation of Bonds will be considered. No bids providing for additional or supplemental interest will be considered. Any premium bid must be paid in the funds specified for the payment of the Bonds as part of the purchase price.

The Governing Authority will meet at the place and time hereinabove set forth for the receipt of bids. The Bonds will be awarded to the bidder whose bid offers the lowest "true interest cost" to the Issuer, to be determined by doubling the semiannual interest rate (compounded semiannually) necessary to discount the debt service payments on the Bonds from the payment dates to July 1, 1998, such that the sum of such present values is equal to the price bid, including any premium bid but not including interest accrued to the date of delivery (the preceding calculation is sometimes referred to as the "Canadian Interest Cost Method" or "Present Value Method"). In the case of a tie bid, the winning bid will be awarded by lot. If any bid for the Bonds shall be acceptable, a prompt award of the bonds will be made. The right is expressly reserved to waive any irregularity in any bid or to reject any and all bids received.

It shall be the obligation of the successful bidder to furnish in writing to the Issuer's Bond Counsel, referenced below, the reoffering yields within three (3) business days after the date of the sale and the initial public offering prices of the Bonds not less than ten (10) business days prior to delivery of the Bonds.

The Official Statement containing pertinent information relative to the authorization, sale and security of the Bonds is being prepared and may be obtained upon its completion from the Issuer's Bond Counsel, Foley & Judell, L.L.P., One Canal Place, Suite 2600, New Orleans, Louisiana 70130-1138.

The approving legal opinion of Foley & Judell, L.L.P., who have supervised the proceedings, the printed Bonds and the transcript of record as passed upon will be furnished to the successful bidder without cost to him. Said transcript will contain the usual closing proofs, including a certificate that up to the time of delivery no litigation has been filed questioning the validity of the Bonds or the taxes necessary to pay the same.

In order to assist bidders in complying with Rule 15c2-12(bX5) of the Securities and Exchange Commission, the Issuer will undertake, pursuant to the resolution providing for the issuance of the Bonds and a Continuing Disclosure Certificate, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the Final Official Statement.

For information relative to the Bonds and not contained in the Notice of Bond Sale and Official Statement, address Dr. James E. Foster, Superintendent, Caddo Parish School Board, 1961 Midway, Shreveport, Louisiana 71130, or Foley & Judell, L.L.P., One Canal Place, Suite 2600, New Orleans, Louisiana 70130-1138, Bond Counsel.

THUS DONE AND SIGNED at Shreveport, Louisiana, on this, the 18th day of March, 1998.

---

President

ATTEST:

---

Secretary

SECTION 5. **Receipt of Bids.** This Governing Authority will meet in open and public session at **THREE-THIRTY O'CLOCK (3:30) P.M.**, Louisiana Time, Central Daylight Time, on **WEDNESDAY, MAY 20, 1998**, or such other time and place as may be determined by the President and Secretary of this School Board, upon the advice of Bond Counsel, and set forth in the Notice of Bond Sale incorporated herein, for the purpose of receiving bids for the Bonds, considering and taking action upon the bids, and taking any other action required by this resolution, or necessary to effectuate the issuance, sale and delivery of the Bonds. If any award of the Bonds shall be made, such award shall be made for not less than par and accrued interest to the highest bidder therefor, such award and highest bidder to be determined in accordance with the aforesaid Notice of Bond Sale.

SECTION 6. **Official Statement and Bid Form.** There shall be prepared an Official Bid Form for the submission of bids and an Official Statement which shall contain complete bidding details, security features and other pertinent information relative to the sale and issuance of the Bonds as may be deemed necessary, advisable or desirable, which Official Bid Form and Official Statement shall be distributed to all prospective bidders and other interested parties.

SECTION 7. **Declaration of Official Intent Under Reg. 1 150-2.** Prior to the delivery of the Bonds the Issuer anticipates that it may pay a portion of the costs of the project from other available funds in the General Fund. The project includes specifically paying a portion of the cost of constructing new classrooms at existing public schools, title to which shall be in the public. Upon the issuance of the Bonds the Issuer reasonably expects to reimburse any such expenditures of other available funds from a portion of the proceeds of the Bonds. This Section is intended to be a declaration of official intent within the meaning of Reg. 1.150-2.

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

YEAS: 12

NAYS: 0

ABSENT: 0

And the resolution was declared adopted on this, 18th day of March, 1998.

/s/ James E Foster  
Secretary

/s/ Michael J Thibodeaux  
President

**March 31, 1998**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Tuesday, March 31, 1998, at 3:30 p.m. with President Michael J Thibodeaux presiding and Jerry Tim Brooks and Willie D Burton present being a quorum. Other board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

### **INSTRUCTIONAL PRESENTATIONS**

**ArtBreak.** Henry Price, supervisor of art (K-12), introduced the presentation and said the ArtBreak festival is Caddo's parishwide celebration of artistic talent. It is the largest student arts festival in the South and showcases artists and programs in visual, cultural, literary and performing arts. A video was shown of festival activities, *i.e.* Arts in Education Third Grade Days, Very Special Arts Festival, and the Festival Weekend. Mr. Price expressed appreciation to the board and staff for their support and said they would be receiving an invitation to the VIP tour and luncheon on April 30, 1998, from 11 a m until 1:00 p m at Expo Hall. A calendar of activities was shared with board members, and they were particularly encouraged to attend the ArtBreak awards ceremony on May 3, 1998. Students who have excelled in the areas of visual and literary arts will be recognized and awarded savings bonds and trophies. Photographs of student honorees, board members and staff will be taken at the ceremony. Cari Bollinger of the Shreveport Regional Arts Council (SRAC), was present for the presentation. Ms. Bollinger, as well as other community supporters and volunteers, assist Mr. Price with planning and organizing ArtBreak activities.

**Law Magnet Update.** John Dilworth, principal at Huntington High School, gave a brief history of the school's overall goals and the development and implementation of the Law Magnet program. Angela VanSant, coordinator of the law magnet program, informed the board of the program's success and highlighted the following: a) student growth (140 participants -- 94 in law magnet and 46 in the business component); b) course offerings (*Law Studies, Criminal Justice, Intern to Law Enforcement, Forensic Science, Legal Procedures Internship Teen Court*, etc.); c) financial and educational support from the community/business sector; and, d) uses of the mock court room. In an effort to put classroom studies into practice, students participate in Teen Court and serve on a volunteer basis. Court sessions are held with students presiding over their peers' disciplinary hearings. Students serve as attorneys, jurors, and bailiffs. Licensed attorneys volunteer as judges and preside over Teen Court. Board members and staff expressed appreciation to Huntington's staff for their leadership and applauded them for the program's accomplishments. Gwen Buckingham, assistant principal at Huntington, assisted in the visual presentation.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE APRIL 15, 1998 CPSB MEETING**

The president recognized the superintendent and he reviewed the proposed agenda for the April 15, 1998 CPSB meeting. Citing the recent shooting incident at a public school in Jonesboro, Arkansas, Mr. Burton suggested that the CPSB should consider developing a resolution condemning violence in Caddo public schools. The president encouraged Mr. Burton to draft a resolution for the board's consideration, if he so desired.

**Bids - Chiller Repairs (Purifier Purges, Phase II) at Various Schools, Project 292.** Mrs. Pugh asked staff to identify the schools that will be receiving chiller repairs (purifier purges). The superintendent said the schools will be named in the mailout document.

**Extended Sick Leave for Classified Employees.** Mrs. Pugh asked if this item will require an adjustment in the budget. The superintendent said this item is informational and will not require board action at this time.

**Plans for 20% Low Achieving Schools.** Dr. Hitchcock asked if board action is required for this item. The superintendent said staff will be seeking the board's approval of the plan, and the plan will be included in the mailout.

**Visual Presentations.** Mrs. Pugh encouraged staff to make future visual presentations at board meetings in a manner whereby board members and visitors can see the viewing screen. The superintendent informed the board that staff is already discussing and making plans to update the technology system in the board room with monitors being strategically located so that everyone can see without moving from their seats. He thanked the board for its support in this area.

**Consent Agenda.** The Executive Committee recommended that items 9-16 and 19-A, B be categorized as consent agenda. Mr. Burton moved, seconded by Mr. Brooks, acceptance of the proposed agenda. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:20 p m.

### **March 31, 1998**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana following the Executive Committee meeting (approximately 4:21 p.m.) Tuesday, March 31, 1998, with President Michael J Thibodeaux presiding and the following school board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance Jr, and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The purpose of the special meeting was for the board to consider and/or take action on charter school proposals and to hear student suspension/expulsion appeal hearings. No student hearings were presented for the board's consideration.

### **CHARTER SCHOOL PROPOSAL**

The superintendent said at the March 18, 1998 CPSB meeting, the board requested staff to meet with the two applicants regarding charter schools. Both groups were contacted on Thursday, March 19, 1998, and invited to attend a meeting with staff scheduled for Friday, March 20, 1998. Dr. Ronnie Banks met with staff to discuss *The Right Step Academy of Excellence* proposal. Staff made several efforts to contact the second applicant (*Zion Academy of Excellence*), but received no response. At the meeting, a number of questions were discussed with Mr. Banks about his proposal, and he provided staff with an update on the questions. Staff met to analyze the information and a summary is being shared with board members. The superintendent said the consensus of the committee is that it desires to see a charter school in Caddo Parish; however, there are concerns about how the applicant's school can be financed and managed *i.e.* student transportation, food services, the organizational structure of the school, provisions for support services, facility location, budget provisions, etc. The superintendent said he does not recommend approval of the proposal at this time. He further stated that staff remains open to applications and groups that might be able to support, finance, organize and operate a charter school. Mr. Powell inquired about the requirements for public input and compliance with the law (Title 17, Section 3983-D). Legal counsel said there is a requirement for public input before the board takes action. Legal counsel further noted that he reviewed certain sections of the applications; they are both categorized as Type I applications; and, he believes the applications are appealable to the Board of Elementary and Secondary Education (BESE). Mrs. Boykin inquired about the nonprofit status of the applicant. Legal counsel said they have an application pending for nonprofit status and if the board approves the application, it can make the nonprofit status a condition in the contract. Mrs. Boykin also inquired about the board's options to correct the deficiencies in the charter application and about the timeframe for implementation. The superintendent recapped the application deadline dates and extension. Mr. Banks said the sooner they can get started, the better chance they will have to open the school in August, 1998. Debate ensued on: a) the CPSB's options,

responsibilities, liabilities; b) contractual provisions; c) non-profit status of the applicant; d) explanation of and plans for the proposed charter school's budget and student enrollment; e) administrative and staffing requirements, etc.

Following lengthy debate, Dr. Hitchcock moved, seconded by Mrs. Boykin, that the CPSB refer this application back to the superintendent and staff with instructions for them to continue working with Dr. Banks to resolve existing issues; and, authorize the board president to call a special session and call for the appropriate open meetings to approve such an application at such time as Dr. Foster expresses to the board president that he is ready to make a recommendation, and by 1999-2000 at the latest. Mr. Burton moved that the board support the superintendent's recommendation. The motion died for lack of a second. Noting that staff has received supplemental data pertaining to cited deficiencies in the proposal, Mr. Powell asked the superintendent to summarize the status of each component of the proposal. The superintendent proceeded to identify the responses and/or concerns relative to deficiencies, i.e. school's ability to fulfill purposes of the law, school demographics, educational program requirements, accountability (evaluations, management, accounting practices), admission process and timetable, student rules and regulations, nonprofit status and governance structure, personnel staffing (policies, certification, salaries, benefits), support services, facilities and budget. Mr. Banks expounded on their plan to enter into a contractual relationship with the CPSB for transportation and food services. Following more debate on support services for the charter school, the superintendent expressed concern about the role the school system would have to play in support of the charter school, as described. Discussion continued and because of the tight timeline, Mr. Bank said rather than delay action on the proposal, he would like for the CPSB to take a position with regard to the petition. More discussion followed on Mr. Bank's option to appeal to BESE should the school board reject the proposal.

Mr. Vance made a substitute motion, seconded by Mrs. Pugh, to follow the recommendation of the superintendent and reject the proposal. Mr. Vance encouraged the board to reject the charter school proposal and give Mr. Banks an opportunity to appeal to BESE. Mrs. Pugh noted that the CPSB is seeking a proposal that will stand alone. She further noted that there are questions that have not been resolved about the proposed charter school, and parents opting to participate in the program should understand their options relative to students returning to the public school system. Mrs. Walker requested clarification of students' ability to return to the public school system if they are dissatisfied with the charter school program or if the school fails. Legal counsel said provisions can be made for students to come back to the public school system, however, the funds may be lost. Mr. Milam expressed the desire to have a charter school in Caddo Parish, and inquired if staff could assist Mr. Banks in correcting the proposal deficiencies, and perhaps accommodate his charter school in 1999. The superintendent noted that deficiencies cited could be addressed but legislation changes from year to year and there could be other provisions for consideration. Mr. Banks noted that his timeframe is pushed, but he would like to have an opportunity to try to satisfy the requirements with the understanding that once the requirements are met, that it will fulfill the requirements in total. More talk followed on delaying action on the proposal and on plans to correct deficiencies.

Mr. Burton excused himself from the meeting at approximately 5:45 p.m.

Mr. Brooks made a second substitute motion, seconded by Mr. Milam, that staff come back and iron out all of the problems that we have in the charter school and for 1999-2000, Mr. Banks and his group will be accepted to have a charter school. Mr. Milam spoke in support of a timeline being included in the motion. Mrs. Pugh said if the board approves the substitute motion then the superintendent should come back to the board with a contractual agreement regarding services; the school board should be fully aware that the charter school facility has the necessary land area to accommodate a school; and, a financial statement and/or assurance of insurance and performance of the corporation from previous times should be made available. More discussion on the provisions of the motions with reference to a timeline and staff's involvement followed. Dr. Hitchcock expressed concern about Mr. Brooks' motion to accept Mr. Bank's proposal for 1999. He suggested that the original motion could be amended to read that the superintendent will give the board a report in time for implementation for the 1999-2000 year. Mr. Brooks agreed to Dr. Hitchcock's suggestion and asked to withdraw his substitute motion from the floor. No objection was received from board members to withdraw the substitute motion and to amend the original motion as stated above. Mrs. Boykin requested clarification of the date for the board to consider issuing a charter. She made an amendment to the original motion, to read "at the latest 1999-2000." The president said the original motion cannot be amended at this time.

Mrs. Pugh questioned if the board is changing the charter school document if it passes the motion to change the timeline. Legal counsel said the board is not approving the document at this time. Mrs. Pugh asked if the board is asking the superintendent to provide a contractual agreement when the matter comes back to the board. The president said the superintendent will present to the board what he believes the school system should do. Mrs. Walker asked Mr. Banks if he plans to appeal to BESE if the CPSB rejects his proposal. Mr. Banks said he is not closing any options. Dr. Hitchcock noted that he made a suggestion earlier that the timeline referenced by Mr. Brooks be added to the original motion, and there was no objection from board members. The president ruled that there was no disagreement from board members about the timeline being inserted into the original motion and it is the consensus of the board to insert "at the latest 1999-2000." Dr. Hitchcock moved, seconded by Mr. Brooks to cease debate on all motions and debates. Vote on the motion to end debate carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Thibodeaux, Milam and Dr. Hitchcock. Vote on the substitute motion failed with board members Vance, Pugh and Mims supporting the motion. Board members opposed were Walker, Brooks, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Vote on the original motion carried with Mr. Vance opposed. Board members supporting the motion were Walker, Pugh, Mims, Brooks, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

**Announcement.** The superintendent announced that State Superintendent Cecil Picard will be at Expo Hall on Wednesday, April 1, 1998, at 4 p m to talk about education reform in Louisiana. He encouraged board members to be in attendance.

**Adjournment.** There being no further business, Mr. Adams moved for adjournment. Mr. Brooks seconded the motion which carried, and the meeting adjourned at approximately 6:30 p.m.

---

James E. Foster, EdD, Secretary

---

Michael J. Thibodeaux, President

### **April 15, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p m on Wednesday, April 15, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Judy D Boykin arrived at approximately 3:34 p. m. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mrs. Pugh gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE MARCH 18, 1998 and MARCH 31, 1998 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Burton, approval of the March 18, 1998 and March 31, 1998 CPSB minutes, as included in the mailout. Vote on the motion carried unanimously.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for amendments to the proposed agenda, but no items were added, deleted or postponed. Mr. Powell requested clarification of staff's interest to pursue a non-binding intent to lease proposal on Building Six (*Agenda Item 13 - Request Approval to Pursue Leasing Facility for Special Programs Student Center*). The president noted that the intent to lease proposal is non-binding because it will not go into effect until staff brings a formal lease back to the board for its consideration and approval.

### **SPECIAL RECOGNITIONS**

The superintendent asked Essie Holt, assistant to the superintendent, to introduce the special recognitions, and they were as follows:



**1997-98 Coca-Cola Scholars Finalist.** Qiana Teresa Maple, senior at Green Oaks High School, is a finalist and will travel to Atlanta, GA (April 23-26, 1998) to be interviewed by a national selection committee hoping to be one of 53 recipients of a \$20,000 scholarship. Qiana's parents and Principal Wilmer Godfrey were recognized.

**1997-98 Louisiana Mudbugs.** Jesse DeSoto (Southwood High School) and Brad Burford (Youree Drive Middle School) representing athletes with physical or visual disabilities will represent Louisiana at the Windsor-Ontario International Indoor Games in Canada. Parents and Principals Charles Walker (Southwood) and Jan Holiday (Youree Drive) were recognized.

**1997-98 Louisiana Pentathlon Winners - Caddo Middle Magnet Sweepstakes).** Caddo Middle Magnet's team won the Delgado trophy for the fifth consecutive year. Seventh grade team members are: (*Honors*) Iris Chandler, Jim Dayton, Will Hailey, Clinton Scates, Jonathan Zweig; (*Scholastic*) Greg Chiartano, Sarah McCormick, Jacob McGuirt, Ryan Nix, Jeffery Plancard; and, (*Varsity*) Britney Dirks, Jill Hubbard, and Westley Lafitte. Eighth grade team members are: (*Honors*) Jenay Dupuy, Mark Hand, Morgan McCann, Mary Roche, Evelyn Scarborough, Ben Scruggs; (*Scholastic*) Ryan Bienvenu, Dorothy Hubbard, Willie Jackson, Simon Kreuger, LaQuatra Rhodes; (*Varsity*) Eric Hartford, Shatorria Mays, Russ Patrick, Tiffany Rambo and Staunton Sample. Judy Moncrief is principal at Caddo Middle Magnet. Parents and staff members were recognized.

**1997-98 Louisiana Pentathlon Runner-Up.** Youree Drive Middle School is the runner-up and seventh grade team members are: Malorie Brandon, Jeff Cord, Erin Herrmann, Sarah Raborn, Annie Hanna, Dianna Lewis, Zachary May, Eric Rippetoe, Leigh Eddy, Michael Jones, Stephen Scarlato and Nicki Simpson. Eighth grade team members are: Jep Alexander, Alex Chaney, Lauren Colvin, Jana Jamar, Julie Mitchell, Hiliary Hilliard, Courtney Rawls, Jason Rawls, Devin Richter, Chris Talerico, Allen Tolbert and Dock. Jan Holiday is principal at Youree Drive. Parents and staff members were recognized.

**1997-98 Louisiana Career Development Sweepstakes Winner - North Caddo High School** Winners will travel to Denver, CO for national competition later this month. First place winners in the state conference are: A J Stephenson (Food Marketing Research); Stormi Swearengin (General Marketing Research); Steve Barn (Hospitality and Recreation Marketing Research); Wendy Wood (Business and Financial Service Marketing Research); Lindsey Beck, Donnie Bradley, Mark Hobbs (Public Relations Project); Katie Singley (International Marketing Project); Ashley Bridges, Kristin Fuller (Creative Marketing Project); and, Jonathan Dempsey, Jim Farmer (Free Enterprise). Billie Wilcox is principal at North Caddo. Parents and staff sponsors were recognized.

**1997-98 Academic Decathlon Winner - Caddo Magnet High School.** This year marks the 17th consecutive year that Caddo Magnet High has won state competition. National competition will be held in Providence, R I (April 23-26, 1998). Team members are: (*Honors*) Brian Planchard, Grant Swicegood and Donald Jackson; (*Scholastic*) Christopher Jones, Erin Calhoun and Erin Dwyer; and, (*Varsity*) Douglas Day, Thomas Fitzgerald and Shawn Tobin. Mary Rounds is principal. Coaches and parents were recognized.

**Louisiana State VICA Skill Competition Winners.** Caddo Career and Technology Center's Vocational and Industrial Clubs of America (VICA) students competed in the LA State Skills Olympics (March 24-26, 1998) and competition winners are: Brian Warren - Southwood (Air Conditioning/Refrigeration); Michael Balfe - Captain Shreve (Architectural Drafting); Rachica Young - Woodlawn (Culinary Arts); Misty Booth - Northwood (Dental Assisting); Josh Contario - Southwood (Job Skill Demo A); Jerry Weathers - Woodlawn (Major Appliance Repair); Morgan Robert - Southwood ((Precision Machinng); Michael Graf - Woodlawn (Technical Drafting); Colandra Dias - Woodlawn (Opening/Closing Team); Hollie Dillman - Southwood (Opening/Closing Team); Joe Armstrong - Woodlawn (Opening/Closing Team); Leah Broadway - Huntington (Opening/Closing Team); Shante' Caldwell - Caddo Magnet (Opening/Closing Team); Brandon Larson - Caddo Magnet (Opening/Closing Team); and, Laura Cooper - Northwood (Opening/Closing Team). Principals recognized were: Gayle Flowers (Caddo Career and Technology Center), Charles Walker (Southwood), Dr. Sandra McCalla (Captain Shreve), Betty Jordan (Woodlawn), Ken Bass (Northwood), John Dilworth (Huntington) and Mary Rounds (Caddo Magnet High). Parents and staff advisors were also recognized.

**Louisiana Distinguished Partner in Education.** Richard Maple is Louisiana's distinguished partner in education. He volunteers daily at Shreve Island Elementary School through the Partners Assisting Learners Program. This program links citizens in the community with students experiencing difficulty in learning to read. Dr. Kerry Laster is principal at Shreve Island. Martha Maple, teacher at Shreve Island and Mr. Maple's spouse, was recognized.

**Louisiana Social Worker of the Year.** Eleanor S Shuping has demonstrated leadership qualities and represents the professional ethics of social works as defined in the National Association of School Social Workers code of ethics. The Louisiana Chapter of the National Association of Social Workers chose Ms. Shuping for this honor. Other social workers in the audience were recognized.

**Women Who Have Made a Difference Award Winner.** *Celebration of Women Week* organizers recently recognized Winnie Antoine, principal at Northside Elementary School, for having made a significant impact individually or through organizations, civic concerns or human services in Shreveport-Bossier City.

**Curriculum Design Team.** The superintendent recognized members of the Curriculum Design Team. The team has been working since August, 1997 in order to complete the English/Language Arts curriculum for Caddo Public Schools.

## **PERSONNEL RECOMMENDATIONS**

The superintendent made the following personnel recommendations: (a) Kathleen Barberousse be appointed assistant principal at University Elementary School and the terms of contract are April 16, 1998 - June 15, 2000; (b) Wayne *Buddy* Dillman be appointed assistant principal at Werner Park Elementary and the terms of contract are April 16, 1998 - June 15, 2000; (c) Oscar Chip Killian be appointed assistant principal at Forest Hill Elementary and the terms of contract are April 16, 1998 - June 15, 2000; (d) Kathy Manning be appointed assistant principal at Atkins Elementary School and the terms of contract are April 16, 1998 - June 15, 2000; and, (e) Gladys Rhinehart be appointed assistant principal at Caddo Heights Elementary School and the terms of contract are April 16, 1998 - June 15, 2000. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed. Mrs. Pugh noted that personnel recommendations are a part of the consent agenda and the board has yet to vote on the consent agenda.

**Recess.** The president called for a five-minute recess at approximately 4:02 p.m. The board reconvened at approximately 4:10 p.m.

## **VISITORS**

Beverly Henderson, parent, expressed concern about the lack of instruction students are receiving in the trigonometry class at C E Byrd High School. She asked the board and staff to investigate and address the teacher's high absentee record and the teacher's lesson plans.

Don Armand, Red Mass Society representative, invited the board to participate in the Red Mass program at Holy Trinity Church (downtown) on May 1, 1998 at 9 a.m. Honors will be bestowed on educators/educational bodies, judicial workers, and public officials who have given meritorious service to youths.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFTSP), informed the board of the federation's ideas and issues relative to discipline in schools. She emphasized the importance of having safe learning environments and said the federation has dedicated a *Hot Line* to receive calls relative to discipline problems and or issues in schools. She encouraged staff to address the needs of new teachers and provide assistance in management skills.

Monica Jenkins-Moore, president of Caddo Association of Educators (CAE), encouraged board members and staff to contact area legislators and stress the importance of public education. She expressed appreciation to the board for revising Policy GBM (Staff Complaints and Grievances). Further, she encouraged the board to revamp its discipline policy.

## CONFIRM THE CONSENT AGENDA

Mrs. Pugh moved, seconded by Mr. Mims, to confirm the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### Agenda Item No. 9

**Personnel Recommendations.** The superintendent recommended that: a) Kathleen Barberousse be appointed assistant principal at University Elementary; b) Wayne Buddy Dillman be appointed assistant principal at Werner Park Elementary; c) Oscar *Chip* Killian be appointed assistant principal at Forest Hill Elementary; d) Kathy Manning be appointed assistant principal at Atkins Elementary School; and, e) Gladys Rhinehart be appointed assistant principal at Caddo Heights Elementary School. The terms of contract for the administrators are April 16, 1998 - June 15, 2000. Each assistant principal will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

### Agenda Item No. 10

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for paper and supplies for child nutrition department; wrecker for transportation department; roofing replacement at Judson, Project 287B; roofing replacement at Hollywood, Project 287C; roofing replacements at Captain Shreve, Project 288; HVAC for ROTC and Wood/Metal Shop at Southwood, Project 291; chiller repairs (purifier purges, Phase II) at C E Byrd, Captain Shreve, Keithville, Northwood, Southwood and Turner, Project 292; cafeteria a/c at Broadmoor, Caddo Heights, and J S Clark, Project 305; new electrical panels for lighting at Caddo Stadium, Project 311; and, new electrical distribution and lighting at Barnes Stadium, Project 312. A copy of the tabulation bid sheets marked "*Exhibit A, 11 pages, April 15, 1998*" 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 and other governmental entities to hold an auction sale on Saturday, May 16, 1998, at the Fair Grounds to dispose of surplus used buses and vehicles.

### Agenda Item No. 11

**Request for School Bus Transportation by Jefferson Caddo Community Center.** Staff recommended that the request from Jefferson Caddo Community Center to rent one school bus during the period of April 21, 1998 through May 22, 1998 for use in an after school tutorial program be approved. Students having difficulties in mathematics, science and language will be targeted.

### Agenda Item No. 12

**Request for Approval of the Following Electives: *Conditioning Strategies A Conditioning Strategies III, and Conditioning Strategies IV.*** Staff recommended approval of the aforementioned electives for Southwood High School. All student participants practice Olympic lifts and participate in the program to improve their total fitness.

### Agenda Item No. 13

**Request Approval to Pursue Leasing Facility for Special Programs Student Center.** Staff requested approval to pursue a non-binding intent to lease proposal on Building Six, as provided in the mahout, with the formal lease terms and provisions to be worked out by staff and the board's attorney and returned to the board for final approval.

### Agenda Item No. 15

**Even Start Application 1998-99.** Staff recommended approval of the application for 1998-99 school year, as included in the mahout. The purpose of the program is to develop and extend literacy skills in both parents and children. Funds requested for 1998-99 are \$114,171 and comes to the district through the LA State Department of Education, but is not part of the Title 1 budget.

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

**Youth Enrichment Program (YEP) Agreement for Summer Program.** Staff recommended that the Facility Usage Agreement with YEP for a summer camp during the period June 8, 1998 through August 14, 1998 be approved. The agreement is for use of Barret Elementary and Riverside Elementary facilities.

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

**K-12 English/Language Arts Curriculum.** Staff recommended approval of the K-12 English/Language Arts Curriculum, as included in the mailout. A copy of the curriculum guide is filed in the official papers of the board.

### **Agenda Item No. 19-A**

**Requests for Leaves.** The superintendent requested approval of the following requests for leaves.

Sabbatical Leave for Study, 1998-99 School Year

Melanie Cathey, Teacher, C E Byrd High School  
Darryl Keith Evans, Band Director, Ridgewood Middle School  
Dianne J Miller, Teacher, Southwood High School  
Jett Jones, Teacher, Hamilton Terrace  
Mark Salloum, Teacher, Fair Park High School

Leave Without Pay (Personal), May 14, 1998 through December 31, 1998

Dorothy Carr, Caddo Exceptional, Secretary

Leave Without Pay (Personal), April 17 through May 15, 1998

Truman Cloud, Teacher, Southern Hills Elementary

Leave Without Pay, Personal, May 4 through June 4, 1998

Georgina Perkins, Bus Driver, Transportation

### **REVISION TO POLICY GBM - GRIEVANCE PROCEDURES**

Jackie Lansdale said there is nothing in the policy that addresses the presence of a representative from a professional organization when a school board employee or teacher is being reprimanded or brought before the administration for disciplinary reasons. She asked staff to revise the policy to allow representation.

Monica Jenkins-Moore expressed appreciation to staff and the board for revising Policy GBM.

Mrs. Walker moved, seconded by Mrs. Boykin, approval of staff's recommendation for a revision to Policy GBM (Staff Complaints and Grievances Policy), as included in the mailout, with the policy being amended to change the number of working days to 20 instead of 30. Mrs. Walker said 30 working days equates to a month and a half which is too lengthy. Mrs. Boykin asked how would the policy work with principals when schools are closed during the summer, and what is staff's rationale for selecting 30 days. The superintendent said the word *working* could be deleted and 30 *calendar days* be inserted. Willie Henderson, assistant superintendent for human resource services, said there is nothing magical about the number 30; that staff was interested in giving themselves as much latitude as possible. He further noted that in most of the board's policies where reference is made to days, it means *working* days. The superintendent said the number of days is an attempt to bring closure to an issue within a reasonable amount of time. Mrs. Boykin asked if the 20 days would create a problem for staff, and what would be the provision if reference is to a supervisor who is not a 12-month employee. Mr. Henderson said the grievance would move up to the next level, and the superintendent noted that some employees work all summer. Vote on the motion carried with Mr. Brooks

opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

### **REDUCTION IN COMPENSATION AND BENEFITS FOR CPSB MEMBERS (Dr. Hitchcock)**

Dr. Hitchcock moved, seconded by Mrs. Walker, that effective January 1, 1999 pay for all members of the CPSB be set at \$100 per month. Further moved that there be no additional compensation for officers or any other board member for any reason. Further moved that CPSB members be declared ineligible to participate in any employee benefit program, including but not limited to group health and life insurance, because of being elected members of the CPSB. Those members who are otherwise entitled to coverage, such as retirees, employees or dependents may continue to be covered. Dr. Hitchcock said he believes, it is important that the board establish a volunteer school board without a significant level of compensation. He said approval of the motion will send the right message to parents and the community that the board is not seeking personal rewards. Dr. Hitchcock said volunteers are working in schools daily and giving of their time freely. He further noted that the board is in its budget cycle and motions associated with pay and benefits are budget items; and, any change in compensation for a board would take place with the election of a new school board which will occur on January 1, 1999. Mrs. Walker said the board often honors school volunteers and school board members should be willing to serve voluntarily. She noted that if board members were not compensated, then funds would be available in the budget to staff three early childhood education classes in the northern part of the parish which would serve 60 students. Mr. Burton moved, seconded by Mr. Vance and Mr. Brooks, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the original motion failed with board members Walker, Mims, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Vance, Pugh, Burton, Brooks, Thibodeaux, Boykin and Adams.

### **SUPERINTENDENT'S REPORT**

**Plans for 20% Low Achieving Schools.** The superintendent said the school improvement plans for the 20% low achieving schools were mailed to board members; staff believes implementation of the plans will show some results; and, staff is asking the CPSB to approve the plans as presented. Mrs. Pugh said she wants assurance from the superintendent that the plans will be implemented or can be implemented. She asked if plans are in the budget where budget needs have been identified. The superintendent said items requiring an addition to the budget were separated and will be funded when funds become available. Mrs. Pugh asked if the document will reflect that the plans are coming from the CPSB with the superintendent's signature, and the superintendent answered in the affirmative. Mrs. Pugh expressed concern about the lack of content in some of the plans and asked if summer schools are being planned for elementary schools. The superintendent said staff is looking at implementing summer schools at the elementary level. Ollie Tyler, deputy superintendent, said staff is in the process of planning some summer school sites for elementary students. The superintendent said staff has had a short timeline to develop plans, staff has done a good job determining what they want; and, things that the school system can afford to do will be implemented. Other larger items will be implemented as funds become available. Mrs. Pugh said she is concerned because the retention program is starting. She asked if additional housing will be available at Werner Park and other schools as a result of the retention program; and, if this item is included in the budget. The superintendent said staff has received information from data processing and principals regarding the number of students that are currently in the first grade that might necessitate additional staffing. This item will be discussed at the budget work session Wednesday, April 22, 1998. Mrs. Pugh asked the superintendent if he will be able to bring a recommendation to the board to allow for staffing to adjust the pupil/teacher ratio. The superintendent answered in the affirmative.

Monica Jenkins-Moore asked the board to give serious consideration at the budget work session to allocate funding to ensure implementation of the plans to improve student achievement.

Mr. Burton moved, seconded by Mr. Adams and Mr. Brooks, to approve the school improvement plans for the 20% low achieving schools, as recommended by staff. Dr. Hitchcock expressed concern that it seems to be something lacking in the plans, and he asked the superintendent if he is satisfied that the proposals constitute the best plans to improve student achievement. The

superintendent said each of the 15 schools worked on individual plans; and, directors met with principals at each level as a group, as well as individually. Further, what has been presented is not the end to staff's efforts as it is a snapshot in time of the school improvement plan. Dr. Hitchcock asked the superintendent if he had reviewed the plans to ensure that principals had not omitted something essential. The superintendent said that with 15 principals there is the possibility that something essential could have been omitted in principals' estimation, and he would like to be informed of those items. Dr. Hitchcock also requested assurance from the superintendent that the proposed plans will bring the identified schools up to a higher level of achievement. The superintendent said at this point and time and based on the time and effort that principals have had to place on this particular item, he believes that the plans are good. Further, there probably are other things that could be done and staff will be identifying those items. Dr. Hitchcock asked if passage of the motion will give principals the green light to implement the plans. The superintendent answered yes, but with the exception of those items where funding is not available. Mrs. Boykin expressed concern that the superintendent's cover memo that accompanied the proposals in the mahout did not include his recommendation. She asked the superintendent if he could include his recommendation on agenda items in future mailouts. Mrs. Boykin asked if there are different requirements through the state's accountability plan relative to timelines for Title 1 schools and regular schools. The superintendent said he isn't aware of any differences in requirements. Mrs. Boykin asked if there are any requirements under Title 1 to achieve higher percentages during this period of time. Mrs. Tyler said for the 1998-99 school year, schools are to show improvement academically for all Title 1 schools under this particular umbrella. Further, all schools identified in the 20% low achieving category are Title 1 schools with the exception of the two high schools. Mrs. Boykin asked if there are other Caddo Parish schools without school improvement plans. Mrs. Tyler said the superintendent noted earlier that all Caddo Parish schools have school improvement plans under the district's plan. Mrs. Boykin expressed concern about central office staffs involvement in developing the plans and the process. The superintendent said the directors are working closely with principals and will be responsible for seeing that plans are carried out. Also, reviews will be conducted during the school year on a more frequent basis. Mr. Adams expressed concern that more buildings will be needed to house students. He noted that more emphasis should be placed on the reading program, and more emphasis on academics rather than self-esteem. Mr. Adams encouraged staff to review existing programs that are successful and work to expand those programs, and to include phonics in the instructional program. Mr. Powell expressed concern that many students will be retained and the school system does not have a mechanism in place for summer school at the elementary level. He noted that the reading program is being expanded through the reading initiative to cover elementary grades (first through third). He asked if efforts through the summer reading program will be combined into something that students will be able to get credit for, if they achieve, that will address retention. Mrs. Tyler said staff will work toward this idea, however, staff does not know if the State Department of Education will allow such. Mr. Powell also expressed concern about the lack of substance in the plans to improve student achievement, and questioned the timeline for additional work to expand the plans. The superintendent said this matter is a continuous process and the plans presented are just a step in the process; there will be other things to do with other requirements; and, staff will continue to work with all schools, particularly the 15 schools. Mr. Powell asked the superintendent if he plans to bring back an agenda item next month on elementary summer school or if he plans to give the board a report, and the superintendent answered yes. Mrs. Walker expressed concern about the insufficiency of the plans, and said she expected staff to address academics more than school plant needs. Mrs. Boykin asked about the superintendent's plans for accountability. The superintendent said beginning next school year, all schools will develop a baseline and will be competing against themselves for improvement. Each school, based upon standardized test scores, will be competing for a pre-established goal and will be expected to achieve certain numerical goals for improvement. The superintendent further stated that staff established an accountability for schools this year and will set similar goals for the 15 schools. Staff will monitor the schools' progress and will be assisting them in their efforts. Mr. Brooks said he believes schools are not improving due to a set pattern for certain areas i. e., lack of funding, inadequate staffing, building needs, and a weak curriculum. He encouraged the staff and board to make all schools equal. Mr. Vance said strong leadership is required and evaluations should be made of administrators. He noted that some problems are being addressed but staff needs to do more to improve academics. Mr. Adams suggested that programs that are successful at some schools should be duplicated at other schools. The superintendent said the new testing manager will be on board next month and that person will review test data, and the two elementary directors are working with the schools at this time. Following more discussion, Dr. Hitchcock asked if the board received only a summary of the plans, and the superintendent said some

schools turned in booklets that were more detailed. He informed the board that staff could make the entire packets available to board members for their review. Mr. Burton moved, seconded by Mr. Adams, to call for the question. Mrs. Pugh asked if the documents will be sent to the State Department as sent to school board members, and if they will be reviewed by the State. The superintendent said he and the president signed a certificate of assurance that indicates that Caddo will follow certain steps, and approving the plans is one of the steps. Vote on the motion to end debate carried with Mr. Powell opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Milam, Boykin, Adams and Dr. Hitchcock. Vote on the original motion carried unanimously.

**Extended Sick Leave for Classified Employees.** Monica Jenkins-Moore urged the board to revise its extended sick leave policy for classified employees and rectify the inequities. CAE encouraged the board to revise its policy to grant extended sick leave to all classified employees.

Mrs. Boykin said she reviewed the CPSB minutes of 1995 when the policy was implemented and a statute was referenced that says ". . . parish and city school boards may grant additional sick leave without loss of pay or with such reduction of pay they may establish or fix. " Mrs. Boykin asked why was 25 days chosen in 1995 as opposed to 20 days for extended sick leave for bus drivers. Mr. Henderson said the statute is Section 1206 which is for all employees, but there is a separate statute for bus operators. Legal counsel concurred that the statutes are different for bus operators and other employees. Mrs. Boykin requested that board members be given copies of statutes that deal with bus drivers that led to the action in 1995, and copies of statutes that Mr. Henderson refers to in his memo relative to creating inequities. Legal counsel advised that the CPSB has the discretion to give extended sick leave with pay to other employees. Mrs. Boykin said in light of legal counsel's comment, she will withdraw her request.

#### **UNFINISHED BUSINESS**

No unfinished business was introduced.

#### **NEW BUSINESS**

No new business was introduced.

#### **ANNOUNCEMENTS AND REQUESTS**

**Schools.** Mr. Brooks asked the superintendent to: a) relinquish all schools that are not up to par; b) identify problems in the schools; and, c) make provisions to evaluate administrative staff (coordinators, principals, supervisors).

**Special Education Accounting:** Dr. Hitchcock asked the superintendent to take another look at the report that he provided him with relative to counting special education students and try to give him the same thing, but address special education students that were involved in inclusion in the classroom as opposed to those in a traditional classroom.

**Caddo Stadium.** Mr. Adams requested staff to provide a status report on work being done to renovate Caddo Stadium. He also asked staff to present a recommendation and plan for continued improvements at the stadium. The superintendent informed board members that the track has been resurfaced and there is a small account of money for stadium improvements. Mr. Vance asked staff to consult with the City Council and Parish Commission to discuss the feasibility of joining forces to renovate the stadium and share expenses.

**Budget Work Session.** The president announced that a budget work session with board members is scheduled for Wednesday, April 22, 1998, at 3:30 p.m. in the board room and on Wednesday, May 6, 1998, immediately following the Executive Committee meeting in the board room.

**Alternative Schools.** Mrs. Pugh asked the superintendent to share with her his deposition of how he explains to principals the use of alternative schools. She said there is a question in the minds of some principals about the use of New Elizabeth Alternative School.

**Trigonometry, Class at C E Byrd High School.** Mrs. Pugh said the parent addressing the board earlier today about the trigonometry class at C E Byrd spoke to her at length about her concerns and said the parent had a concern four years ago and is trying to relate this matter with the earlier concern. She noted that the Legislature has changed some policies and the parent needs to be made aware. She requested information relative to the end results of the conference staff plans to have with the parent.

**Suspension of a Teacher.** Mrs. Pugh asked the superintendent to communicate to the board how long a non-tenure teacher can be suspended with pay.

**Budget Items.** Mr. Milam noted that there are at least two categories associated with Caddo Parish schools (Adult Education and Cooperative Extension Service 4-H) who receive partial salary from the CPSB. He requested that during the upcoming budget session that the finance department furnish the board with the cost to add these two areas, and other groups not included in the ten percent raise, to the budget.

**Substitute Teachers.** Mr. Vance asked staff to provide him with a report on substitute teachers' pay; compare it to the report provided him three years ago; and, do a study so that it can be determined what has occurred.

**Instructional Presentations.** Dr. Hitchcock requested the superintendent to consider scheduling an instructional presentation from Hamilton Terrace and School Away From School (SAFS). He asked that board members be provided an update on plans for SAFS housing of disruptive students, and share plans to free up space at regular schools by removing disruptive students from the school campus. He asked that this information be provided before the board's next Executive Committee meeting.

**Extended Sick Leave Policy.** Mrs. Boykin requested the superintendent and staff to meet with representatives from those making requests about extending the sick leave policy to determine what their desire is as they see inequities, and make a recommendation to the board.

**Senior Recognition Ceremony.** The superintendent announced that the senior recognition program will be held on Thursday, April 23, 1998 at 7 p.m. at the Holidome Financial Plaza.

**Teacher Shortage.** Mrs. Walker requested an update on teacher shortage in Caddo Parish and include in the report information on what staff is doing to alleviate the shortage; how much recruiting is being done; and, identify where recruiting is taking place.

**Recess.** The president called for a ten-minute recess at approximately 6:10 p.m. and the board reconvened at approximately 6:20 p.m.

## **EXECUTIVE SESSION**

The president announced that there are no student hearings scheduled for today's meeting. Mr. Burton moved, seconded by Mr. Brooks, for an executive session for approximately 15 minutes to hear an update on litigation - Roger Merritt, et al vs CPSB et al, No. 96-2701; U S District Court Western District of Louisiana. Vote on the motion carried with board members Vance, Pugh, Mims, Brooks, Powell, Thibodeaux and Milam supporting the motion. Board members Walker, Burton, Boykin, Adams and Dr. Hitchcock were absent for the vote. The board went into executive session at approximately 6:21 p.m. and reconvened at approximately 6:36 p.m.

**Adjournment.** There being no further business, Mr. Adams moved for adjournment. Mr. Milam seconded the motion which carried and the meeting adjourned at approximately 6:37 p.m.

---

James E Foster, Ed D, Secretary

---

Michael J Thibodeaux, President



**May 6, 1998**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, May 6, 1998, with President Michael J Thibodeaux presiding and Jerry Tim Brooks and Willie D Burton present being a quorum. Other school board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, SeD, Mark Milam, Alvin Mims, Michael E Powell III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

### **INSTRUCTIONAL PRESENTATION**

**Dyslexia Update.** Penny Claudis, coordinating specialist/504/ADA, introduced the presentation and recognized C Wilson Anderson, consultant and educator. Mr. Anderson is visiting Caddo Parish for the next three days training 35 middle and high school reading and language arts teachers in the essential language program. He is instructing classroom teachers in techniques that will benefit dyslexic students as well as all other students. Mr. Anderson greeted the board and defined *dyslexia* as a language based problem through processing. He noted that dyslexia is easily identified and remediated. Catherine Bass, 504/dyslexia specialist, provided board members with handouts pertaining to the dyslexia presentation, *i.e.*, definition of dyslexia, diagnostic profile, *Bulletin 1903* (regulations for the implementation of R.S. 17:7(11) - the Louisiana dyslexia law), schools where students are served by dyslexia teachers, written expressions by dyslexic students and handbook for teachers of dyslexic students. Ms. Bass outlined Caddo's programs and reported that the methods and procedures are the latest techniques designed for dyslexic students and others who may exhibit difficulty in learning to read by traditional methods. Caddo's dyslexia department responds to calls from the schools and parents for students' needs. Once the student has been identified by the school building level committee, one of the teachers works with the student several times during the week. In addition to remediation in reading, teachers work with students on organizational skills, spelling, class activities and tutoring needs. The total number of students identified as dyslexic during the 1997-98 school year is 134. Ms. Bass also outlined other departmental accomplishments. She introduced teachers Carolyn Gardner (elementary level), Cheryl Thibodeaux (middle school level), and Sydney Allen (high school level) who shared some of the successes they encountered during the school year in working with dyslexic students. Sarah Cavanaugh, 11th grade student at C E Byrd High School, and Gene Hilliard, parent, expressed their appreciation for Caddo's dyslexia program. Mrs. Walker inquired about staff's procedure for identifying students with dyslexia, and expressed concern about the amount of paper work teachers have to contend with in the program. Mr. Adams expressed appreciation for the program's success. Mrs. Pugh commended staff for their accomplishments in the academic assessment program, and asked if students ever outgrow dyslexia. Ms. Bass said students do not outgrow dyslexia. Dr. Hitchcock requested clarification of the number of students identified as dyslexic in Caddo Parish and about the monitoring process of students identified in other schools. He also expressed concern that parents might not be aware of services available. Richard Neeson, coordinating director of special programs, briefly outlined the monitoring process and noted that reports should perhaps be gathered more frequently. Mr. Powell expressed concern that the program might become overburdened with the identification of more students. The superintendent said staff monitors the program's needs and if they get to the point that additional assistance is required, then the board will be so advised. More discussion followed on diagnostic work, teacher training, and evaluation procedures. Mrs. Boykin encouraged staff to address students' needs early and aggressively. The president thanked staff for the informative presentation and commended staff for its hard work and dedication.

### **SPECIAL REPORT**

**Results of Feasibility Study.** Keith Norwood, director of school plant, introduced the feasibility study presentation conducted by Mark Krog and assisted by Stu Shunk of CSW/Enershop, Inc. CSW/Enershop, Inc is a division of Central and South West Company (SWEPCO's parent company). Representatives of SWEPCO were also present. A booklet outlining data presented was distributed to school board members and staff. The presentation included: a) the company's background and objectives; b) data pertaining to the company's assets; c) the company's ability to provide service among utilities at the lowest retail prices; d) findings as reported through U S

government reports and surveys; e) opportunities for the CPSB to address technology and operational aspects for energy savings; f) and, the identity of other local businesses being served by CSW/Enershop, Inc. Mr. Krog encouraged the board and staff to consider pursuing the technological and operational opportunities to build upon its energy conservation program. Mrs. Walker inquired about the type of technology being addressed by Mr. Krog. Mr. Norwood clarified that the presenter is not just referencing computers; that the average age of schools in Caddo Parish is about 50 years old and during the last 50 years there have been significant improvements in the energy efficiency of those and the performance as well. This program is a way to improve the systems and will save additional dollars. The president asked if the presentation is for informational purposes. Mr. Norwood said staff has learned more about energy saving possibilities as a result of the study, and it might be time for the school board to look at a new energy saving program. He further noted that staff wants to familiarize the board with the energy saving concept and get its feedback; and, to ask for the board's endorsement of the previous board's authorization. He said staff will have a recommendation for the May 20, 1998 school board meeting. Mrs. Pugh asked staff to clarify whether the lighting at Werner Park Elementary School is adequate at this time. Mr. Norwood said staff has not addressed lighting at schools. The president thanked staff for the presentation and said the board will wait for staff's recommendation.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE MAY 20,1998 CPSB MEETING**

The president recognized the superintendent and he reviewed the proposed agenda for the May 20, 1998 CPSB meeting. "*Executive Session - Litigation (Merritt, et al vs CPSB (U.S. D.C) "* and "*Request for School Bus Transportation by Student Referral Alternative Center "* (Mims) were added to the agenda. Mr. Brooks informed the board of telephone calls he received from teachers who were upset and concerned after receiving threatening telephone calls from students. He firmly encouraged staff to establish procedures to address and prevent violence in schools and suggested that a committee should be organized to address this issue. The superintendent said staff is discussing the issue and feasibility of establishing an intervention team to work with school administrators, teachers, students and parents. The president asked Mr. Brooks to inform the superintendent of schools where threats have been made against teachers.

**Bids.** Mrs. Pugh asked if provisions were made in the list of bid items (athletic equipment) for Title IX obligations. The superintendent said nothing specifically is designated for Title IX, but in the current year's plan there are funds available to deal with Title IX issues. Mrs. Pugh clarified and asked if staff is ordering as though they are giving some respect to Title IX, and the superintendent answered in the affirmative.

**CPSB Policy GCBC.** Mrs. Pugh said she requested staff to review this policy for possible upgrading. The superintendent said staff will be discussing this policy on Thursday afternoon, May 7, 1998. He noted that the item is not on the agenda because he isn't sure if staff can have something ready to present to the board at its May 20, 1998 meeting. Mrs. Pugh said a presentation in June, 1998 will be fine.

**Employment Intent Contracts.** Mrs. Pugh said the CPSB gave the superintendent permission to sign employment intent contracts with employees. She noted that Title I has surplus personnel and plans to terminate some employees. Mrs. Pugh asked staff how will they handle this matter; if they will rescind the employment intent contracts in order that these persons will be eligible for unemployment compensation. Willie Henderson, assistant superintendent for human resource services, apprised the board of new positions in the budget and of positions identified in Title I to be reduced. He said staff has been staffing vacancies for teacher aide positions since January on a temporary basis. Staff hopes to be able to place all Title I displaced personnel through attrition, resignations, and retirements. Mr. Henderson said the letter of intent is a reasonable assurance that displaced employees will be employed, and staff hopes to have a placement before the opening of school. Legal counsel said staff is only required to give reasonable assurance that the intent is that the displaced workers will be employed. Mrs. Pugh expressed concern that the displaced workers could be drawing unemployment checks. The president asked Mrs. Pugh if she wishes to add this

item to the agenda for informational purposes, and she said she will leave the matter to the discretion of the superintendent. Mrs. Walker commented that displaced workers' checks are prorated, and they will receive a paycheck during the summer months.

**SPAR Communication.** Mr. Burton asked staff to provide him with information on the status of the request from Wendell Collins, chief administrative officer for the city, for school bus transportation for youngsters during the summer months. S L Slack, assistant superintendent for support services, said a letter was received from Mr. Collins on behalf of G. Norman, acting director of Shreveport Parks and Recreation (SPAR), for school bus transportation during the summer. Mr. Adams noted that SPAR should meet the CPSB's standards for renting school buses as all other agencies. The superintendent said the school board policy that was passed for leasing school buses was done in an effort to reduce the use of school buses for student transportation. He said staff is trying to stop the use of school buses to transport adult groups across the state line because it puts unneeded mileage on school buses. He further commented that there is rationale that staff can work with if groups want to take students on educational trips.

**Approval of Lease Agreement for Building Six.** Dr. Hitchcock said he has questions about staff's plans for use of the building, and asked the superintendent if information will be included in the mailout. The superintendent said information will be in the mailout -- staff's rationale and indication of how the building will be used. He noted that legal counsel is presently working on a lease agreement received from the owners of the building. The item is on the agenda in the event that staff will be in a position to bring a recommendation to the board. The president suggested that Dr. Hitchcock provide the superintendent with his questions about the use of the building, and the superintendent will make sure that he receives answers prior to the May 20, 1998 meeting.

**Consent Agenda.** The Executive Committee recommended that items 11, 12, 17, 18, 20-29, 31-34A be categorized as consent agenda, as well as the request for transportation introduced by Mr. Mims. Mr. Burton moved, seconded by Mr. Brooks, to approve the consent agenda as stated. Vote on the motion carried unanimously. Mr. Burton moved, seconded by Mr. Brooks, approval of the proposed agenda for the May 20, 1998 CPSB meeting. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Burton seconded the motion which carried, and the meeting adjourned at approximately 5:25 p.m.

## **May 20, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, May 20, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE APRIL 15, 1998, CPSB MEETING**

Mr. Burton moved, seconded by Mr. Powell, approval of the April 15, 1998 CPSB minutes, as included in the mailout. Vote on the motion carried unanimously.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for amendments to the proposed agenda. "*Resolution Accepting Lowest Bid for the Purchase of \$20, 000, 000 of General Obligation School Bonds* " and "*Resolution Authorizing the Incurring of Debt and Issuance of \$20, 000, 000 of General Obligation School Bonds* " were moved on the agenda to follow "*Special Recognitions.* " A revised bid for item 12-A-13 "*Various Partitions & Interior Modifications at Ingersoll, Mooretown, Oak Park, Southern Hills, Summer Grove and West Shreveport*" was submitted to the board and added to the agenda for presentation and consideration under the *Superintendent's Report.*

## **RESOLUTION PROVIDING FOR OPENING OF SEALED BIDS RECEIVED FOR THE PURCHASE OF \$20,000,000 OF GENERAL OBLIGATION SCHOOL BONDS**

The superintendent recognized David M Wolf of Foley & Judell, L.L.P., bond counsel, to advise the board of necessary action in order to proceed with the reception of bids and sale of the bonds. Mr. Wolf reported that the first order of business was to open the bids received and to formally approve the Official Notice of Bond Sale and the Official Statement that was prepared and distributed to prospective purchasers in connection with the sale of the bonds. Mr. Wolf reported that the Official Statement was prepared under the supervision of the Secretary of the Governing authority and with the assistance of the assessor's office and other local public officials. Members of the CPSB were furnished a copy of the statement for review and approval. The president announced that it was time to open the sealed bids received for the purchase of the captioned bonds. The bonds were advertised for sale by virtue of a resolution adopted on March 18, 1998. Official notice of bond sale had been published in the Caddo *Citizen*, official journal for the CPSB, and in *The Bond Buyer* of New York, New York. After calling for sealed bids for the purchase of the bonds, Mr. Wolf announced that four bids had been received. Mr. Vance moved seconded by Mrs. Walker, that the resolution providing for the opening of sealed bids received for the purchase of \$20,000,000 of General Obligation School Bonds, Series 1998, of Parishwide School District of Caddo Parish, Louisiana, approving the Official Notice of Bond Sale and Official Statement in connection therewith be approved. Vote on the motion carried unanimously. The sealed bids received on May 20, 1998 were thereupon opened and read in public session. Mr. Wolf said the bids were based upon the maturity schedule set out in the Official Statement and hereinafter set out in these proceedings, said bids being as follows, to-wit: (1) A bid for bonds submitted by Duncan - Williams (plus 12 firms) of Memphis, TN bearing an interest average of 4.9833 percent; (2) a bid for bonds submitted by Dean Witter Reynolds of Dallas, TX bearing an interest average of 4.9869 percent; (3) a bid for bonds submitted by Merrill Lynch and Company of New York, NY bearing an interest average of 5.0644 percent; and, (4) a bid submitted by Scharff & Jones of New Orleans, LA bearing an interest average of 4.9316 percent. Mrs. Pugh inquired about the track record of Scharff & Jones. Mr. Wolf reported that the firm is reputable and has an office in Shreveport, Louisiana. He further noted that this company has probably bought more Louisiana bond issues on a competitive basis than any other bond house. Mr. Wolf identified some of the reputable firms that are associated with Scharff & Jones. The president expressed appreciation to the superintendent, school system's financial staff, and school board members for being good stewards of the school system's finances. He also thanked the citizens of Shreveport for passing the bond issue. A copy of the resolution is filed in the official papers of the board.

### **SPECIAL RECOGNITIONS**

The superintendent recognized Essie Holt, assistant to the superintendent, and asked her to introduce the special recognitions, and they were as follows:

**Shreveport Green Clean Campus Award Winners.** Yvonne Lee, assistant director of Shreveport Green, Lola B N May, Shreveport Green Education Committee member, and Kurt Gehl of McDonalds were introduced. Ms. Lee said the contest is designed to educate and motivate students toward positive attitudes and behavior concerning disposal of litter, beautification and recycling. She announced the winners of the 1998 Clean Campus Contest. Receiving *honorable mention* were: Alexander (Dr. Phyllis Leone, principal), Caddo Middle Magnet (Judy Moncrief, principal), Eden Gardens Elementary (Donna Baker, principal), Linear Middle (Melvin Ashley, principal), Oak Terrace Middle (Margaret Brown, principal), A C Steere Elementary (Dan Waters, principal), Broadmoor Middle Laboratory (James Moran, principal), Claiborne Fundamental Elementary (Sebron DeLoach, principal), Judson Fundamental Elementary (Leisa Edwards, principal), North Highlands Elementary (Mary Ann Sweeters, principal), Riverside Elementary (Dr. James Gillespie, principal), and Youree Drive Middle (Jan Holliday, principal). School *winners* were: Jack P Timmons Elementary (Meredith Haynes, principal), Blanchard Elementary (Jan Becken, principal), University Elementary (Charlotte Watson, principal), J S Clark Middle School (Lewis McCulloch, principal) and Southwood High School (Charles Walker, principal). A special recognition *Seal of Excellence Award* went to Captain Shreve High School (Dr. Sandra McCalla, principal). McDonalds presented the winners with a traveling plaque, \$50 to be used toward environmental projects, and a banner to be displayed in the school. Donna Curtis is executive director of Shreveport Green. Schools' custodians, other staff members and students were recognized.

**National Science Olympiad Competition Winner.** Catherine Bozeman, fourth grade student at Judson Fundamental Elementary, made a perfect score in the national competition. Other fourth grade science team members were recognized and they were: Charlunda Thrash, Barret O'Brock, Hunter Daigle, Zachery Bartley, Johnetta Jones, Kasey Broadway, Jarrad Wolfe, Brittney Collins and Wesley Rogers. David Lamar is the coach and Leisa Edwards is principal.

**National DAR Awards.** Tynes and Jessica Demello, seventh graders at Youree Drive Middle School, were first place winners in the Art Banner competition. Ashley Hill, seventh grader at Youree Drive Middle School, won first place in special projects. Bobbie Escude is the teacher and Jan Holliday is principal.

**KMC Telecom, Inc.** Gail Flowers, principal at Caddo Career and Technology Center, accompanied by Clay Slagle, technology manager for Caddo Public Schools, announced that KMC Telecom, Inc. donated approximately \$30,000 worth of labor and materials to enhance the technology capabilities in classrooms at the school. James Longino and Paula Lynn from KMC were recognized and received a certificate of appreciation for the company's generous investment.

**Outstanding Athletes.** Stromile Swift and Reginald Robinson, seniors at Fair Park High School were recognized for their numerous regional, state, and national honors in sports. Ronald Preston is coach and Wanda Brooks is principal.

**1997-98 Girls Middle School Basketball City Champions - Youree Drive Lady Spartans.** Team members recognized were: Brittany Armstrong, Morenike Atunrase, Rachal Blackman, Shabronica Burkins, Lauren Colvin, Jessica Foster, Johnica Gilbert, Carrie Hopkins, Leah Johnson, Bethany Michaels, Lindsey Morris, Melanie Morris, Charlotte Prothro, Monique Reece, Alicia Rhymes, Jiminia Rhymes and Kelsey Ward. Team manager is Kacie Cryer; John W Wagnon is coach; and, Jan Holliday is principal.

**1997-98 Boys' Middle School Basketball City Champions - Midway Middle School.** Team members recognized were: Marquise Perry, Gerald Guerra, Tramine Falcon, Kamerreo Jerrigan, Otis Swift, Demond Jackson, Coshun Porter, Darnell Bailey, Marsalis Rawls, Rodney Lewis, Morece King and Kenneth Roby. J D Hudson is head coach; O T Taylor and Joseph Levy are assistant coaches; and, Roosevelt Crosby is principal.

**National PTA Reflections Recognitions.** Myranda Adams, student at Judson Fundamental Elementary, won national recognition for her music entry "*If Bad Turned Into Good.*" Carmen Ortiz, student at Riverside Elementary, won for her visual arts entry "*Wouldn't It Be Great If We All Loved Each Other Like Little Girls.*" Leisa Edwards is principal at Judson Fundamental and Dr. James Gillespie is principal at Riverside Elementary.

**Optimist International District Competition Winners.** Viletra Harrison, eighth grade student at Linear Middle School, won first place in the speech oratorical competition and received a \$1,500 scholarship. Dock Voorhies, III, eighth grade student at Youree Drive Middle School, won second place in the boy's category. The topic for the competition was "*My Commitment to the Future.*" Optimist Club members were recognized. Melvin Ashley is principal at Linear and Jan Holiday is principal at Youree Drive Middle School.

**Harrah's Constellation Award.** The Constellation Award was presented to Gayle Flowers, principal at Caddo Career and Technology Center, for her significant contribution to improve the quality of life in the community. She received a \$5,000 award to be donated to the charity of her choice. Mrs. Flowers announced that five students at the Caddo Career and Technology Center were recipients of \$1,000 scholarships.

**Louisiana PTA Educators of Distinction.** Arleen Hague, teacher at Captain Shreve High School, Janet Graff, teacher at Caddo Middle Magnet, and Rebecca Alost, teacher at University Elementary, received this prestigious educational award at the Louisiana PTA convention banquet. The teachers were recognized for their dedication to educating youngsters, their involvement in community activities, and their unique contributions through special projects that enhances the lives of students.

Dr. Holt recognized parents and other supportive visitors; and, honorees received framed certificates of recognition for their outstanding accomplishments. On behalf of the CPSB, the president congratulated all honorees.

**Recess.** The president called for a five-minute recess at approximately 4:25 p.m. The board reconvened at approximately 4:37 p.m.

### **RESOLUTION ACCEPTING LOWEST BID FOR THE PURCHASE OF \$20,000,000 OF GENERAL OBLIGATION SCHOOL BONDS and RESOLUTION AUTHORIZING THE INCURRING OF DEBT AND ISSUANCE OF \$20,000,000 OF GENERAL OBLIGATION SCHOOL BONDS**

Mr. Wolf reported that he had reviewed the four bids and checked the interest rate calculations. The interest rates were correct and the low bidder is the bid submitted by the group headed by Scharff and Jones at 4.931564 percent. He recommended that the CPSB should accept the low bid submitted by Scharff and Jones and should act on the resolutions to accept the low bid and to actually issue the bonds. The president recommended that the CPSB could act on the two resolutions at the same time, if acceptable to other school board members. No one expressed opposition to the president's recommendation. Mr. Vance moved, seconded by Mr. Milam, that the resolution accepting the bid of Scharff and Jones of New Orleans, LA for the purchase of \$20,000,000 of General Obligation School Bonds, Series 1998, of Parishwide School District of Caddo Parish, Louisiana be approved. Further moved that the resolution authorizing the incurring of debt and issuance of \$20,000,000 of General Obligation School Bonds, Series 1998, of Parishwide School District of Caddo Parish, Louisiana, prescribing the form, terms, and conditions of said Bonds; designating the date, denomination and place of payment of said Bonds; providing for the payment thereof in principal and interest; and providing for other matters in connection therewith be approved. Vote on the motions carried unanimously. Mr. Wolf announced that the bonds are now sold, they will be delivered on July 1, 1998, and the money will be wired directly to the CPSB's account on that date. On behalf of the firm of Foley & Judell, L.L.P., Mr. Wolf expressed enjoyment in working with the CPSB and said he is pleased with the results. The president thanked Mr. Wolf for his assistance and that of the firm. (Note: Per communication dated May 22, 1998 from David M Wolf of Foley & Judell, L.L.P., proceedings authorizing the issuance of \$20,000,000 of General Obligation School Bonds, Series 1998, were previously published in the official journal on May 28, 1998.)

### **SPECIAL PRESENTATION; 1997-98 IN REVIEW**

The superintendent gave a snapshot of the 1997-98 school year. He reported that the Caddo Public School System excelled in numerous ways, and the schools, students, and staff were often recognized for noteworthy achievements. He highlighted some of the school system's achievements which are also enumerated in a brochure, *"The Story of Our Successes,"* which was distributed to board members and visitors. In the spotlight are: 1) student achievements in the academics -*Science Olympiad, Coca Cola Scholar, National Merit* finalists, and *Mathcount*; 2) K-3 Reading and Math Initiative (reading task force); 3) development of a Student Achievement Plan; 4) staff became firsts as Master Teachers and elementary assistant principals were appointed; 5) Louisiana's elementary principal of the year is from Caddo Parish; 6) central office staff serves as service providers and a teaching technology center was established; 7) an outpouring of community support as evidenced when citizens approved a tax election of \$251 million resulting from a report by a Citizens Committee for Quality Schools; 8) the Excellence Fund distributed nearly \$2,000 to each school; 9) innovations in schools continue (4x4 scheduling and year-round school at the middle level); 10) Japanese educators made a repeat visit to Caddo schools; 11) technologically, media centers and computer-assisted instruction to enhance teacher performance and student achievement; and, 12) student achievement standards have opened the doors to a rigorous examination of curricula (summer camp/school). The superintendent said a more detailed report will be presented in August, 1998.

### **VISITORS**

Linda Cox, principal at Summerfield Elementary, expressed pride in the H.O.S.T. program. She noted some of the successes of the program emphasizing that children have become better readers,

volunteers have given over 1200 hours of time, and she encouraged the board to authorize funding for continuation of the program.

Robert Taylor of the LifeShare Blood Centers, thanked the board for the high schools' participation in the 1997-98 blood drives. He reported that approximately 725 donors from the high schools supported the drives.

Emma Shepard, Early Childhood Education and Reading Recovery teacher at Oil City, reported that the programs work. She asked the board to make a commitment to make children a priority.

Doris Jean Lear, cafeteria clerk and representative of the Caddo Federation of Teachers/Support Personnel, made the board aware of concerns relative to how administrative staff reports cafeteria clerks to the Louisiana Retirement System. She noted that the reports reduce the actual years of service. Ms. Lear asked the board and staff to investigate and correct this concern. The president said he talked with staff and was told that the reporting is a state method and not local. Mr. Brooks asked staff to provide him with a full report on the reporting procedure. The president asked the superintendent to report back to the board on this matter. Mrs. Pugh asked the superintendent to explain to the board why there is a uniqueness in the reporting procedure.

Flo Wilcott, parent, expressed concern about the outcome of a suspension hearing involving her child. She asked that the suspension be lifted from her child's school record along with other documents relative to the suspension. The president advised Mrs. Wilcott of the suspension appeal process and suggested that she meet with the superintendent to find out the level of the suspension. Mrs. Pugh cautioned board members that the board is in open session and the child's record should not be discussed. She encouraged the board to follow the suspension appeal process in this matter. The president said the suspension was short term, and he asked the superintendent to meet with Mrs. Wilcott and advise her of procedures. The superintendent said he has reviewed the suspension and everything was handled appropriately. Legal counsel advised board members of the current policy relative to provisions for an appeal and of general exceptions or discretionary decisions. The president asked Mrs. Wilcott to put her concerns in writing to him; explain in the communication what has taken place; and, if he deems that the matter should be considered by the CPSB, then he will add an item to the next school board meeting agenda.

Monica Jenkins-Moore, president of Caddo Association of Educators (CAE), introduced the association's officers for 1998-99 and they are: Shirley Enani, president; Emma Shepard, president-elect; Marvin Jordan, first vice president; Beverly Hudson, second area vice president; Eleanor Shuping, third area vice president; Nancy Brown, secretary; Stella Griffin, treasurer; and Monica Jenkins-Moore, immediate past president. She also apprised the board of CAE's issues and concerns relative to equity in sick leave for classified employees and shared decision making opportunities.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), asked the board to consider changing the way that sweepers are paid; expressed concern that the transfer policy is not being implemented; asked staff to investigate the use of teacher aides for substitute teachers; stressed the importance of improving discipline in schools; and, encouraged staff to plan an inservice on classroom management for new teachers. Mr. Brooks asked the superintendent to review the pay structure for support personnel. The president asked Mr. Brooks to make this request during the *Announcement and Request* period.

Debbie Hart, Associated Professional Educators of LA (A+PEL), apprised the board and staff of happenings in the LA Legislature session relative to education and salaries for teachers. She asked the board to continue working with the Legislature in this area. Ms. Hart announced that A+PEL has workshops scheduled throughout the summer for professional improvement, and they are open to members and non-members.

Gloria Frazier, parent, thanked the superintendent and board for taking care of a situation that she presented to them earlier.

## CONFIRM THE CONSENT AGENDA

Mrs. Pugh moved, seconded by Mr. Vance, approval of the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### Agenda Item No. 11

**Personnel Recommendations.** The superintendent recommended that: a) Virginia Foster be appointed principal of Vivian Elementary/Middle School, and the terms of contract are August 7, 1998 through June 15, 2001; and, b) Michael Poole be appointed head coach at Northwood High School. Mrs. Foster and Mr. Poole will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

### Agenda Item No. 12-A, B, and C

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for janitorial paper supplies for all schools; janitorial can liners (trash bags) for all schools; fluorescent ballasts for all schools; janitorial supplies for all schools; projector lamps for all schools; printing student activity forms for all schools; physical education supplies for all schools; library supplies for all schools; first aid supplies for all schools; computer supplies for all schools; high school varsity athletics equipment/supplies for C E Byrd, Captain Shreve, Huntington, Southwood and Booker T Washington; middle schools and 9th grade athletics equipment; window replacements at J S Clark and Bethune, Project 285; library at Mooringsport Elementary, Project 286; roof replacement at Caddo Magnet High, Project 287A; roof replacement at Northwood, Project 287D; roofing replacement at Central Office, Project 289A; roofing replacement at Creswell, Project 28913; roofing replacement at Oil City, Project 289C; roofing replacement at Queensborough, Project 289D; roofing replacement at A C Steere, Project 289E; HVAC modifications for Title I department, Project 293; cafeteria air conditioning at Forest Hill, Oil City, and Southern Hills, Project 295; electrical upgrade/wiring for technology at Hillsdale, Mooretown, Queensborough, Ridgewood and Summerfield, Project 296; replace piping system at Claiborne and restroom supply lines at Central, Project 297; boiler replacement at Caddo Middle Magnet, Project 298; electrical upgrade/wiring for technology at Barret, Laurel Street and Turner, Project 300; electrical upgrade/wiring for technology and boilers controls replacement at Broadmoor, Project 301; boiler and controls replacement at Lakeshore, Project 304; electrical upgrade/wiring for technology at Blanchard, George P Hendrix, Hosston, Ingersoll and Newton Smith, Project 307; auditorium lighting at Green Oaks, Project 309; lighting for practice field at Captain Shreve, Project 310; electrical upgrade/wiring for technology at Fair Park, Shreve Island, University and Youree Drive, Project 313; electrical upgrade/wiring for technology and boilers and controls replacement at Riverside, Project 314; paving parking at Eden Gardens and driveway at Judson, Project 315; and, upholstering of bus seats for transportation department. A copy of the tabulation bid sheets marked "*Exhibit A, 46 pages, May 20, 1998* " is filed in the official papers of the board.

**Maintenance Employee Uniform Standards.** (Informational). Uniform shirts, pants, and a cap with the CPSB logo have been provided to maintenance workers. Currently, maintenance workers will be required to wear uniforms supplied by the school board on Monday, Wednesday, and Friday. An additional \$5,000 is needed to supply uniforms five days a week. Staff believes that it will be necessary to require that uniforms be worn daily in the near future. Employees sign an agreement when they receive the uniforms governing their use.

**Approval of Utility Easement.** The superintendent was authorized to sign an agreement for a 340 feet utility easement at Oak Terrace/J B Harville Alternative School for installation of a fiber optic cable as referenced above.

### Agenda Item No. 17

**Levy of 1998 Property Tax Millage.** Staff recommended that the resolution levying millage on the 1998 tax roll for Caddo Parish be approved.

Resolution Levying Millage on the 1998 Assessment Roll for Caddo Parish



By Mildred B Pugh

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 1998 tax roll:

I. Parishwide

A. For General Fund

9.41 mills Constitutional Tax

18.80 mills Operation and Maintenance Tax

12.37 mills Operation and Maintenance Tax

1.50 mills Technology Tax

21.79 mills Employee Salaries and Benefits Tax

B. For Construction Fund

7.53 mills Special Building, Repair and Equipment Tax

6.28 mills Special Renovations Tax

C. For Bond and Interest Fund

6.80 mills Bond and Interest Tax

Resolved, further, that the Assessor of Caddo Parish is hereby requested to assess the taxes herein above levied.

Resolved, further, that a copy of this resolution be sent to the Legislative auditor.

Seconded by Johnny Vance, Jr.

On roll call vote this 20th day of May, 1998, the foregoing resolution was adopted as follows:

Yeas: Ron Adams	Alvin Mims
Judy D Boykin	Michael E Powell, III
Jerry Tim Brooks	Mildred B Push
Willie D Burton	Michael J Thibodeaux
Miles Hitchcock, ScD	Johnny Vance, Jr
Mark Milam	Sybil B Walker

Nays: 0

Absent 0

I hereby certify that the above resolution levying the property tax millage for 1998 was adopted by a vote of 12 yeas, and 0 nays being a majority.

**Agenda Item No. 18**

**Sales Tax Commission Budgets.** Staff recommended that the 1998-99 Caddo- Shreveport Sales and Use Tax Commission's Operating Budget and Capital Outlay Budget be approved. The estimated amount of the school board's share of the Operating Budget is \$257,820. Revenues for the Capital Outlay Budget are a portion of the fees collected from taxing bodies other than the school board or city.

**Agenda Item No. 19**

**Recommendation on Energy Services.** The board moved to affirm the authorization for staff to proceed to develop and advertise an RFP for energy services, as authorized by the CPSB on June 15, 1994, and return to the school board a recommendation on an energy service performance contract for approval.

**Agenda Item No. 20**

**Request for School Bus Transportation by Southern University - Shreveport.** Staff recommended that the request from Southern University- Shreveport to rent five school buses for use in a summer tutorial program from June 8 - July 17, 1998 be approved.

**Agenda Item No. 21**

**Request for School Bus Transportation for LSU-S LaPREP Program.** Staff recommended that the request from LSU-S to rent a school bus for approximately six field trips, June 8 - July 24, 1998 for the LaPREP program be approved.

**Agenda Item No. 22**

**Authorization to Advertise Specifications for Bids to Lease Pine Valley School Property.** Staff recommended that the school board declare that the Pine Valley School is not presently needed for school purposes; that the "*Specifications for Lease*" be approved; and, staff be authorized to advertise for bids.

**Agenda Item No. 23**

**Extension of Lease Agreement With Town of Mooringsport.** Staff recommended that the resolution to extend the "*Agreement of Lease*" of the old home economics building at the Mooringsport School for an additional 20 years be approved.

**Agenda Item No. 24**

**Request for School Bus Transportation by Shreveport Green/ShreveCORPS.** Staff recommended that the request from Shreveport Green/ShreveCORPS to use four school buses in their summer program from June 8 - August 7, 1998 be approved.

**Agenda Item No. 25**

**Request Enriched Credit for Science and Medicine: Academic Research Training (SMART).** Staff recommended approval of the request for enriched credit for the new elective *Science and Medicine: Academic Research Training (SMART)*. This course provides for students the opportunity to work with local research doctors on a daily basis and to demonstrate practicality of scientific knowledge gained in the classroom.

**Agenda Item No. 26**

**FY99 Individuals With Disabilities Education Act (IDEA) Budget Application.** Staff recommended approval of the FY99 Individuals With Disabilities Education Act (IDEA) budget application as included in the mailout. The Special Education Advisory Council assisted staff in the development of the application and recommends approval.

**Agenda Item No. 27**

**Special Education Extended School Year Program (Summer School) Budgets for June, 1998 and July-August, 1998.** Staff recommended approval of the special education summer school budgets for June, 1998 and July - August, 1998 that were included in the mailout. All funding for special education summer school is provided by the state.

**Agenda Item No. 28**

**Consolidated Plan Application (Title I, Title II, Title IV and Title VIA)** Staff recommended that the Consolidated Plan Applications for Titles I, II, IV and VI be approved as presented. Through these joint efforts to consolidate programs/services program coordination and collaboration has been enhanced.

**Agenda Item No. 29**

**Louisiana LEARN Grant.** Staff recommended approval of the LEARN grant, as included in the mailout. The grants are available to assist local systems in their efforts to positively impact student academic achievement.

**Agenda Item No. 31**

**Revisions to the Professional Personnel Evaluation Plan.** Staff recommended approval of the revisions to the Professional Personnel Evaluation Plan as included in the mailout. Once the revised booklet is approved, it will be submitted to the LA Department of Education for approval.

**Agenda Item No. 32**

**Approval of Internet Service Contract with Bell South Telecommunications, Inc.** Staff recommended approval of Internet Service contract with Bell South Communications, Inc., as included in the mailout.

**Agenda Item No. 33**

**Approval of BESS Internet Filtering System With N2H2, Inc.** Staff recommended approval of BESS Internet filtering system with N2H2, Inc, as outlined in the mailout.

**Agenda Item No. 34**

**Request for School Bus Transportation by Student Referral Alternative Center.** Staff recommended that the request from the Student Referral Alternative Center to rent a school bus for approximately five field trips, May 29 - July 24, 1998 in connection with its summer enrichment program be approved.

**Agenda Item No. 35**

**Request for Adoption of Louisiana Department of Education Out-of-State Certified Teacher Employment/Hiring Policy** Staff recommended approval of the adoption of Louisiana Department of Education Out-of-State Certified Teacher Employment/Hiring Policy as outlined in the mailout. The Out of State Provisional (OP) certificate would permit staff to hire an out-of-state certified teacher at full pay and benefits and allow that teacher one year to complete the tests required by Louisiana for certification.

### **Agenda Item No. 36**

**Request for School Bus Transportation by North Louisiana Teamworks.** Staff recommended that the request from North Louisiana Teamworks to rent approximately six school buses for use in its summer program June 8 - July 16, 1998 be approved. The program consists of literacy and conflict resolution skill building plus track and field competition.

### **Agenda Item No. 38-A**

**Request for Leaves.** The superintendent recommended approval of the following requests for leaves.

Sabbatical Leave for Study, 1998-99 School Year

Sara Byrd, Teacher, Jack P Timmons  
Susan Robinson, Teacher, C  
E Byrd High School  
Susan Shofner, Assistant Principal,  
Broadmoor Middle Laboratory

Leave Without Pay (Personal), April 23, 1998 - October, 1998

Luther Hall, Sweeper, Ingersoll Elementary

Leave Without Pay (Personal), 1998-99 School Year

Melvin Landry, Teacher, C E Byrd High School  
Gloria Martens, Teacher Aide, Youree Drive Middle School  
Glenda DeHondt, Teacher, Herndon Magnet

Leave Without Pay (Personal), May 6, 1998 - May 22, 1998

Claudette Martin, Bus Driver, Transportation Department

Leave Without Pay (Personal), Fall Semester, 1998 - 99 School Year

Barbara Semon, School Psychologist, Special Education/Pupil Appraisal

Leave Without Pay (Personal) March 13, 1998 - June 4, 1998

S. Elaine Draper, Teacher Aide, Keithville Elementary/Middle

### **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced Virginia Foster, newly-assigned principal at Vivian Elementary/Middle School, and Michael Poole, newly-appointed head coach at Northwood High School. (Consent Agenda Item #11)

### **PUBLIC HEARING FOR 1998-99 GENERAL FUND BUDGET**

The president declared the floor open for public input on the proposed 1998-99 General Fund Budget, but no one came forward to speak. The president declared the public hearing closed.

**Recess.** The president called for a 10-minute recess at approximately 5:30 p.m. The board reconvened at approximately 5:45 p.m.

### **ADOPTION OF 1998-99 GENERAL FUND BUDGET**

Mr. Brooks moved, seconded by Mr. Burton, that the 1998-99 General Fund Budget, as included in the mailout, be approved. Mrs. Boykin requested funding information about the lowest performing schools. The superintendent reported that it has been suggested that the allocated money for these schools be withheld until staff receives a clearer definition from the schools as to how the additional

staff members will be used to evaluate students' progress. The president said staff and the board will be looking at the actual evaluation of what takes place during the school year to determine if the money spent actually increases test scores. He further noted that the superintendent is asking that the \$500,000 be held in the budget, but it will not be spent until plans from the schools, including an evaluation process, comes to the board for its approval. Mrs. Boykin asked if it would be possible to decide on additional staffing for the program at Arthur Circle Elementary after enrollment figures are received. The superintendent said it is possible to withhold funds but staff would have to get the requested information before a recommendation to include this in the budget could be made. Mrs. Boykin asked how the two additional staff persons will be utilized at Arthur Circle. Kathy Hannigan, principal at Arthur Circle, said the two teachers above the budget are the same teachers that the board allotted for the homeless program that is established at the school. She said the additional teachers enable the school to meet the needs of the children coming from shelters and neighborhood schools, and the curriculum would suffer if the positions were not funded. Mrs. Hannigan said the teachers assist in the classroom with the school's entire population. Dr. Hitchcock requested clarification of Mrs. Hannigan's comment about how the teachers will be utilized. Again, Mrs. Hannigan said the teachers benefit all the boys and girls. Mrs. Boykin commented that there are a number of schools within the school system that have not received this level of support. Mrs. Pugh said the board owes it to the superintendent to free up funds in the budget so that he and his staff can move expeditiously to make plans this summer to put programs in motion that are needed in the schools. She further noted that the pupil/teacher ratio in elementary schools needs to be adjusted, and funds are needed for staff, material and facilities. Mr. Vance encouraged the board to free up funds in the budget. He said the principals, superintendent, and administrative staff should be held accountable for the educational process. Mrs. Walker said the board should give the schools the go ahead and principals and staff should be held accountable. Mr. Burton moved, seconded by Mr. Brooks, to call for the question. Vote on the motion to end debate carried with board members Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brook, Burton, Thibodeaux, Powell, and Dr. Hitchcock. Vote on the original motion carried with board members Thibodeaux, Milam and Boykin opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Powell, Adams and Dr. Hitchcock. Mrs. Pugh asked the superintendent if funds are included in the budget for the H.O.S.T. and Reading Recovery programs, and the superintendent answered in the affirmative.

#### **APPROVAL OF LEASE AGREEMENT FOR BUILDING SIX**

The superintendent said staff recommends approval of the lease option to purchase agreement for Building Six in Shreve City Office Park, and that the operating budgets for the fiscal year 1998-99 be adjusted accordingly. Mr. Burton moved approval, seconded by Mr. Milam and Mr. Brooks, approval of the superintendent's recommendation. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock.

#### **EXCEPTION TO SCHOOL BUS POLICY FOR SPAR SUMMER RECREATION PROGRAM (Adams)**

The superintendent said staff is requesting approval of the board to meet with representatives of the City to discuss the use of school buses by SPAR, particularly for their summer programs. Staff would like to curtail overuse of school buses by SPAR and reach a new agreement where children can be served and buses will be used in an efficient manner. Mr. Adams moved, seconded by Mr. Brooks, for exception to policy for the use of CPSB buses by the City of Shreveport (SPAR) for their summer recreational programs. Further moved that they must pay the same rate as other organizations and that the request be made in a timely manner and according to policy. Mr. Adams said he talked with staff about this matter and feels that the school board should cooperate with the city. Mr. Brooks encouraged the board to cooperate with the city in this endeavor. The superintendent said staff has never had a concern about cooperatively working with the city, and the debate is not about using facilities but about using vehicles. He further noted that staff wants to make sure that any use of CPSB vehicles by other agencies is done in an efficient and appropriate manner. Mrs. Walker expressed concern about the length of time that SPAR keeps the buses, maintenance of the buses, and the use of school buses to transport adults to trips outside of the state. Mrs. Walker also asked about the possible use of SporTran buses. S L Slack, assistant superintendent for support services, said the request for use of buses varies, and buses are used from

days to weeks at a time, and sometimes the length of time is too long for staff to get the buses serviced. He said SPAR can still use school buses for educational purposes because the new policy does not eliminate any organization. The new policy stipulates the purposes for which school buses can be used. Mrs. Walker said the board should stick to its policy. Mr. Mims expressed concern about bus safety and about buses being maintained mechanically in a timely manner for use by schools. Mr. Vance expressed the desire to cooperate with the city, however, he said grants for programs should be written in such a way that the program needs are available. Mr. Vance asked if the city purchased any of the buses that were for sale at the recent auction. Mrs. Pugh said the motion seems to be referring to the policy that was in place before it was revised, and asked the superintendent to clarify his response to city representatives. The superintendent said in response to a letter received from the city's Chief Administrative Officer Wendell Collins and Councilman Roy Burrell, he informed them that CPSB staff would be happy to sit with them and discuss the situation, but made no promises or exceptions to the policy. He further noted that if there are educational purposes behind the request for use of school buses then staff will consider this. Mr. Slack said the separate policy for SPAR that allowed for use at a lower rate was deleted from the original policy, but SPAR can request use of buses under the revised policy. Mrs. Pugh said the language is not in the motion for use for 1998, and the motion is putting back in place the same policy that was revised. Mr. Powell asked the superintendent to clarify his position in this matter. The superintendent said he would not recommend that the language be used as in the motion on the floor. He further stated that he has not received a response from city representatives relative to their visiting to discuss the matter. Mr. Powell inquired about maintenance issues for the buses between the interim of time that they are in use by SPAR. Mr. Slack said buses would be rotated so that they could be serviced. Mr. Powell made a substitute motion, seconded by Mr. Milam, that the CPSB send this exception that has been requested back to the superintendent so that he can have time to get with city representatives and see if reasonable accommodations can be worked out that both addresses the goals of the city and SPAR, but at the same time adequately addresses the concerns of the school system. Mr. Powell said he would like for SPAR to have use of the buses to the extent that the CPSB can make necessary accommodations; however, he is reluctant to make an exception without the dialogue between the superintendent and the chief administrative officer for the city. Dr. Hitchcock encouraged the board to support the substitute motion and give the superintendent an opportunity to work with the city. Mr. Brooks said children in the communities need the programs offered by SPAR and buses should be made available for their use. Mr. Adams said there is a sense of urgency in this matter and this is his reason for making the motion. Mrs. Boykin asked if the city wrote grants based upon the assumption that the CPSB would provide transportation for their programs. The superintendent said he had no knowledge of the city's programs. Mrs. Boykin asked if the city's request has been denied, and Mr. Slack said no requests have been received. Mrs. Boykin noted that buildings do not depreciate like vehicles and the CPSB has to be prudent with its funds. Vote on the substitute motion carried with Mr. Adams abstaining. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin and Dr. Hitchcock.

## **SUPERINTENDENT'S REPORT**

**Bids.** The superintendent called the board's attention to a revised bid item - Agenda item 12-A-13 (*Project 284 - Various Partitions and Interior Modifications at Ingersoll, Mooretown, Oak Park, Southern Hills, Summer Grove and West Shreveport*). He said Leon Angel Constructors, Inc was the lowest bidder as included in the mailout, but they have since withdrawn their bid. Staff is recommending that the bid be awarded to the second lowest bidder, Melvin Butler, Inc. Mr. Brooks moved, seconded by Mr. Adams, approval of staff's recommendation. Mr. Milam asked if the item was removed after the bids were opened. Keith Norwood, director of school plant, said the bids were opened on May 12, 1998 at 2:30 p.m. and the letter requesting to withdraw the bid was received before 2 p.m. on May 14, 1998 which was within the 48 hours deadline to withdraw a bid. Mr. Milam asked if Angel Constructors, Inc. gave a reason for withdrawing the bid. Mr. Norwood said a copy of the letter requesting to withdraw the bid is on the reverse side of the revised bid, and the reason for the withdrawal is due to a miscalculation. Mr. Vance asked how often does a request to withdraw a bid occur, and Mr. Norwood said about once or twice a year. Vote on the motion carried with Mr. Vance opposed; Mrs. Pugh abstained; and, board members Walker, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock supported the motion.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**School Buses.** Mrs. Walker asked staff to provide her with a report on: a) the number of buses used yearly by SPAR; b) the number of miles that are put on school buses by SPAR; and, c) identify who does the maintenance work on the buses.

**Support Personnel/Sweepers.** Mr. Brooks asked staff to look into the problems with support personnel (sweepers) and find some money to enhance them during the summer months. He suggested that staff should find summer work for sweepers.

Dr. Hitchcock asked the superintendent to report to him on some type of partial pay or advance pay for sweepers for the one time only transition -- bi-monthly pay period to a monthly pay period.

**SPAR.** Mr. Powell asked the superintendent to inform board members of the status of renting school buses to SPAR after contact is made with SPAR and city officials.

**Student Uniforms.** Mr. Powell asked staff to look to see if the CPSB has a process, policy or practice for schools to follow that are desirous of students wearing uniforms.

**4 x 4 Scheduling.** Mr. Adams asked staff to look at the delay that exists in scheduling CORE subjects in the 4 x 4 program.

**Transfer Policy.** Dr. Hitchcock asked staff to look into the concern that staff is reportedly not following the board's transfer policy; determine if there are holes in implementing the policy.

**Uniforms for Maintenance Employees.** Mrs. Pugh asked staff to look at the feasibility of maintenance employees wearing uniforms five days a week. (Note: The superintendent said this is a part of the plan. Mr. Norwood said staff is planning to require that uniforms be worn five days a week very soon; probably starting with next year's budget.)

**LEAP Exam.** Mr. Vance asked staff to report to the board on the number of students failing the LEAP exam.

**Salaries for Coaches.** Mr. Powell asked staff to provide him with information on the differences in pay for baseball coaches as compared to basketball and football coaches.

**Teachers' Absences.** Mr. Vance thanked staff for the report on teacher absences and said the report indicates that teachers are absent mostly on Mondays and Fridays. He said there is concern about staffing schools with certified teachers and improving students' performance and something should be done to encourage classroom teachers to reduce their absences.

Referencing the teachers' absence report, Mrs. Walker asked staff to provide her with more detailed information on the reasons for teachers' absences -- provide her with a truer picture.

Mr. Milam asked staff to consider developing a plan that would offer monetary incentives to schools where there is a significant reduction in teacher absences.

**Classroom Instruction.** Mr. Milam expressed concern that textbooks are taken up too early during the last week of school and it has been reported that students spend the last few days of school viewing movies, videos, etc. He asked staff to emphasize to principals and teachers that teaching should take place in schools up to the very last day of school.

**Recess.** The president called for a ten-minute recess at approximately 7:10 p.m., and the board reconvened at approximately 7:20 p.m.

## **EXECUTIVE SESSIONS**

**Students' Appeal Hearings.** Mr. Burton moved, seconded by Mrs. Pugh, for the board to go into executive session to hear a student placement appeal for 20 minutes. Vote on the motion carried unanimously, and the board went into executive session at approximately 7:20 p.m. The board reconvened at approximately 7:50 p.m. Dr. Hitchcock moved, seconded by Mr. Powell, that the CPSB uphold the superintendent's recommendation. The superintendent recommended that Robert Adkinson, student at Captain Shreve High School, be referred to Hamilton Terrace for the remainder of the 1997-98 school year and the 1998-99 school year. Vote on the motion carried with Mr. Brooks absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

Dr. Hitchcock moved, seconded by Mr. Burton, for an executive session to hear a student placement appeal for 20 minutes. Vote on the motion carried unanimously, and the board went into executive session at approximately 7:51 p.m. The board reconvened at approximately 8:00 p.m. Dr. Hitchcock moved, seconded by Mr. Powell, to uphold the superintendent's recommendation. The superintendent recommended that Marlyn Tyner, student at Linwood Middle School, be referred to Oak Terrace for the remainder of the 1997-98 school year. Vote on the motion carried unanimously.

Mrs. Pugh moved, seconded by Mr. Powell, for an executive session to hear a student expulsion and school placement appeal for 20 minutes. Vote on the motion carried unanimously. The board went into executive session at 8:01 p.m. and reconvened at approximately 8:15 p.m. Mr. Powell said the CPSB has a zero tolerance for weapons in schools and the student has admitted to having a knife in his backpack; therefore, he could not support returning him to the school. Mr. Brooks said the young man appears to be a good student and he supports returning him to C E Byrd High School. The superintendent recommended that the student be returned to C E Byrd High School on administrative probation which outlines in writing the expectations of the student. He further commented that he believes this action to be appropriate in this particular case. Dr. Hitchcock moved, seconded by Mrs. Walker and Mr. Burton, to return Richard Jacob Edwards to C E Byrd High on administrative probation. Vote on the motion carried with Mrs. Pugh abstaining; board members Vance, Mims, Powell, Milam and Boykin opposed; and board members Walker, Brooks, Thibodeaux, Burton, Adams and Dr. Hitchcock supported the motion. Ed Hearn, director of high schools, asked what is the time frame for the administrative probation for Richard. The superintendent said his recommendation is for academic probation for the extension of time -- the rest of this current semester through the first semester of the 1998-99 school year.

**Litigation.** Dr. Hitchcock moved, seconded by Mr. Milam, for an executive session to hear litigation for less than 30 minutes. Vote on the motion carried with board members Pugh, Brooks and Walker not voting. Board members supporting the motion were Vance, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. The board went into executive session at approximately 8:21 p.m. and reconvened at approximately 8:58 p.m. Mr. Adams moved, seconded by Mrs. Walker, to uphold the superintendent recommendation regarding Jennifer Adcock, et al, v. CPSB, et al No. 95-1724, U S District Court, Western Division of Louisiana Shreveport Division. Vote on the motion carried with board members Brooks, Milam and Boykin opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Adams and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion which carried, and the board adjourned at approximately 9:00 P.M.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President



**June 3, 1998**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, June 3, 1998, with First Vice President Willie D Burton presiding and Jerry Tim Brooks present. President Michael J Thibodeaux was absent. Other board members present were Ron Adams, Miles Hitchcock, ScD, Mark Milam, Michael E Powell 111, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Vance gave the invocation and led the Pledge of Allegiance.

#### **INSTRUCTIONAL PRESENTATION**

**Hamilton Terrace Learning Center.** Principal John Baldwin informed the board that he and school staff will be providing the board with an update on programs at Hamilton Terrace School-Away-From-School which began with the 1994-95 school year. The update was divided into three parts: a video presentation; faculty members' report on the school's philosophy, objectives, offerings, requirements, expectations, etc.; and, the principal's report on results and accomplishments at Hamilton Terrace. Board members were provided with a folder of supportive documentation of the verbal presentations; were informed of intake and orientation procedures for students enrolling at the school; and, heard favorable comments about the school and its programs, as made by a student and grandfather. Following the detailed and educative report, Principal Baldwin and Ed Hearron, director of high schools, responded to board members' inquiries relative to: a) parents' concerns about negative perceptions of the school and its offerings; b) the quality of the academic program at Hamilton Terrace as compared to a mainstream high school; c) teachers' loyalty and commitment to students' academic growth and to the school; d) student/teacher ratio, average class size, and faculty needs; e) adequate supply of textbooks, materials and supplies, and reference resources; f) teachers' performance observations and evaluations; g) school security; h) staff development opportunities; and, i) restructuring of the school's administration. Mr. Baldwin recognized Hamilton Terrace teachers who were present. CPSB members and the superintendent thanked Mr. Baldwin and his staff for the enlightening presentation, and commended them for their commitment to educate students assigned to Hamilton Terrace. Mrs. Pugh asked the principal to host, sometime in the future, a breakfast at the school for school board members so that they could have the benefit of a personal observation of how the facility is being utilized.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE JUNE 17, 1998 CPSB MEETING**

The first vice president recognized the superintendent who requested that several bid items relative to school plant projects be added to the agenda. Other items added to the proposed agenda under the Superintendent's Report were: "*Preliminary Report on Funding for Salary Increases for Teachers and Support Personnel* " (Dr. Hitchcock/Walker); "*Rental of School Buses for SPAR Summer Recreation Programs*" (Brooks); "*CPSB Policy/Procedure for Students Issuing Threats to School Personnel/Students*" (Powell); "*Update on Staffing of SRO and D. A. R. E. Officers at Schools*" (Walker); and, "*Summer Feeding Program in North Caddo Parish Schools* " (Walker).

**Appointment of Official Printer for 1998-99.** Dr. Hitchcock asked if bids will be received for this item. The superintendent answered in the affirmative and said a recommendation will be in the mailout.

**Place J S Clark Middle School Auditorium Air Condition Ahead of Multi-Purpose Room Project.** Mrs. Pugh requested that this item be placed on the agenda and asked that Mr. Vance be listed as a co-sponsor since the school plant is in district two. The superintendent noted that funds are available in the budget for this project and staff will make arrangements to switch the two projects.

**Employee's Grievance.** On behalf of the president, Mr. Powell asked staff if an executive session needs to be added to the agenda to address an employee's grievance. The superintendent said he is aware of the matter and if it is determined that an executive session is needed, then it will be added to the agenda.

**Special Education Infant/Toddler Program Budget.** Mrs. Walker asked for clarification of this item. Rosalie Ewing, director of special education, reported that the CPSB is being asked to approve the special revenue budget. She further noted that staff is required to provide diagnostic services for infants and toddlers. The mandate for services is a federal law and the state provides the funding.

**Rental of School Buses for SPAR Summer Recreation Program.** Mr. Brooks encouraged staff to meet the needs of SPAR for use of school buses for its summer recreation programs. The superintendent reported that he has communicated with city and SPAR staff, but has not received a response. Mr. Slack reported that he talked with Gary Norman, city employee, on Tuesday, June 2, 1998, and Mr. Norman said he had not seen the communication from the superintendent. Mr. Slack said he faxed Mr. Norman a copy of the document and is waiting for his response. The first vice president suggested that the superintendent follow-up on his communication with Mr. Norman and SPAR staff and apprise board members, via fax, of information received this week.

**Consent Agenda.** The **Executive Committee** recommended that items 11-15, 17-22, 24-27, and 29-30(A) be categorized as consent agenda. Mr. Brooks moved, seconded by Mr. Burton, approval of the proposed consent agenda. Vote on the motion carried unanimously. Mr. Brooks moved, seconded by Mr. Burton, approval of the proposed agenda for the June 17, 1998 CPSB meeting. Vote on the motion carried unanimously. The first vice president polled the audience for input on proposed agenda items.

Willie Robinson, PTSA president at J S Clark Middle School, asked the board to make air-conditioning the school's auditorium a priority.

**Announcements.** The superintendent announced that Caddo schools will recognize the 4th of July on Friday, July 3rd, which is in keeping with CPSB policy. Summer school and summer food service sites will also observe Independence Day.

**July, 1998 CPSB Meeting.** The superintendent announced that in keeping with annual CPS13 practice, the school board will meet only once in July and that is Wednesday, July 15, 1998, at 3:30 p.m.

**Graduation.** The superintendent announced that the last graduation ceremony for the 1997-98 school year will be held tonight -- Northwood High School, 6:30 p.m., at the Hirsch Coliseum.

**Welcome.** Dr. Hitchcock recognized Roy Thomas, director of middle schools, who recently returned to work from a tour of Germany, Hungary, Croatia and Bosnia with the U S Army Reserves. Mr. Thomas thanked the board and staff for their prayers and support during his absence.

**Retirees.** Mr. Adams asked how many teachers and principals are retiring this year, and the superintendent said staff will provide him with the information.

**Adjournment.** There being no farther business, Mr. Brooks moved for adjournment. Mr. Burton seconded the motion which carried, and the meeting adjourned at approximately 4:56 p.m.

**June 17, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, June 17, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Alvin Mims, Michael E Powell, III, Mildred B Pugh, and Johnny Vance, Jr. Mark Milam arrived at approximately 3:40 p m and Sybil B Walker arrived at approximately 3:50 p m. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE MAY 20, 1998 CPSB MEETING**

Mr. Vance moved, seconded by Mrs. Pugh, approval of the May 20, 1998 CPSB minutes, as included in the mailout. Vote on the motion carried unanimously. (*Note: See Request of the Board, page eight.*)

#### **PUBLIC HEARING -1998-99 CHILD NUTRITION PROGRAMS BUDGET**

The president declared the floor open for public input on the proposed 1998-99 child nutrition programs budget, but no one came forward to speak. The president declared the public hearing closed.

#### **PUBLIC HEARING -1998-99 CAPITAL PROJECTS FUND BUDGET**

The president declared the floor open for public input on the proposed 1998-99 Capital Projects Fund Budget, but no one came forward to speak. The president declared the public hearing closed.

#### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for amendments to the proposed agenda. "*Bids - Library Books for All Schools (Annual Bid)* " and "*Roofing at Caddo Middle Magnet*" were removed from the consent agenda. "*Agreement for Use of Independence Stadium,* " "*Revision to Policy GBCB - Employee Alcohol/Drug Testing Policy*" and "*Revision to Policy GCBC Professional Staff Fringe Benefits (Employee Assistance and Health Promotion Program* " were postponed until the July, 1998 CPSB meeting. No student appeal hearings were submitted for consideration by the CPSB. The board categorized agenda items 11-A (1, 2, 4-12, 14), 12-15, 17, 18, 20, 22, 24, 25 and 29 as consent agenda.

#### **SPECIAL RECOGNITIONS**

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

**Outstanding School Support Employee Award.** The following employees were recipients of the 1997-98 CPSB *Outstanding School Support Employee Award*: *Barry Williams*, custodian at Sunset Acres Elementary School; *Patti Devers*, bookkeeper at Donnie Bickham Middle School; and, *Maxine Fuller*, bookkeeper at Fair Park High School. Principals Judy Butcher (Sunset Acres), Ken Cochran (Donnie Bickham) and Wanda Brooks (Fair Park) were recognized.

**1997-98 CPSB Retirees.** Dr. Holt announced that the total of certified employees retiring is 73 with 1,869 years of service to the CPSB. The total of classified employees retiring is 64 with 1,384.5 years of service. On behalf of the board, Dr. Holt, the superintendent and board president introduced the retirees and presented them with framed certificates of recognition for their service. **Certified retirees present were:** Winnie Antoine, Patricia Aura, Marie Barber, Peggy Bishop, David Burton, Dr. Joseph Carter, Charlotte Crawley, Earleen Evans, Coleen Farabough, Nancy Gephardt, Betty Harris, June Harris, Barbara R Jefferson, Peggie Lloyd, Edgar Martens, Larry Millican, Berniece Mock, Joy Wilson Shaw, John Skinner and Barbara Talley. Certificates will be mailed to the following certified retirees: Marie Aamodt, Dorothy Adams, Carolyn Albright, Jane Allen, Evelyn Barton, Judith Bell,

Jimmy Benefield, Brenda Brimmer, Bill Causey, Jr, Barbara Clark, Lathern Clark, Lavern Cleveland, Katherine Duhon, Polly Ebarb, Ruby Edwards, Betty Elias, Carolyn Fleming, Donald Fowler, Celia German, Gina Gilmore, Theodis Goree, Lynn Grzesiek, Dawn Hamilton, Jane Hancock, Driskill Horton, Jr, Billie Jackson, JoAnn Jackson, Mary Jahnke, John Johnson, Marva Johnson, Orelia Johnson, Judye Jones, Kaye Jordan, William Jordan, Shirley Lampkins, Sandra Levine, Clym Lott, Jr, Kathleen Masiki, Gwendolyn McCauley, Carrye Moore, Mary Nelson, Patricia Nelson, Ophelia Nicholson, Virginia Nordyke, Annie Smith, Howard Stanfield, Charlotte Tabor, Mari Webb, Melba Williams, Robert Williams, Verdia Williams, Deloise Wilson and Pearl Zwahlen.

**Classified retirees present were:** Helen Anderson, Willie B Ashley, Hattie Bright, Kathleen Cates, Nora Davenport, Hazel Erie, Thressa French, Beverly Gillyard, Elmira Jackson, Louise Jefferson, Betty Jones, Mary Frances Jones, Rosa Lindsay, Mozella Mack, Deborah McCune, Norma McGlasson, Etta Mims, John Mitchell, Ann Moffett, Arthur Nelson, Jr, Elizabeth Perry, Alma Stills, Brozette Washington for Betty Washington (*deceased*), Dorena Williams and Rosemary Williams.

**Certificates will be mailed to the following classified retirees:** Esther Anderson, Inez Anderson, James Ary, Kevin Brown, Norma Burson, Ronnie M Burton, Winnie Butler, Pamela Clay, Tena Cox, Joan Cragar, Mary Ellis, Exie French, Cora Friday, Bertha Green, Shirley Green, Becky Hale, Donnie Hamilton, Deloris Johnson, Mattie Johnson, Shelby Lacaze, Virginia Lanoue, Patricia Little, Louise Methvin, Kay Patterson, Louise Payton, Emma Richard, Emmer Robinson, Rita Sepulvado, Sarah Smith, Nancy Sullivan, Arthur Taylor, Jr, Walter Thompkins, Thelma Thompson, Carrie Walker, Mary Watson, Marguerite Wenk, Barbara Whitener, Emold Willey and Nellie Williams.

## **VISITORS**

Nevada W Walker, representing Caddo Community Action Agency (CCAA) Headstart Program, thanked the CPSB and staff for their partnership with the agency.

Shirley Enani, president of Caddo Association of Educators (CAE), made the board aware of CAE's concerns and/or interest relative to: improved discipline in the classroom; review and updating of the emergency procedures manual; and, funding increases for teachers and support personnel.

Marlene Washington, parent, sought the board's assistance in getting a majority-to-minority transfer for her child. Ms. Washington provided board members and staff with a copy of documents supporting her request. (Note: The superintendent said staff will review the matter and meet with Ms. Washington.)

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), apprised the board of ideas and issues of interest to the association and they are: a) Caddo should remain competitive in recruiting teachers; b) additional local dollars should be added to the budget for employees' salary increases; and, c) workshops for teachers at low performing schools are slated for October, 1998.

## **CONFIRM THE CONSENT AGENDA**

Mr. Burton moved, seconded by Mrs. Pugh, approval of the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### **Agenda Item No. 11-A (1, 2, 4-12,14)**

Staff recommended approval of the circled low bids for M & S digital duplicator supplies for 199899, automobiles for driver education program, M & S classroom supplies for 1998-99, M&S teaching supplies for 1998-99, M & S paper supplies for 1998-99, M & S office supplies for 199899, M & S art supplies for 1998-99, milk and dairy products for all schools (annual bid), fruit juice for all schools (annual bids), bread and bread products for all schools (annual bid), underground tank removal and installation, Project 316, and fire/safety alarms, sprinklers and doors at various schools. Mr. Powell moved, seconded by Mr. Burton, that the submitted bids for library books for all schools (annual bid) and roofing at Caddo Middle Magnet be rejected and rebid. Vote on the motion carried unanimously. Mr. Brooks moved, seconded by Mrs. Pugh, that the bid by Zion Human Services for lease of the Pine Valley School property be approved. Vote on the motion carried unanimously. Mr. Burton

seconded by Mr. Brooks, approval of the circled low bids for refuse collection and disposal from Caddo Parish school facilities. Vote on the motion carried unanimously. Mr. Brooks moved, seconded by Mr. Powell, approval of the circled low bids for annual test and inspection of Caddo Public Schools fire detection and alarm systems. Vote on the motion carried unanimously. A copy of the tabulation bid sheets marked "*Exhibit A, 36 pages, June 17, 1998*" is filed in the official papers of the board.

**Agenda Item No. 12**

**Adoption of the 1998-99 Child Nutrition Programs Budget.** Staff recommended adoption of the proposed 1998-99 child nutrition programs budget, as included in the mailout. The budget is presented in a four column format reflecting the actual budget for 1996-97, the budget for 1997-98, the estimated budget for 1997-98 and the proposed 1998-99 budget. A copy of the budget is filed in the official papers of the board.

**Agenda Item No. 13**

**1998-99 Capital Projects Funds Budgets.** Staff recommended that the proposed 1998-99 Capital Projects Fund Budget and the proposed 1998-99 Capital Construction Fund Budget be approved. The Capital Projects Fund Budget is based on the Capital Projects Plan approved by the board on December 17, 1997 with additional projects (auditorium air conditioner at J S Clark; relocation and code compliance for Building Six, Special Programs). The Capital Construction Fund Budget is based on bond issue proceeds and first year projects are classroom wing additions at Pine Grove, Southwood, Vivian, Walnut Hill, Werner Park, West Shreveport and Youree Drive schools.

**Agenda Item No. 14**

**1998-99 Debt Service Fund Budget.** Staff recommended that the proposed 1998-99 Debt Service Fund Budget be approved. Funds are used only for the payment of bonded debt, interest, and fees. Receipts include collections from property tax millage and interest earned on these funds. Projected balance at June 30, 1999 is \$42,214,643.

**Agenda Item No. 15**

**Revision of 1997-98 Debt Service Fund Budget.** Staff recommended approval of the revised 1997-98 Debt Service Fund Budget. With the revision, a June 30, 1998 balance of \$2,517,620 is projected. A recap of the budget is filed in the official papers of the board.

**Agenda Item No. 17**

**Special Revenue Funds Budgets.** Staff recommended approval of the Special Revenue Budgets, as included in the mailout. Detailed budget information is filed in the official papers of the board.

**Agenda Item No. 18**

**Youth Enrichment Program (YEP) Agreements for 1998-99.** Staff recommended approval of the YEP agreements for 1998-99, as included in the mailout. The new agreement dates are August 24, 1998 through June 3, 1999. The two agreements with YEP are for facility usage and snack provisions.

**Agenda Item No. 20**

**Home Instruction Program for Preschool Youngsters.** Staff recommended that the Home Instruction Program for Preschool Youngsters (H.I.P.P.Y.) budget for 1998-99 be approved. The purpose of the program is to prepare three and four year old children for kindergarten and to provide continued support for the five year old child during his/her kindergarten year. H.I.P.P.Y funds requested for 1998-99 are \$80,418 and comes to the district through the State Department of Education.

## Agenda Item No. 22

**Appointment of Special Education Advisory Council Members.** Staff recommended the appointment of the nominees named in the mailout as new members of the council. Nominees and the categories they represent are as follows: Dana Hickman, parent of exceptional child; Judy Kirkendoll, parent of exceptional child; JoAnn Gines Shepherd, parent of exceptional child; Kathy Bailey (Riverside), teacher of non-disabled children; Carol Goodman, parent of regular class child; Synthia McBride (George P Hendrix and Mooretown), teacher of children in special education services; Joseph Odom, Job Corps, representative of consumers; Regina Washington, school psychologist/community activist, representative of consumers; and, Lydia Silas, instructional specialist, special education program administrator.

## Agenda Item No. 24

**Special Education Infant/Toddler Program Budget.** Staff recommended approval of the budget as provided and included in the mailout. The special education department received a special allocation from IDEA-Part H to support the costs of initial evaluations to infants and toddlers.

## Agenda Item No. 25

**General Fund Budget Adjustment - Self-Insured Claims.** Staff recommended approval of an increase in the 1997-98 General Fund Budget for self-insured claims by \$150,000. As a result of several major school bus accidents and settlement of the lawsuit approved by the CPSB at its last meeting, additional funds are needed to pay claims for the end of May and for the month of June.

## Agenda Item No. 29

**Place J S Clark Middle School Auditorium Air-Conditioning Ahead of Multi-Purpose Room Project.** Staff sought authorization for the air-conditioning of the J S Clark Middle School auditorium ahead of the Multi-Purpose Room project.

## APPOINTMENT OF OFFICIAL PRINTER FOR 1998-99

Mr. Brooks moved, seconded by Mrs. Walker, that the *Caddo Citizen (Shreveport Sun)* continue being the official printer for the CPSB. In light of all of the construction projects coming up over the next year and work being done this summer, Mr. Powell asked if advertising of bid items will appear in the official printer and in *The Times*. He also asked if the lowest bid was submitted by the *Caddo Citizen*. The superintendent answered in the affirmative to both inquiries. Dr. Hitchcock made a substitute motion, seconded by Mrs. Pugh, that the recommendation of the superintendent, as outlined in the mailout, be accepted and *The Times* be appointed the official printer. Dr. Hitchcock expressed concern that bids are not timely printed and he believes the CPSB has an obligation to have the widest possible circulation of the actions of the board. Further, the rate for display advertising will decrease if *The Times* is appointed the official publisher. Mrs. Pugh spoke in support of the substitute motion and noted that the cost will be lower if the CPSB makes *The Times* its official printer, especially during this construction era. Mrs. Walker called board members' attention to the differences in printing cost per inch, as outlined in the mailout. The superintendent said there is a reduction in cost over a year if *The Times* is the printer. He recognized Ben Wreyford, director of finance, who capsulized the history of payments for display advertising and staff's justification for recommending *The Times* as the official printer. Mrs. Walker questioned the differences in the rates and proposed savings, and said if the substitute motion passes, she wants staff to provide her with exact figures next school year of what was paid for advertising. Mr. Brooks moved, seconded by Mr. Burton, to call for the question. The president said there are no more speakers and he called for the vote on the substitute motion. Vote on the substitute motion failed in a tie vote with board members Walker, Burton, Brooks, Powell, Boykin and Adams opposed. Board members supporting the motion were Vance, Pugh, Mims, Thibodeaux, Milam and Dr. Hitchcock. Vote on the original motion carried with board members Vance, Thibodeaux, Pugh, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Brooks, Burton, Powell, Milam, Boykin and Adams.

## **SPECIAL EDUCATION INTERAGENCY AGREEMENTS AND CONTRACTS**

Dr. Hitchcock moved, seconded by Mrs. Pugh, that all interagency contract agreements except the one between the CPSB and Willis-Knighton Physical Medicine and Rehabilitation Institute be approved. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Mr. Burton moved, seconded by Mr. Brooks, to approve the Willis-Knighton Physical Medicine and Rehabilitation Institute interagency agreement and contract. Vote on the motion carried with Dr. Hitchcock abstaining. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin and Adams. Special education interagency agreements and contracts approved were between the CPSB and the following: The Adolescent Center, Brentwood Behavioral Healthcare, C-BARC, Charter Forest, Evangel Academy, Head Start Program, Highland Hills Hospital, Highland Hospital, Holy Angels, Joy Home for Boys, Learn and Play Child Care, LSU-S, Montessori School for Shreveport, Our Lady of the Blessed Sacrament, Rehabilitation, Elisabetta Renzi Child Development Center, St. John Berchman Cathedral School, St. Paul's Preschool and Shriners Hospital.

## **MERGER OF ALEXANDER SPECIAL SCHOOL WITH CADDO SCHOOL FOR EXCEPTIONAL CHILDREN**

Reverend Willie Sherin, pastor of St. Luke Baptist Church and adopter of Alexander Special School, expressed opposition to the merger of the two schools emphasizing concern for the following: a) cost effectiveness being an issue in this merger; b) ability to meet the special needs of students assigned to Alexander Special School; c) maintenance of an outstanding curriculum; and, d) provisions for a safe environment.

Cecil Ray Clement, teacher, spoke in opposition to the merger of Alexander and Caddo Exceptional. He questioned if provisions will be made at Caddo Exceptional to meet advanced technological needs of students and staff; if the staff at Caddo Exceptional is trained to work with special needs students; and, if adequate space for isolation and restraint of students is available at the facility.

Hazel Richards, social worker at Alexander Special School, urged the board and staff to support and encourage parental involvement. She asked the board to consider the social impact the merger will have on the parents and children. Ms. Richards suggested that the merger should be a collaborative process involving the parents and students.

Reverend Robert Goetjen, pastor of Faith Temple Assembly of God, expressed concern about the affect the merger of the two schools will have on the students. He said the Alexander facility has adequate space for meeting all needs of the students and staff. Reverend Goetjen questioned why student referrals are down at the school.

Doris Phifer, parent, said Alexander Special School was down sized last year and negatively affected the children. She said students at Alexander need stimulation and she is opposed to the merger. Further, she is concerned about the threatening affect the merger will have on her child.

Dr. Phyllis Leone, principal at Alexander Special School, expressed concern and opposition about the merger. She cautioned the CPSB about the liability that Caddo will assume for the safety and well-being of medically fragile and aggressive students if the merger is approved. Dr. Leone urged the board to enhance the school rather than destroying it.

The superintendent said staff is recommending the merger of the two programs which is a geographical change; no programs are being destroyed or taken apart; the Caddo Exceptional facility is on one level; the school's staff would be the same; and, it is staff's intention to provide the same type of programs and attention that is currently being provided at Alexander. Mrs. Boykin moved, seconded by Mr. Milam, that the CPSB accepts the recommendation that is in the mahout to combine the two schools. Mr. Brooks asked if the merger is cost effective. The superintendent said cost effectiveness is one consideration any time programs are merged; but, it is not the only, neither the main consideration, in this case. He emphasized that the most important consideration is to provide the best program possible for the students involved. Mr. Brooks asked if youngsters will be better served with the merger, and the superintendent said it is staff s opinion that the students will

be better served. Mr. Brooks said the merger is heartwarming and he wants assurance from staff that the students will be equally or better served with the merger. Mr. Adams inquired about provisions for technology at Caddo Exceptional. The superintendent said some physical changes need to be made and technology concerns are being addressed. Mr. Burton expressed concern about the continuation of instructional programs, equipment needs, changes in personnel assignments and about safety of mixing students with physical and/or behavioral needs. The superintendent said there will be an assessment of staffing requirements at the beginning of the school year. Richard Neeson, director of special programs, said currently at Alexander there are severe profoundly mentally handicapped children along with behavior disorder children and largely without any incident. He said students have been co-mingled for some time with good results and staff does not anticipate any problems; staff will make every effort to enhance the learning environment; and, staff will provide a safe place for the children. Mr. Neeson also highlighted the spaciousness and newness of Caddo Exceptional School. Mr. Burton asked if staff could assure the board that citizens' concerns will be addressed. Mr. Neeson said he could assure the board that technological possibilities at Caddo Exceptional are either underway, planned for the future, or already done. Further, everything that is being offered at Alexander School will be offered at Caddo Exceptional. Mrs. Walker noted that student referrals are reduced at Alexander because of mainstreaming of students, and she asked staff to address this issue. Mr. Neeson said federal authorities have long encouraged schools to review placement of students through their *Individualized Education Plan (IEP)*. Through the process and whenever possible, special needs children are placed in the least restrictive environment with their non-disabled peers. Mrs. Boykin said change is difficult for most people, but no reference has been made to permanently closing the Alexander facility. She suggested that the facility could probably be used at a later time when staff has had an opportunity to develop a larger program to fully use the facility. Mrs. Boykin said the school board has obligations, and she believes that the merger will provide a better program for the children in the long run. Mr. Milam asked how will students' daily activities change with the proposed geographical relocation. Mr. Neeson said the educational experience will be enhanced. He noted conditions will be better because the facility is newer; it's one level; and, there are no steep stairs. The facility is also in close proximity to LSU Medical Center which is where a good number of the children are medically served. Mr. Neeson said opportunity is such that staffing (physical therapists, occupational therapists, nurses, coordinator) efforts can be consolidated and improved because time will be spent in one facility. Vote on the motion carried unanimously.

**Recess.** The president called for a ten-minute recess at approximately 5:02 p.m. The board reconvened at approximately 5:16 p.m.

#### **APPROVAL OF REQUEST TO ALLOW STUDENTS IN NEW HOME DEVELOPMENT TO ATTEND CADDO PARISH SCHOOLS**

The superintendent said a request was received from Milton Hamel who is planing a new residential subdivision on the Caddo Parish side of the Red River, but technically is in Bossier Parish. He said the request is for students residing in the subdivision to be allowed to attend Caddo Parish schools. He said this matter was discussed with the superintendent of Bossier Parish public schools and this item will appear on their board meeting agenda for consideration on Thursday, June 18, 1998. The superintendent said staff recommends approval of the request. Mr. Adams moved, seconded by Mr. Brooks, approval of the request. Mrs. Pugh asked if Caddo's approval is subject to Bossier's approval. The president said both parishes will have to approve the request under the same terms. Vote on the motion carried with board members Walker, Vance, Boykin and Dr. Hitchcock absent; Mr. Powell abstained; and, board members Pugh, Mims, Brooks, Burton, Thibodeaux, Milam and Adam supported the motion.

#### **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** Mr. Adams expressed concern for Caddo's difficulty in recruiting certified teachers, and said the school board made an exception last year for teachers to be on leave for two years for professional associations obligations. He noted that two outstanding certified teachers representing the same professional organization have requested a leave for the third year. He asked if the school board has a policy that limits the number of people that are off on leave for one particular organization. The superintendent said last year the staff and school board talked about extending leaves of this type for a year at a time. Willie Henderson, assistant superintendent for



human resources, said the policy provides that the school board may grant a leave without pay for one year at a time, and at the end of the year, the employee may again come to the board and request another leave for one year. Discussion continued on provisions for leaves of absence for more than one year if the employee is the president of a state organization with a specified membership. Legal counsel said leaves are not automatic; leaves are granted if the school board determines that they are in the best interest of the CPSB. Mr. Adams said he believes that if teachers stay out of the classroom too long, then they lose their skills. Mr. Adams moved, seconded by Mr. Milam, that the requests for leave for the two individuals representing the Caddo Federation of Teachers/Support Personnel, not be approved. Mr. Milam said he is not against the employees, but he does not believe that teachers should be allowed to be out of the class for such long periods of time. He questioned if the leaves are in the best interest of the Caddo Parish School System. Mr. Burton moved, seconded by Mr. Brooks, to call for the question. Vote on the motion to end debate carried with board members Walker and Vance opposed. Board members supporting the motion were Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Vote on the motion failed with board members Thibodeaux, Powell, Milam and Adams supporting the motion. Board members opposed were Walker, Vance, Pugh, Mims, Brooks, Burton, Boykin and Dr. Hitchcock. Dr. Hitchcock moved, seconded by Mrs. Pugh and Mr. Brooks, to adopt the superintendent's recommendation with regard to leaves. Vote on the motion carried unanimously. The superintendent recommended approval of the following requests for leaves:

Leave Without Pay (Personal), 1998-99 School Year

Kathleen Sikes, Itinerant Speech Therapist Carrel Knee,  
Teacher, Shreve Island Jackie Lansdale, Teacher, C E Byrd  
High Billy Wayne, Teacher, Booker T Washington High  
School Linda Baker, Teacher, Booker T Washington High  
School

Leave Without Pay (Study), August 24, 1998 - February 1, 1999

Janice Glyenn, Teacher Aide, Linwood Middle School

Leave Without Pay (Study), 1998-99 School Year

Daryl Gates, Teacher, Youree Drive Middle School

Leave Without Pay (Personal), May 15, 1998 - June 10, 1998

Lula Bryant, Sweeper, Huntington High

Sabbatical Leave (Study), Fall Semester 1998-99 School Year

Virginia Gustavson, Teacher, Broadmoor Middle Laboratory

Leave Without Pay (Personal), May 6 - June 4, 1998

Patsy Richardson, Teacher Aide, Walnut Hill Elementary/Middle

Leave Without Pay (Personal), May 8 - June 4, 1998

Bobbie Yearling, Bus Aide, Transportation

**Request of the Board.** The superintendent requested the CPSB to suspend the rules to correct the May 20, 1998 minutes to reflect that Susan Robinson's request for leave was for rest and recuperation instead of for study. Mrs. Boykin moved, seconded by Mr. Brooks, to suspend the rules. Vote on the motion carried unanimously. Mrs. Pugh moved, seconded by Mr. Brooks, that the minutes be corrected as requested by the superintendent. Vote on the motion carried unanimously.

**Preliminary Report on Funding for Salary Increases for Teachers and Support Personnel (Dr. Hitchcock/Walker).** The superintendent said information was included in the mailout and staff is continuing to gather information from the State Department of Education. He said more definite information will be provided at the meeting in July, 1998. Dr. Hitchcock asked the superintendent to provide board members with more definite information and to place an item on the agenda for consideration at the July, 1998 school board meeting. He asked the superintendent to use every effort to get the information to the board, and the superintendent said he spoke with State Department personnel today to press upon them the need to get the information. Mr. Powell asked for clarification of the amount of MFP funding (\$2.8 million), as included in the mailout document. Ben Wreyford, director of finance, said the amount is based on Legislative action in raising the base per pupil amount, and based on the current year data being carried forward. Revenue based on tax collection will be included later in the year (September). Mrs. Walker asked staff to provide board members with funding information in advance of the scheduled board meeting.

**Rental of School Buses for SPAR Summer Recreation Programs (Brooks).** The superintendent reported that communication was held with a SPAR representative and W. Collins, chief administrative officer with the city, earlier this week and a meeting has been scheduled to discuss the situation. A report will be given to the board after the meeting. Mr. Brooks encouraged staff to find a means to provide transportation to SPAR.

**CPSB Policy/Procedure for Students Issuing Threats to School Personnel/Students (Powell).** The superintendent said the school board has an emergency procedures manual that is updated each year and a special committee will be reviewing the manual and considering additional information for students issuing threats. This will be in place before the beginning of the 1998-99 school year. Mr. Powell asked staff to get input from teachers and staff. He asked if staff is using the Employee Assistance Program (EAP) in the process and to clarify if students are being referred to this program. The superintendent said staff is examining how the EAP program is used and will determine the appropriate use of the program.

**Update on Staffing of SRO and D.A.R.E. Officers at Schools (Walker).** The superintendent reported that he had a telephone conversation with Sheriff Don Hathaway and it appears that the CPSB will be able to continue with the SRO and D.A.R.E. programs. He further reported that he wrote Sheriff Hathaway a letter expressing appreciation for continuation of the programs. Mrs. Walker thanked the district's PTA for their interest in the programs and for their contacts with the Sheriff on behalf of the students.

**Summer Feeding Program in North Caddo Parish Schools (Walker).** The superintendent said he received information on the summer feeding program and would like to visit with Mrs. Walker to respond to concerns about a program in the northern part of the parish. He further noted that he talked with child nutrition programs staff and they will be reviewing the entire summer feeding program.

**July, 1998 CPSB Meeting.** The superintendent said the board previously gave approval to have only one meeting in July, that being July 15, 1998. He requested board members to submit board agenda items and/or mailout material to his office by July 6 for the mailout.

**Summer Activities.** Recapping summer activities, the superintendent reported that a \$14 million work load is out (maintenance projects); staff is finalizing plans for the first 88 permanent classrooms to begin this fall; over 3,000 children have enrolled in summer school at 14 different sites; summer feeding program is being offered at 23 sites; and, staff is engaged in several professional inservices and curriculum development activities for science and social studies.

## **UNFINISHED BUSINESS**

**Alexander Facility.** Mr. Powell referenced a letter he received from the American Legion Auxiliary that speaks of an educational profile for a performing arts magnet. He encouraged staff to consider utilizing the Alexander School facility for programs i. e. year-round school, program mentioned in the American Legion communication, and other special programs. The superintendent said he received a copy of the letter from the American Legion and has responded.

**July CPSB Meeting.** Mr. Vance announced that he is scheduled to be out of town attending a safety conference and will be returning to Shreveport on July 15 at 5:16 p.m. He asked the board to consider starting its scheduled meeting at a later time. CPSB members unanimously decided to convene the July 15, 1998 CPSB meeting at 6 p.m. in the board room.

**Implementation of the Classified Employee Hiring and Transfer Policy.** Dr. Hitchcock thanked staff for the response to his inquiry about implementation of the policy. He asked the superintendent to make sure that staff is living up to the board's policy relative to implementation. Mrs. Walker said positions are now being posted in schools.

**Absence Report.** Dr. Hitchcock referenced the report on teachers' absences and asked the superintendent to comment on the high number of absentees due to teachers' participation in workshops. The superintendent said he wishes for better times and places to have inservices, but staff is moving into a state mandated program and staff has to do what is necessary to train teachers. He noted that many times staff is required to have inservices without receiving stipends to pay teachers if asked to come in on their own and/or on weekends. Dr. Hitchcock inquired about the practice of hiring substitute teachers, and the superintendent said substitutes were hired on many occasions. David Barr, director of classified personnel, reported that on most workshop days substitutes are sought for participating teachers. He noted that a substitute teacher might not have been used in that a principal, assistant principal, coordinator could have manned the classroom. Dr. Hitchcock asked the superintendent if principals have cited to him difficulties encountered as a result of having teachers pulled for inservice; their inability to get enough substitutes, or tying up other administrative staff. The superintendent answered in the affirmative. Dr. Hitchcock asked if it's possible to schedule inservices after school and pay teachers to attend. The superintendent said staff will continue to explore every possible way to keep teachers in the classroom. He further stated that there is also a problem even if stipends are paid to teachers after their contract days. Dr. Hitchcock asked the superintendent if he and/or the deputy superintendent could seriously look at authorizing and approving workshops after school hours and on weekend. Mrs. Pugh said there is a way to accomplish what Dr. Hitchcock is suggesting and history will reflect that Caddo has, in years past, scheduled workshops for groups of teachers on one day, and the parish terminated school on a half day level. Mrs. Walker encouraged staff to consider paying teachers a stipend to attend workshops after school hours. Ollie Tyler, deputy superintendent, clarified previous workshop preparations. She noted that crucial decisions were made relative to scheduling and the summer months are taken up with summer school and other activities. However, staff is considering reducing the number of workshops for the 1998-99 school year. Dr. Hitchcock said he does not feel that it is a high enough priority with staff to move workshops out of the regular school day.

**Coaches Pay.** Mr. Powell acknowledged receipt of the information on pay for head coaches, and expressed concern about the inequities. He asked the superintendent and staff to provide him with their rationale for the disparity in pay for coaches of team sports i.e., football, basketball, baseball, soccer. Mr. Brooks and Mrs. Walker added golf and tennis to the list of team sports.

**Classroom Makeup Assignments.** Mr. Powell asked staff to clarify and provide him with their rationale on whether makeup credit should be given to children who are suspended from school.

## **NEW BUSINESS**

**Recruiting.** Mr. Adams encouraged staff to do whatever is necessary to recruit certified teachers. He suggested that it is time for staff to consider offering incentive pay for teachers, especially for teachers of critical subject areas such as math and science.

## **ANNOUNCEMENTS and REQUESTS**

**S.T.A.R. Program.** Mr. Adams said he believes it's time for Caddo to consider plans to implement a S.T.A.R. program of its own at the high school level. He encouraged the superintendent to give this project consideration and to convene a special committee to get input.

**Academics.** Mr. Adams expressed concern in the disparity of grade requirements for students participating in extracurricular activities. He asked staff to consider developing a policy that requires

a fixed grade point average at the high school and middle school level for students' eligibility to participate in extracurricular activities.

**CPSB Retirees.** Mr. Adams encouraged staff to invite retirees to assemble for a group photograph at the end of special presentations next school year; to take photos of individual retirees posing with the superintendent and board president; and, send retirees a copy of the print.

**Testing.** Mr. Milam asked the superintendent and staff to give the board an assessment on Iowa/LEAP test scores for the 1997-98 school year.

**Judson Fundamental Elementary Activity Center.** Mrs. Pugh noted the need for an activity center at Judson emphasizing the fact that school staff has had to utilize the New Elizabeth Baptist Church auditorium for special activities. She sought board members' assistance in addressing and correcting this matter and shared with board members a report on the student population at Judson. The report reflects the number of students currently attending the school as well as the school district where they reside. Mrs. Pugh said students at Judson come from all of the districts in Caddo Parish. She asked staff to add "*Judson Fundamental Elementary Activity Center*" to the July 15, 1998 CPSB meeting agenda for the board's consideration. She suggested that Keith Norwood, director of school plant, should be able to provide numbers and cost figures for the project.

**Student Uniforms.** Mr. Brooks asked the superintendent to bring him up-to-date on the uniform survey data. The superintendent reported that the survey was conducted in 1995 and it gives the board an idea of what citizens are thinking. He further reported that the report was sent to staff by principals and has input from parents and staff. Staff is, however, planning to conduct another survey. Ed Hearn, director of high schools, echoed the superintendent's comments and said all 74 schools received the survey and input was sought from principals, staff, parents, PTA, PTO, etc. Mr. Powell asked staff to update the survey and get a sampling response from parents and teachers. Mr. Adams suggested that input be sought from school administrators, teachers, parents and students.

**Teacher Aides.** Mr. Vance asked staff to review and improve the training program for teacher aides.

**Welcome.** The president welcomed Roy Thomas, director of middle schools, back to work. Mr. Thomas is returning from a military leave of absence.

## **EXECUTIVE SESSIONS**

No executive sessions were scheduled for today's meeting.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion which carried, and the meeting adjourned at approximately 6:15 p.m.

---

James E. Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

**July 15, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, July 15, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Powell gave the invocation and led the Pledge of Allegiance.

## **CONSIDERATION OF MINUTES OF THE JUNE 17,1998 CPSB MEETING**

Mr. Burton moved, seconded by Mr. Brooks, approval of the June 17, 1998 CPSB minutes, as included in the mailout. Vote on the motion carried unanimously.

## **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for amendments to the proposed agenda. He announced that the following agenda items will be postponed until the August, 1998 CPSB meeting: *"Amendment of Section 457 Deferred Compensation Plan, " "Revision to Policy GCBC - Professional Staff Fringe Benefits (Employee Assistance and Health Promotion Program), " "Revision to Policy GBCB - Employee Alcohol/Drug Testing Policy, " and "Proposed Revisions to Policies GCC, GCO and GCOIGGCCA. "* Referencing agenda item *"Request Enriched Credit for New Elective: JROTC - 7 (Leadership Education Training - 7),* the president noted that the word *"Enriched"* should be deleted. No student appeal hearings were submitted for consideration by the school board. The board categorized agenda items 9-13, 15-20, 23, 25-26 and 28-A.

## **SPECIAL PRESENTATIONS: DESIGNS FOR SCHOOL ADDITIONS FOR 1998-99**

The superintendent introduced Keith Norwood, director of school plant, who presented the design presentations for school additions for 1998-99. Presentations relative to construction needs, design concepts and statistics were received from the following: (1) Doug Moore, architect, of Century A-E of Louisiana, Inc. apprised the board of plan developments for the construction of 10 classrooms at Pine Grove Elementary at a cost of \$959,850; (2) Architect Mark Williamson of Somdal Associates reported on the construction project of 22 classrooms at Southwood High School at a cost of \$1,831,500; (3) Architects Jesse Morgan, Gina Choo, and Kim Mitchell of Morgan, Hill, Sutton and Mitchell reported on the construction project of 16 classrooms at Walnut Hill Elementary/Middle School at a cost of \$1,687,500; (4) Architects Bobby Ostteen and Brian Phillips of Slack Alost Miremont & Associates apprised the board of plan developments for 16 classrooms at Werner Park Elementary School at a cost of \$1,386,000; (5) Architect William Gary of William L Gary, reported on the 7 classrooms construction project at Vivian Elementary/Middle School at a cost of \$855,279; and, (6) Architect Delbert McCoy of ntb/ARCHITECTS! reported on the 16 classrooms project at Youree Drive Middle School at a cost of \$1,386,000. Architects responded to board members and a visitor's inquiries relative to roofing styles, guarantees and preferences; restroom facilities; louver and window ventilation; parking lots; playground areas; project completion dates; and, penalties for project delays. The architects for the Southwood project reported that construction should be completed by the Winter 2000. Other architects reported that they anticipate construction projects to be bid in a timely manner and completed before the beginning of the next school year. The superintendent thanked Mr. Norwood for the update on construction projects.

## **VISITORS**

Gail G. Griffin registered to speak on the agenda item relative to teacher pay increase, however, she declined to speak when recognized by the president.

Shirley Enani, president of Caddo Association of Educators (CAE), spoke in support of the salary increase for teachers and support personnel. She encouraged the staff and board to amend its recommendation to raise salary increments for teachers to \$1,500 and to make the raise for support personnel a part of the permanent salary schedule.

Jackie Lansdale, president of Caddo Federation of Teachers and Support Personnel (CFT/SP), apprised the board of the allocation of funds through the Comprehensive School Reform Demonstration (CSRD) program for the improvement of low-performing schools; and, of opportunities for staff to participate in committee work with the program. She expressed concern that teachers were given a pay raise, but the school day was also extended; and, requested that the raise awarded to support personnel become a part of the permanent pay schedule.

Jerry Campbell, vice president of the Christian Educators Association, thanked the board, on behalf of students and employees, for their efforts to improve the school system; thanked the board for the pay increase for employees; and, encouraged everyone in the Caddo Parish School System to work as a team to improve education for the children.

## CONFIRM THE CONSENT AGENDA

Mr. Vance moved, seconded by board members Brooks, Pugh, and Powell, approval of the consent agenda. Dr. Hitchcock noted that there was no motion on the prepared motion sheet for the agenda item relative to salary increases. He said the item is a part of the consent agenda and offered to make a motion for clarification. Mrs. Pugh said the item is on the agenda and is a part of the proposed consent agenda; and, every item on the consent agenda becomes a part of one motion. The president said he believes that there should have been a motion in writing on this item. Dr. Hitchcock moved, seconded by Mrs. Boykin and Mrs. Walker, that the superintendent's recommendation on pay increases and supplements be adopted and that the superintendent be requested to bring an updated report and recommendation after notification of any additional mid-year funding. Referencing the mailout document on salary adjustments, the superintendent said there is an intent to do what is stated in the motion. He further noted that every year staff provides an update to the board in February based upon the actual amount received from the State Department for the remainder of the year. Mrs. Pugh called for point of order and said the consent agenda is what appears on the agenda sheet for the school board meeting; that the motion document is only a support sheet for school board members to word motions. She said the motion is out of order and debate ensued. The president said the motion is in order and called for legal counsel's opinion. Legal counsel ruled with the chair and said the motion to adopt the superintendent's recommendation is in order, as made by Dr. Hitchcock. The president again ruled that the motion is in order and said Mrs. Pugh could poll the board relative to the ruling. Mr. Powell called for point of order and said he doesn't have a problem with the motion, but said he is concerned that a motion is on the floor about an agenda item that is not before the board. He further noted that he would not have a problem if the board, by consent, would say item 25 is included on the consent agenda with the understanding that it is the approval of the superintendent's recommendation. Dr. Hitchcock said he made the motion so that when the consent agenda is adopted then the board would be adopting something specific relative to this item. The president again ruled that the motion is in order and said board members could challenge his ruling. Mr. Powell said his point of order was to the appropriateness of the motion unless the board suspends the rules of considering this particular item, at this time, out of order. The president ruled that the motion is in order and hearing no challenge to the chair, he called for the vote on the consent agenda. Mrs. Pugh requested clarification and asked if the vote is on the consent agenda or the motion on the floor, as made by Dr. Hitchcock. The president said Dr. Hitchcock's motion now becomes a part of the consent agenda. Vote on the motion to approve the consent agenda carried with Mr. Brooks opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

Mrs. Walker said the agenda item requesting approval of the CORE Knowledge Curriculum for Vivian Elementary/Middle School was approved with the consent agenda. She recognized members of the school's staff and parents who were present in support of the curriculum.

The following items were categorized as consent agenda.

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

**Personnel Recommendation(s).** The superintendent made the following personnel recommendations: a) Mark Allen be appointed assistant principal of administration and discipline at Broadmoor Middle Laboratory School, and the terms of contract are August 10, 1998 - June 15, 2001; b) Mike Suggs be appointed head coach at C E Byrd High School; c) Eleanor Clark be appointed assistant principal of instruction at Broadmoor Middle Laboratory School for the 1998-99 school year; d) Monica Barbee be appointed assistant principal of instruction at Fair Park High School, and the terms of contract are August 7, 1998 - June 15, 2001; and, e) Kevin Guerrero, be appointed principal at Huntington High School, and the terms of contract are July 22, 1998 - June 15, 2001. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled bids for school buses for transportation department; bus video observation systems for transportation department;

and, step van for purchasing department (Gray Box/warehouse deliveries). A copy of the tabulation bid sheets marked "*Exhibit A, four pages, July 15, 1998*" is filed in the official papers of the board.

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

##### **Revisions to Policy DJC (Bidding Requirements) and Policy DH (Purchasing Procedures).**

Staff recommended that the revisions to the aforementioned policies be approved as included in the mailout. The revisions were presented for consideration because of legislative changes in the statutes regulating public bids and the need to update procedures that reflect current practices. Relative to policy DJC - *Bidding Requirements*, administrative procedures for handling errors in bids were added. The dollar limits were updated which require informal or formal bids and references to specific bid forms were deleted in policy DJF - *Purchasing Procedures*.

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

**Purchasing Card Agreement.** Staff recommended that the VISA purchasing card agreement be approved as outlined in the mailout. The purchasing card will essentially replace the current system of issuing purchase orders for small cost items. Further, the cards are designed to decrease administrative costs of small dollar commodity purchases (under \$500 per transaction), improve services and maintain control.

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

**Louisiana Compliance Questionnaire.** Staff recommended approval of the Louisiana Compliance Questionnaire. A formal resolution to approve the Louisiana Compliance Questionnaire was adopted by the CPSB.

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

BY: Johnny Vance, Jr.

**WHEREAS**, the Caddo Parish School Board authorized the superintendent to execute a letter of engagement with the accounting firm of Allen, Green, and Company, LLP, to audit its financial statements for the period July 1, 1997 - June 30, 1998; 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 Louisiana Compliance Questionnaire.

**NOW, THEREFORE, BE IT RESOLVED** by the Caddo Parish School Board, in due and legal session convened, that the attached Louisiana 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 Allen, Green, and Company, LLP.

Seconded by Jerry Tim Brooks, Mildred B Pugh. and Michael E Powell III.

I hereby certify that the above resolution was adopted by a vote of 11 yeas, 1 nay, and 0 absent being a majority.

Adopted July 15, 1998

/s/ \_\_\_\_\_  
James E Foster, Ed.D  
Superintendent

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

**Renewal of Dental Insurance Plan.** Staff recommended that the Dental Insurance Plan with Blue Cross Blue Shield of LA be renewed for the year beginning October 1, 1998. Based on a 12-month projection at Caddo's experience rate, an 8.7% premium increase will occur.

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

**Approval and Authorization for President to Sign the Agreement of Lease With Zion Human Services for the Pine Valley School Property.** Staff recommended that the resolution approving the lease of the Pine Valley School property to Zion Human Services, Inc. and authorizing the board president to sign the Agreement of Lease, be adopted. A copy of the document is filed in the official papers of the board.

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

**Agreement for Use of Independence Stadium.** Staff recommended that the agreement with the Shreveport Regional Sports Authority for use of Independence Stadium during the 1998 football season be approved. The Shreveport Regional Sports Authority has been designated and authorized by the City of Shreveport to act on its behalf as leasing agent for use of Independence Stadium.

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

**Renewal of Agreement With Caddo Community Action Agency, Inc. for Head Start Program.** Staff recommended that the agreement with Caddo Community Action Agency, Inc. for the 1998-99 Head Start Program to use available classrooms and to provide meal services to participants be approved. The Head Start Program will be conducted in Bethune Middle School and Mooretown ECE Center.

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

**Request Approval of CORE Knowledge Curriculum for Vivian Elementary/Middle School.** Staff recommended approval of the curriculum for the CORE Knowledge Program at Vivian Elementary/Middle School, grades K-5 for the 1998-99 school year. A copy of the proposal for the 1998-99 school year is filed in the official papers of the board.

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

**1998-99 Pupil Progression Plan.** Staff recommended that the 1998-99 Pupil Progression Plan be approved as recommended by staff and the Pupil Progression Plan Committee. A copy of the plan is filed in the official papers of the board.

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

**Request Credit for New Elective: JROTC - 7 (Leadership Education Training - 7).** Staff recommended approval of the new elective, JROTC-7 (Leadership Education Training-7), as presented in the mailout.

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

**Salary Increases for Teachers and Support Personnel.** The superintendent recommended approval of salary adjustments for teachers and support personnel, as outlined in the mailout. (Note: See Page 2 - Confirm *the Consent Agenda.*)

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

**8(g) Innovative Professional Development Grant, 1998-99 "Using the Information Literacy Model for Lifelong Learning."** Staff recommended approval of the grant as outlined in the mailout.



## **Agenda Item No. 28-A**

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Rest and Recuperation, Fall Semester, 1998-99 School Year

Martha Kahler, Teacher, Summer Grove Elementary  
Lola May, Teacher, Northwood High School

The superintendent **did not recommend approval** of the following request for leave.

Leave Without Pay (Personal), 1998-99 School Year

Stephanie Joseph, Teacher, South Highlands Elementary Magnet

### **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced the newly-appointed administrators and head coach, as identified in consent agenda item nine. He also announced that John Dilworth is the newly-appointed principal at Broadmoor Middle Laboratory School.

**Recess.** The president called for a ten-minute recess at approximately 7:30 p.m. The board reconvened at approximately 7:45 p.m.

### **JUDSON FUNDAMENTAL ELEMENTARY ACTIVITY CENTER (Pugh)**

The superintendent said staff was asked to bring a recommendation to the board for the construction of an activity center at Judson Fundamental Elementary School. Further, it was suggested that \$300,000 be taken from the ending balance of the general operating funds; however, he suggested as a matter of procedure, that consideration be given to taking the money from the Capital Outlay Fund. Staff will begin reviewing the two-year construction plan in December, 1998.

Inki Shaver, Judson PTA representative, informed the board of the critical need for an activity center at Judson, and encouraged the board to allocate funds for construction.

Ellen Taylor, parent, echoed the sentiments expressed by Ms. Shaver. She, too, encouraged the board to authorize the construction of an activity building.

Mrs. Pugh moved, seconded by Mr. Burton and Mrs. Walker, that the CPSB pledge \$300,000 for the construction of an activity center at Judson Fundamental Elementary School. Further moved that the superintendent be authorized to present proper document for board action at the appropriate time. Mrs. Pugh said she transmitted the request of parents to the CPSB and there is a definite need at the school for an activity facility. She said her original intent was to encourage the board to find the necessary funds, even if they are taken from the end-of-the-year balance; but, after consulting with fellow board members, she concurs with the thought that funds should come from the Capital Outlay Budget. Mrs. Pugh iterated that the school does not have an auditorium, it has a very small cafetorium, and there is mass congestion when scheduling activities (science fair, graduation). Mrs. Pugh also noted that today's action on this issue will be that of the CPSB and not of the staff. Mr. Burton spoke in support of the motion and of the parents' request. He said the school cannot continue to impose upon the nearby church to provide space for school activities. Mrs. Boykin expressed understanding of the need at Judson as well as at other schools; however, she asked the superintendent if he believes that this particular project supersedes the needs of other projects and schools. Further, if the motion passes, how will the board address the needs of other schools. The superintendent said many of the schools' needs are being addressed, but, there is doubt that staff will ever catch up with meeting all of the needs of all of the schools. He said he is familiar with the Judson school plant; is aware that the school draws its student population from across the parish; and, would support the project and try to find funds in the Capital Outlay budget. The superintendent said the activity center is a project that was included in the bond issue - Proposition 2. Keith Norwood, director of school plant, said the Citizen's Committee for Quality School Facilities recommended a performing arts center for Judson based on the request of the

school's principal which was in Proposition 2. Mrs. Pugh asked staff to review their records because the request was on a *wish list*, but was never a part of the official document. Mr. Norwood, said he could be in error; however, the scope of the activity center or multi-purpose room is less than the scope that did not get funded last year. The superintendent clarified that the room he was referring to in the original plan is the performing arts center. Mr. Norwood said the construction cost for the performing arts center could have cost as much as half a million dollars. Mrs. Boykin made a substitute motion, seconded by Mr. Powell, that the CPSB defer action on this item and refer it to the Capital Projects Committee for consideration within those things that would normally be considered (in September) through the normal process. If at that time it is determined to be a priority, to bring the recommendation to the board with a recommendation for funding. Mr. Powell said the board has the practice of using a projected plan so it can consider all of the needs of the school system. Further, the board has to be able to balance all of the schools and provide funding where it is needed the most. Mr. Powell emphasized that the substitute motion will put the request in the proper channel for consideration. Dr. Hitchcock expressed support of the substitute motion and said he believes in the process. He noted that the need exists and he encouraged the superintendent to take a look at the need. Mrs. Walker said she has observed the crowded situation at the school and the need at Judson outweighs the needs at other schools. She encouraged the board to support the original motion. Principal Leisa Edwards informed the board that the request for an activity center is on a *wish list*. She, too, expressed concern about the overcrowded condition and about the constant need to use the New Elizabeth Baptist Church auditorium for school programs and activities. Mr. Brooks encouraged staff and the board to locate and allocate funds for the construction of an activity center. Mr. Milam expressed appreciation for the work that staff is doing at the school and for parents coming to the board for assistance. He said the request needs to go through the normal process for consideration by the board, and the board will do what is best for the school system. Mr. Adams encouraged the board to consider this project a priority. He suggested that as a result of low interest rates, funds may be available for the construction. Mrs. Boykin clarified that the substitute motion makes a request for a recommendation from staff for priority. Further, it gives the board an opportunity to ask questions, to hear what the needs are, and to determine if the board can establish long-range plans for the school system. The president said he believes the board will receive something from staff regarding Judson's request; however, he believes \$300,000 for the construction may not be adequate. Vote on the substitute motion carried with board members Walker, Vance, Burton, Mims and Brooks opposed. Board members supporting the motion were Pugh, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

## **SUPERINTENDENT'S REPORT**

**Testing Date.** The superintendent informed the CPSB that in August, 1998, staff will be presenting a recommendation to the board to alter the 1998-99 calendar. He said, as a result of receiving the testing dates for next year, there is a conflict with the spring break schedule.

**Election Date.** The superintendent reported that he received a request from George Burton, president of the Board of Elections Supervisor, requesting dismissal of Caddo schools on November 8, 1998 because of the election that will be taking place at that time. He said additional information will be presented to the CPSB so that action can be taken in August or September.

**Retirement.** The superintendent expressed pain in reading the letter announcing that S L Slack, assistant superintendent for support services, has completed retirement application forms and plans to retire at the close of work on July 31, 1998. The superintendent said Mr. Slack is one of the finest individuals that he has ever worked with as a human being, school administrator, and employee of the CPSB.

## **UNFINISHED BUSINESS**

**Extended School Day.** Mr. Powell said the state has recently taken action to extend the school day and asked if the CPSB needs to vote on the matter. The superintendent said staff will bring back to the board recommended times for school for the next year, but the board doesn't have to vote on the matter because it is state law. Mr. Powell asked the superintendent to provide the board with the times as soon as possible.

**Pay Increments.** Mr. Burton asked when will the pay increments go into effect, and the superintendent said the salary increases for teachers and one-time supplement for support personnel will be included in employees' September checks.

**Summer School Payroll.** Mr. Brooks asked staff why are summer school paychecks delayed for seven weeks. Ben Wreyford, director of finance, reported that staff has an established summer school pay schedule and there are two pay dates. Further, he is unaware of summer school employees having to wait for their checks. Mr. Wreyford asked Mr. Brooks to have the individual who contacted him relative to this concern to get in touch with him. Mr. Brooks asked staff to provide him with the two payroll dates for summer school employees.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS and REQUESTS**

**Incentive Plan.** Mr. Adams requested the superintendent to find some way or devise a plan to award incentives to teachers who don't use all of their annual sick days. The superintendent said he contacted Louisiana School Boards Association (LSBA) and Louisiana Association of School Superintendents (LASS) in Baton Rouge, Louisiana to see if they could survey the state to find out what other systems are doing to address this matter. Mr. Adams also requested staff to provide board members with the number of teachers who are out for extended periods (year to two years) of time, and the cost to the school system.

**Central Office Staff.** Mr. Brooks asked staff to provide him with a list of all central office employees, include their current annual salary, identify dates when salaries were adjusted or positions were upgraded within the past five years other than on July 1 and provide him with the amount and reason for the adjustment.

**Retirees.** Mr. Powell requested the superintendent to provide him with information about the possible ramifications, at a time when the CPSB is having trouble getting certified teachers, for providing flex time for people (teachers) who have left the school system but would like to return on a part-time basis. He asked if there is a way to get these people back into the classroom. Also, to identify if there are any legislative hurdles to consider. Mr. Vance asked staff to provide him with a copy of the report.

**Air-condition for School Libraries.** Mr. Milam asked staff to tour school libraries to make certain that books and equipment aren't exposed to moisture, mildew, mold, etc. during the summer vacation.

**Arthur Andersen Study.** Mr. Adams expressed concern that some classifications of employees aren't compensated as much as others and some of the lesser paid employees have degrees. He asked staff to look at the pay structure and take into consideration employees' educational preparation.

**Safety Seminar.** Mr. Vance informed board members that he will be providing staff and board members with information he received at the National Association of School Safety for Law Enforcement Officers conference relative to how a crisis is handled in schools. He asked staff if there is a crisis plan for each Caddo public school and the central office. The superintendent reported that there is an emergency procedure manual for every school and central office, and it was recently updated. Further, staff continues to address this matter and is developing an additional procedure that will increase what is established for crisis intervention.

**Caddo Heights Cafeteria.** Mr. Brooks asked what are the plans for air-conditioning the cafeteria at Caddo Heights Elementary School. Mr. Norwood said the project is underway at this time.

**CPSB Policy Manual.** Mrs. Walker requested staff to update her CPSB policy manual. Willie Henderson, assistant superintendent for human resource services, said staff will provide Mrs. Walker with another policy manual.

**Comprehensive School Reform Demonstration Program.** Mrs. Pugh asked the superintendent if staff will be participating on the team for this program; if something will be presented to the board for consideration at its August or September school board meeting; and, if there are other state sponsors of the program. The superintendent said this is not a CPSB function, but he will be glad to assist the program in getting people to serve on the team. Mrs. Walker requested that teachers from the northern part of the parish be included in order to receive plans for the CORE curriculum.

#### **EXECUTIVE SESSION**

**Employee Grievance.** Mr. Burton moved, seconded by Mr. Milam, for an executive session for up to 20 minutes to hear an employee's grievance. Vote on the motion carried with Mr. Vance absent for the vote. Board members supporting the motion were Walker, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. The board went into executive session at approximately 8:55 p.m. and reconvened at approximately 9:50 p.m.

Mr. Adams excused himself from the meeting at approximately 8:59 p.m.

Mr. Powell moved, seconded by Mr. Mims, to uphold the recommendation of staff relative to the grievance appeal for James Lowe, head custodian at Booker T Washington High School. Vote on the motion carried with board members Walker, Burton and Brooks opposed. Board members supporting the motion were Vance, Mims, Thibodeaux, Powell, Milam, Boykin and Dr. Hitchcock. Mrs. Pugh did not cast a vote.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion which carried unanimously, and the meeting adjourned at approximately 9:54 p.m.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

#### **August 5, 1998**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, August 5, 1998, with President Michael J Thibodeaux presiding and Willie D Burton and Jerry Tim Brooks present being a quorum. Other board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Milam gave the invocation and led the Pledge of Allegiance.

#### **ANNOUNCEMENT - AMERICA READ CHALLENGE INITIATIVE (Neva Jones)**

Neva Jones, employee with Caddo Council on Aging and director of the Foster Grandparent Program for Caddo Parish and Bossier Parish, informed the board of the council's plan to use senior citizens (60 years of age and older) as volunteers in the community and schools. Foster grandparents will serve as tutors and mentors in Caddo and Bossier public schools this year and their goal is to help students achieve academic success in the classroom (grades K-5). Ms. Jones said focus will be placed on reading and volunteers will utilize their experience and use of encouraging words to motivate students and increase parental involvement. The president thanked Ms. Jones for the announcement and said the CPSB welcomes the partnership.

#### **SPECIAL PRESENTATION - 1997-98 TEST SCORES UPDATE (Dr. Lila Finney)**

The superintendent introduced Dr. Lila Finney, evaluation and testing specialist for Caddo public schools, who highlighted the results of the Louisiana Educational Assessment Program (LEAP) test for the 1997-98 school year. Dr. Finney capsulized test results at the different grade levels in language arts, math, written composition, and science and reported that: a) approximately 90 percent

of the students in Louisiana reached the state rate (passed) or reached the attainment rate; b) Caddo students scored at the 89th percentile; c) the drop in test scores was minimal, *i. e.* one percent in math at the tenth grade level; one percent in social studies at the 11th grade level, etc.; and, d) though Caddo students fell short of the state's average, the parish still showed an increase in scores. Dr. Finney also gave an overview of how Caddo students fared in taking the IOWA test. She reported that a core of 40-50 percent is considered the average range. Dr. Finney introduced a plan of action designed to increase student achievement and ultimately improve test scores parishwide. CPSB members were provided a copy of the outlined plan of action. Mr. Powell raised questions relative to schools' internal monitoring system; plans to use the Student Data Management System (SDMS) from the ITBS and ITED tests; use of administrators and teachers in identifying strengths and weaknesses in the instructional program; and, use of project leaders at individual schools. Mr. Adams requested clarification of the expression *critical thinking skills* and questioned the schedule of dates for testing. Mrs. Walker inquired about the use of teachers assisting teachers and of plans to motivate principals. Mr. Milam asked about the number of states using the IOWA test, and Dr. Finney said she would request an answer to this inquiry. Mrs. Pugh asked Dr. Finney to apprise the board of future plans to involve guidance counselors; to define their role in strengthening the testing program; and, to inform the board of any statewide testing strategies that she may have observed. Mrs. Pugh asked if the board will be receiving quarterly updates on testing in Caddo public schools, and the superintendent said staff will comply with the board's desires.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE AUGUST 19,1998 CPSB MEETING**

The president said the superintendent has requested that agenda items 19, 22 and 23 be combined as they reference the need for additional classified personnel. The following items were added to the agenda: "*Resolution to Close Alley Adjacent to Vivian Elementary/Middle School* " (Walker); "*S.M.A.R.T. Contract Approval (Bio-Med Center)* "; "*Revision to Policy IGD (Eligibility Requirements for Participation in Extracurricular Activities)* " (Adams); and, "*Vote Correction,(Confirm the Consent Agenda) July 15, 1998 CPSB Meeting*" (Brooks).

**Vote Correction - Confirm the Consent Agenda - July 15,1998 CPSB Meeting.** The president said there was a misunderstanding at the July 15, 1998 school board meeting about the vote on the motion relative to pay raises and Mr. Brooks is desirous of clarifying his vote. Mr. Brooks said he wants the public to know that he would never vote against pay increments for support personnel and teachers and would like to have his vote that was recorded at the July 15, 1998 CPSB meeting changed to reflect his support of the item.

**4x4 Scheduling.** Mrs. Boykin asked if the board will be receiving a report on the 4x4 program at Southwood High School. She said the report could be in written form. The superintendent said staff will get an evaluation of the program.

**Employee Grievance.** Mrs. Boykin asked if the grievance is related to grading of students who are expelled or suspended from school. She further requested staff to provide her with pertinent information about the grievance and of the Board of Elementary and Secondary Education (BESE) rules and regulations about this issue. The superintendent said information was mailed to board members today regarding the grievance and any additional data will be made available to school board members.

**Secretarial Position for Broadmoor Middle Laboratory School.** Dr. Hitchcock asked the superintendent to explain this item. The superintendent reported that there is a request for additional classified personnel at Broadmoor and "*Building 6*" and staff plans to bring a packet of requests for the board's consideration. Dr. Hitchcock asked what is the basis for the need. The superintendent said there is concern about discipline at Broadmoor and staffing the secretarial position will give assistance to the new assistant principal of administration at the school. Staffing of the position will also provide assistance to staff and parents. Dr. Hitchcock asked if the position is above the staffing formula, and staff answered in the affirmative.

**New Positions for Special Programs Department Building 6) and Caddo Exceptional School.** Dr. Hitchcock asked what is Building 6, and the superintendent said the building does not have an official name at this time, and it is the facility that will house special programs. He said staff is

trying to utilize staff that was originally housed at Alexander and Caddo School For Exceptional Children. Further, staff does not intend to add to central office staff; however, Dr. Hitchcock said he might consider Building 6 as central office. The superintendent said staff might be adding another sweeper. Mr. Adams asked about provisions for security personnel, and the superintendent said this is another position that staff is considering. Mrs. Walker noted that utilizing maintenance workers from Alexander School and Caddo Exceptional should reduce the request for new positions.

The president polled the audience for input on agenda items.

**Proposed Revisions to Policies GCC, GCO and GCO/GCCA.** Jackie Lansdale, executive director of Caddo Federation of Teachers/Support Personnel, asked if information is available on the referenced policies. The superintendent said there are existing policies and suggested that Mrs. Lansdale should contact the human resource department for copies.

**Revision to Policy GBCB - Employee Alcohol/Drug Testing Policy.** Mrs. Lansdale asked if staff has any information on this item. The superintendent said staff is still looking at the matter to make sure of verbiage.

**Consent Agenda.** The president recommended that agenda items 8 - 24 be categorized as consent agenda, and Executive Committee members expressed no objection. Mr. Burton moved, seconded by Mr. Brooks, approval of the proposed consent agenda and agenda for the August 19, 1998 CPSB meeting. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Brooks moved, seconded by Mr. Burton, for adjournment. Vote on the motion carried unanimously, and the meeting adjourned at approximately 4:45 p.m.

### **August 5, 1998**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:46 p.m. Wednesday, August 5, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The special school board meeting was called to consider and/or approve bids taken and the 1998-99 revised school calendar. "*Interview Committee for Assistant Superintendent of Support Services* " (Adams) was removed from the agenda.

### **BIDS**

**Approval of Bids Taken.** Staff recommended approval of the lowest qualified bidders for roofing at Caddo Middle Magnet, Project 319, and gym floor replacement at Caddo Magnet High, Project 1999-006, as included in the mailout. Mr. Burton moved, seconded by Mr. Brooks, approval of staff's recommendation. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Adams, Brooks, Burton, Hitchcock, Milam, Mims, Powell, Pugh, Thibodeaux, Vance and Walker.

### **1998-99 SCHOOL CALENDAR REVISION**

Recent changes in the 1999 testing dates necessitated a change in the 1998-99 school calendar. Staff recommended approval of the revised calendar as sent to school board members. The superintendent recommended to change Spring Break from March 22-26 to March 29-April 5, 1999. Mr. Burton moved, seconded by Mr. Brooks, approval of the revised school calendar for 1998-99. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were

Adams, Brooks, Burton, Hitchcock, Milam, Mims, Powell, Pugh, Thibodeaux, Vance and Walker.  
The president encouraged staff to distribute the revised calendar as soon as possible.

### **Revised 1998-99 School Calendar**

Monday, August 17, 1998	Inservice for new teachers
Tuesday, August 18, 1998	Inservice for new teachers
Wednesday, August 19, 1998	Inservice for new teachers
Thursday, August 20, 1998	First day for all teachers
Friday, August 21, 1998	Non-Teaching Day
Monday, August 24, 1998	<b>FIRST DAY FOR ALL STUDENTS</b>

#### NINE-WEEKS REPORTING PERIODS

First	October 23, 1998	44 days
Second	January 14, 1999	44 days
Third	March 19, 1999	43 days
Fourth	June 3, 1999	47 days
		178 days

Last day of first semester - January 15, 1999  
First day of second semester - January 19, 1999

#### **MIDTERM IS JANUARY 15,1999**

Non-teaching days:	Thursday, August 20, 1998
	*Friday, August 21, 1998
	*Friday, January 15, 1999
	Friday, June 4, 1999

#### ALL SCHOOLS WILL BE CLOSED ON THE FOLLOWING DATES

September 7, 1998	Labor Day
November 23-27, 1998	Thanksgiving
December 21, 1998 - January 1, 1999	Christmas
January 18, 1999	Martin Luther King Holiday
February 15, 1999	Presidents' Day
<b>**March 29 - April 5,1999</b>	<b>Spring/Easter Break</b>
May 31, 1999	Memorial Day

#### CLOSING SCHEDULE FOR STUDENTS

Tuesday, May 18, 1999	Senior Tests Begin
Wednesday, May 19, 1999	Senior Tests End
Thursday, May 27, 1999	Final Tests Begin
Thursday, June 3, 1999	Students Dismissed

Pupil-Teacher Contact Days	178
Teacher Work Days	182
New Teacher Work Days	185
Teacher Aide Work Days	180

\* Teacher Aides work on these dates

Note: <b>August 24, 1998</b>	<b>August 25, 1998</b>	<b>August 26, 1998</b>
<b>Grades K-6, 9</b>	<b>Grades K-8,10-12</b>	<b>All Students</b>

**\*\*Revised August 5,1998**

**School Day Times for 1998-99.** Mr. Powell asked when will the school day times for 1998-99 be published. The superintendent said staff has already informed the board and information will be advertised. He further reported that he had not received any negative calls about the revised time schedule.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion which carried, and the meeting adjourned at approximately 4:50 p.m.

---

James E Foster, Secretary

---

Michael J Thibodeaux, President

### **August 19, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, August 19, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

**Announcement.** The president granted Mr. Burton professional privilege to make an announcement. Mr. Burton asked fellow school board members and people in the audience to sign a petition that is presented by Shreve Corp promoting racial harmony by the year 2000.

### **CONSIDERATION OF MINUTES OF THE JULY 15,1998 and AUGUST 5, 1998 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Brooks, approval of the July 15, 1998 and August 5, 1998 CPSB minutes, as included in the mailout. Vote on the motion carried with Mr. Adams absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin and Dr. Hitchcock.

### **VOTE CORRECTION (*CONFIRM THE CONSENT AGENDA*) JULY 15,1998 CPSB MEETING (BROOKS)**

The president said two items were combined in a vote at the July 15, 1998 CPSB meeting and Mr. Brooks misunderstood that the vote was for both items. He said Mr. Brooks is asking the board's permission to change his vote to reflect a unanimous vote. of the CPSB for salary increases. Hearing no objections from school board members, the president said the minutes will reflect a change of vote for Mr. Brooks.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled board members and staff for revisions to the proposed agenda and consent agenda. He announced that staff has requested that "*Revision to Policy GCBC - Professional Staff Fringe Benefits (Employee Assistance and Health Promotion Program)* " (Henderson) and "*Revision to Policy IGD (Eligibility Requirements for Participation in Extracurricular Activities)* " (Adams/Hearron) be postponed until the September, 1998 CPSB meeting. "*Resolution to Close Alley Adjacent to Vivian Elementary/Middle School* " (Walker) was pulled from the agenda. The president said staff is working with the city and police department of Vivian and will do whatever is necessary to clear up the problem. "*Resolution Honoring Louis Collier*" was added to the consent agenda under the superintendent's report. Mr. Collier is a former CPSB member/president representing district two, and he will be funeralized on Saturday, August 22, 1998. The superintendent said the resolution will be read at the funeral service.



**SPECIAL PRESENTATION: "APPRECIATION TO THE CPSB" (SOUTHERN UNIVERSITY SHREVEPORT-BOSSIER CAMPUS)**

Reverend Joe R Gant, chairman of Southern University Board of Supervisors, expressed appreciation to the CPSB for its support and partnership when the air conditioning equipment failed at the main Shreveport-Bossier campus during the 110 degree weather in July. Reverend Gant thanked the CPSB for responding without hesitation by providing transportation for students to and from the Martin L. King, Jr campus, the downtown Metro Center, and Aero Space Center at the downtown airport. A plaque was received by the CPSB's president. Accompanying Reverend Gant were Dottie Bell, member of the Southern University Board of Supervisors; Sam Gilliam, interim chancellor; and, Wallace Davenport, vice chancellor of academic affairs. Mr. Burton announced that CPSB member Johnny Vance, Jr has recently been appointed interim vice chancellor of student affairs at the local campus.

**Energy Management Award.** The superintendent announced that the CPSB is recipient of an award from the Ark-La-Tex Chapter of Association of Energy Engineers (AEE) for energy management. He recognized Don Whittaker and Doug Hedges, Caddo public school's energy managers, and thanked them for doing a good job.

**VISITORS**

Mimie Cherry, citizen, expressed pleasure at being physically able to attend today's meeting. She suggested that the CPSB might want to consider equipping school buses with a flashing light on bus roofs to alert the public that it is approaching. She emphasized the need for everyone affiliated with the Caddo Public School System to improve race relation skills. Mrs. Cherry also said parents should take a more active part in school activities; in disciplining and training their children; and, in communicating with each other.

Shirley Enani, president of Caddo Association of Educators (CAE), asked the board and staff to set consistent beginning and ending times for teachers' work day, and that consideration be given to scheduling a later starting time for high schools. She asked staff to respond to the need to increase prices for school lunches for adults; to address the placement of Title 1 staff and displaced classified employees at Alexander School; and, to consider giving master teachers a stipend.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFTSP), distributed copies of legislation relative to extended school days and compensation. She asked the board and staff to mend inconsistencies in time schedules for teachers. Mrs. Lansdale reported that discipline continues to be the most important concern for teachers. She asked the board and staff to help teachers to do their jobs by making sure that the CPSB has a clear policy emphasizing that there are consequences for bad behavior.

Debbie Hart, area director for A+PEL, expressed appreciation to the board and staff for adjusting the time schedule for opening and closing school. She noted that teachers should be compensated for the extra time that they are being asked to work, and if a salary adjustment is not possible, that teachers should be given a one-time bonus.

**CONFIRM THE CONSENT AGENDA**

Mr. Vance moved, seconded by Mr. Mims, approval of the consent agenda. Vote on the motion carried unanimously and the following items were categorized as consent agenda.

**Agenda Item No. 10**

**Personnel Recommendations.** The superintendent made the following personnel recommendations: a) Ron Festavan be appointed assistant superintendent for support services; b) Alan Carter be appointed assistant principal of administration and discipline at C E Byrd High School, and the terms of contract are August 20, 1998 - June 15, 2001; c) Kathryn Gallant be appointed assistant principal of administration and discipline at Southwood High School, and the terms of contract are August 20, 1998 - June 15, 2001; d) Monica Jenkins-Moore be appointed assistant principal of instruction at Linwood Middle School, and the terms of contract are August 20,

1998 - June 15, 2001; e) Eddie Cooper Jr be appointed principal at Fair Park High School for the fall semester of the 1998-99 school year; and, f) Marie Eakin be appointed assistant principal of instruction at Hamilton Terrace Learning Center and the terms of contract are August 20, 1998 -June 15, 2001. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for library books for all schools (annual bid) and recapping truck tires for transportation department (annual bid). Staff also recommended that Change Order #1 for cafeteria air conditioning at Southern Hills, Project 1999-295 be approved. A copy of the tabulation bid sheets marked "*Exhibit A, five pages, August 19, 1998* " 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 1998-99 at Midway, Hollywood, Northside and Pine Grove, and to provide transportation and snacks be approved.

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

**Stewart B McKinney Grant -1998/99.** Staff recommended that the Stewart B McKinney Grant -1998/99 be approved. The grant will provide \$65,000 to Caddo during the 1998-99 school year and will supplement services to homeless children and youth provided by the district and Title 1.

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

**Starting Points Grant - 1998/99.** Staff recommended that the Starting Points Grant for 1998/99 be approved. The grant will provide \$192,596.77 to the school system during the 1998-99 school year. It will fund two ECE classes at Mooretown Early Childhood Education Center and one ECE class at Eighty-First Street Early Childhood Education Center.

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

**8(g) ECE Block Grant 1/99 With CPSB Supplement.** Staff recommended that 8(g) ECE Block Grant for 1998-99 be approved as submitted with a General Fund supplement of \$3,676.33. Grant funds of \$206,120.68 will be used to continue one ECE class at Arthur Circle and one ECE class at Shreve Island. The grant adds one ECE class at Hosston (subject to SBESE approval) for 1998-99. The supplement is requested to pay July 1999 salaries and benefits (10 days) for the teacher and aide at Shreve Island for 1998-99.

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

**CBTF/TLC Technology Improvement Grants.** Staff recommended that the CBTF/TLC Technology Improvement Grant application be approved as submitted. An abstract of the 1998 classroom based technology fund/technology literacy challenge Caddo classroom model is filed in the official papers of the board.

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

**K-3 Reading/Math State Initiative Proposal for 1998-99.** Staff recommended approval of the K-3 Reading/Math State Initiative Proposal for 1998-99 as included in the mailout. A copy of the application and proposal is filed in the official papers of the board.

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

**Title 19 KID-MED Budget.** Staff recommended that the Title 19 - KID MED budget for 1998-99 be approved, as submitted by staff. Services are provided to Medicaid eligible children at no cost to their families. The Caddo Parish School System is reimbursed by Medicaid for certain services.

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

**Special Education Contract With Alpha Nursing Services, Inc.** Staff recommended approval of the special education contract with Alpha Nursing Services, Inc as recommended by staff and included in the mailout. The contract provides nursing personnel to administer required medical services to disabled students should an LPN position not be filled or when an LPN hired by the school system is absent.

### **Agenda Item No. 24**

**S.M.A.R.T. Contract Approval Bio-Med Centers** Staff recommended approval of the Science and Medicine Academic Research Training contract (S.M.A.R.T.) as included in the mailout. S.M.A.R.T. will provide opportunities for academically advanced students who are interested in careers related to medicine, research, and biomedical engineering to benefit from intensive research projects led by physicians and staff.

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

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Rest and Recuperation, 1998-99 School Year

Nelda Burnley, Teacher, Blanchard Elementary

Sabbatical Leave for Rest and Recuperation, Fall Semester 1998-99 School Year

Cynthia Edwards, Librarian, Turner Eliminator/Middle School  
LoAndrew Washington, Teacher, Linear Middle School  
Latonya London, Teacher, Hamilton Terrace

Leave Without Pay (Study), 1998-99 School Year

Michael Knuckles, Teacher, Booker T Washington High School  
Angela March, Bus Driver, Transportation Department  
Jacqueline Wyndon, Teacher Aide, Summerfield Elementary

Leave Without Pay (Personal), 1998-99 School Year

Anita Lyons, Speech Therapist, Itinerant Beverly Foster,  
Teacher, Turner Elementary/Middle School Margaret  
Ramos, Secretary, Riverside Elementary Rhoda Smith,  
Teacher, Atkins Elementary

Leave Without Pay (Personal), October 16, 1998 - June 4, 1999

Hazel Richards, Social Worker, Alexander

Leave Without Pay (Personal), September 1, 1998 - August 31, 1999

Tom Vestal, Coordinator, Drug Education Department

Leave Without Pay (Personal), September 1, 1998 - June 1, 1999

Bobbie Thomas, Bus Driver, Transportation Department

**Request of the Board.** Dianne J Miller, teacher at Southwood High School, requested to rescind her sabbatical leave for the 1998-99 school year. She resigned her position effective June 5, 1998.

#### **PERSONNEL RECOMMENDATIONS)**

The superintendent recognized and introduced the newly-promoted administrators to the board and audience, as identified under consent agenda item ten.

#### **REVISION TO POLICY GBCB - EMPLOYEE ALCOHOL/DRUG TESTING POLICY**

Jackie Lansdale (CFT/SP) asked staff to be mindful that this policy is not a mandatory drug testing policy, and staff should be safety sensitive. Further, there should be a reasonable suspicion for administering the drug test to employees.

Staff recommended approval of the revisions to policy GBCB - Employee Alcohol/Drug Testing. The proposed revisions include the addition of a table of contents; rearranged body of policy so that all information relating to Workers' Compensation is located in one chapter; and, addition of Chapter IX which clarifies procedures for rehabilitation referrals. Mr. Burton moved, seconded by Mr. Adams, approval of staff's recommendation. Vote on the motion carried unanimously.

#### **PROPOSED REVISIONS TO POLICIES GCC, GCO AND GCO/GCCA**

Jackie Lansdale (CFT/SP) asked board members and staff to be mindful that the policy states that teachers should have input in the hiring of school principals. She encouraged staff to comply with school board policy.

Mrs. Boykin moved, seconded by Mrs. Pugh, approval of revisions to policies GCC, GCO and GCO/GCCA, as included in the mailout: Vote on the motion carried unanimously.

#### **ADDITIONAL CLASSIFIED PERSONNEL NEEDS FOR BROADMOOR MIDDLE LABORATORY SCHOOL, SPECIAL PROGRAMS DEPARTMENT (BUILDING "6"), AND CADDO EXCEPTIONAL SCHOOL**

Mrs. Pugh asked staff if careful consideration was given to all of the requests received and if there are situations where denials were extended because of the lack of need. She asked if an inventory was conducted to determine the real needs of schools making requests i. e. needs at Laurel Street Early Childhood Education Center for a General Fund aide. The superintendent said staff reviewed a longer list of requests; inventories were conducted; and, staff will visit with principals if they have concerns. Further, it was discovered that appropriate staffing is in place at the referenced school. Mrs. Walker expressed concern that she did not receive the mailout document relative to this agenda item. She said the information was sent in a late mailout, and she asked staff to try to include all mailout material in one packet as the mail does not arrive at her residence in a timely manner. Mr. Burton moved, seconded by Mr. Powell and Mr. Brooks, approval of additional classified positions as outlined in the mailout, and that the General Fund Budget be revised to incorporate the positions. Vote on the motion carried unanimously.

#### **1998-99 DAILY BEGINNING AND ENDING TIMES**

The president said he asked that this item be placed on the agenda so that a formal announcement could be made about the beginning and ending times for schools. **School time schedules are:** *Elementary schools* 8:05 a.m. - 3:15 p.m.; *middle schools* 7:45 a.m. - 2:50 p.m.; and, *high schools* 7:30 a.m.- 2:30 p.m. He said staff attempted to address all of the concerns expressed about time schedules. The superintendent said in an attempt to abide by the new regulations from the Legislature to meet the required 360 minutes per day and efficiently transport some 30,000 students daily, staff developed a revised plan that made a five minute difference at the middle school level

and a ten minute difference at the elementary school level. Staff plans to further reduce the time at the elementary level by making the transportation system as efficient as possible. Mr. Powell said reference was made that school times may vary, and he asked staff to clarify. The superintendent said schools' times have not always been consistent in the past and the flexibility of times still exists. Mr. Powell requested an explanation of the ten extra minutes for elementary schools. The superintendent said the ten extra minutes do not have to be used for instructional time but some schools opt to use it as such. Individual schools will determine how the ten extra minutes will be used. Mrs. Walker expressed concern about staff issuing a generic time schedule for schools and noted that the times will not change for the majority of schools in district one. Mrs. Walker asked staff to develop and publish a list that identifies the starting and ending times for each school. The superintendent said times may be posted, but it does not necessarily mean classes will start at the posted times. The president asked the superintendent to bring a recommendation back to the board by its September, 1998 meeting, and the board will consider the adjustments whether in time or some other way.

## **SUPERINTENDENT'S REPORT**

**Resolution Honoring Louis Collier.** The superintendent said the announcement of Mr. Collier's death was made earlier in tonight's meeting. Staff requested the board's permission to draft a resolution honoring Mr. Collier's memory that will be read at the funeral service. Mr. Vance announced that the funeral service will be held Saturday, August 22, 1998, at 1 p.m. at the Little Union Baptist Church, 1846 Milam Street, Shreveport, Louisiana. A family service will be held at Winnfield Funeral Home, Jewella Avenue at Hollywood Avenue, beginning at 6:30 p.m. on Friday, August 21, 1998.

## **UNFINISHED BUSINESS**

No unfinished business was presented at the meeting.

## **NEW BUSINESS**

No new business was presented at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Contractual Agreements.** Mrs. Pugh said since the opening and closing times for schools have been revised, then staff needs to review contractual agreements made between the CPSB and external agencies, i. e. Head Start and Youth Enrichment Program (YEP), to determine if specified times for use of school facilities are reasonable. Legal counsel said he would have to review the contracts.

**Time Schedules for Schools.** Mrs. Pugh said a schedule of opening and closing times for each school should be on file somewhere in central office. She asked staff to provide her with a list of the opening and closing times for each Caddo public school.

**Cafeteria Costs.** Mrs. Walker expressed concern that the rate for adult lunches has been increased even though the child nutrition programs budget has a \$7 million surplus. She asked staff to provide her with a report on the rationale for the increase; identify who was authorized to make the change, etc.

**Caddo Stadium.** Mr. Powell asked the superintendent to provide him with a report on staff's long-term plans for use of Caddo Stadium. Also provide an update on the superintendent's vision and timelines.

**Trees.** Mr. Powell informed the board and staff that a large tree fell on Arthur Circle Elementary School campus and some of the remaining trees are damaged/split. He asked staff to take a look at the trees and provide him with a report informing him if there is anything that staff can do for safety purposes. He further reported that residents do not want the trees taken out because they add a lot to the neighborhood.

**Bus Transportation.** Mr. Powell asked staff to inform him of the school system's practice or policy with regard to which students Caddo is transporting to special programs, i. e. students contracting into Broadmoor Middle Laboratory School; and, lack of transportation to EBW Stoner Hill Elementary Laboratory School.

**School Security.** Mr. Milam asked staff to look at adjusting work hours for security coordinators assigned to schools. He noted that school security guards are off duty at 3:00 p.m., but school staff often remain a little longer doing various school related duties. He expressed concern for the safety of staff who are left at the school after 3 p.m.

**Pay Incentive.** Mr. Adams asked staff to consider developing a plan to offer incentives for recruiting certified teachers in critical shortage areas (special education, math, science) to Caddo Parish. He asked that a committee be named, with Deputy Superintendent Ollie Tyler heading the committee, to study the feasibility of such. The superintendent said staff has been visiting this possibility and is gathering information in an effort to develop a plan.

**Reserve Account.** Mr. Adams said the board has been successful in passing the bond package, however, additional space is still needed. He suggested that the CPSB should establish construction reserve funds, other than the contingency reserve funds already established, for the purpose of making plans for future expansions.

**Recess.** Because of an electrical power failure in the central office complex, the president called for a ten-minute recess at approximately 4:30 p.m. The board reconvened at approximately 4:45 p.m.

**Crisis Plan.** Mr. Vance said he hopes that every Caddo public school has a crisis plan with at least one person on staff trained in administering cardiopulmonary resuscitation (CPR). He asked staff to make sure that each school has a plan.

**Social Promotion.** Mr. Vance questioned the number of students falling into the social promotion category. He asked staff to provide him with their plans for these students for the year 2000.

**Teacher Shortage.** Mr. Vance asked staff to consider developing a plan to encourage and assist teacher aides in returning to school to become certified teachers. He suggested that the aides could make a commitment to return to Caddo Parish to teach upon completion of their studies.

## **EXECUTIVE SESSIONS**

**Student's Suspension/Expulsion Appeal Hearing and Employee Grievance.** Mr. Burton moved, seconded by Mr. Brooks, for an executive session to hear each of the aforementioned appeals for approximately 15 minutes each. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock.

**Student Appeal.** The board went into executive session at approximately 4:50 p.m. to hear the student's appeal. The board reconvened at approximately 5:44 p.m. Mr. Adams moved, seconded by Mr. Mims and Mrs. Walker, that the superintendent's recommendation be approved. The superintendent recommended that Clint Ashworth be returned to Southwood High School under administrative probation and a contract be drawn up and signed by the parents, Ed Hearron (director of high schools), and Bill Ducote (supervisor of child welfare and attendance) that Clint will be subject to the requirements and restrictions that were placed upon the other students. Vote on the motion carried with Mr. Vance not voting; Mr. Milam voted in opposition; and, board members Walker, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock supported the motion.

**Recess.** The president called for a three-minute recess at approximately 5:45 p.m. The board reconvened at approximately 5:55 p.m.

**Employee Grievance.** Ted Casten, legal counsel for Ms. Pat Haynie, teacher at Caddo Middle Magnet School, informed the board that his client is requesting an open hearing. The superintendent said the employee grievance will proceed, at Level 4. Mr. Casten informed the board that his client's

grievance is that she was instructed to grant credit to suspended students for work missed after they were referred to the student referral center. For point of clarification, Mr. Powell said information was in the mailout that suggested that the board might not be assembled in the proper fashion because of the change of request for relief during the grievance process. Mr. Powell said there is some agreement between the parties that they are willing to proceed at this time so that there are no procedural defects later on. The president said there seems to be a change in the grievance in terms of the number of days involved in the suspension. Mr. Powell said the superintendent's mailout indicates that at first the grievance dealt specifically with the New Elizabeth Referral Center and its qualifications; now, it is coming to the board more in the frame of what the policy of the CPSB is relative to children who are suspended. Ms. Haynie read a statement from state law, " . . .any *student suspended from school will not receive credit for work missed.* " She proceeded to explain her efforts in seeking clarification of the law from the school's principal. Subsequently, the principal instructed Mrs. Haynie to give a student credit for work missed. Ms. Haynie recounted another incident that occurred last year whereby the suspended students attended the student referral center used by CPSB for students who are suspended for ten days or less. Once again she was instructed by the school's principal to give students credit for work missed while on suspension. Mrs. Haynie said she filed a grievance with her principal asking for a waiver of the state's disciplinary code. Ms. Haynie requested the CPSB to provide her with proof of Caddo's exclusion from state law, and to operate in a manner that will be in the best interest of all students, teachers, and staff. Attorney Casten said the issue is that the CPSB is not in compliance with state law, neither with the Board of Elementary and Secondary Education (BESE) guidelines. Further, the CPSB has been provided with an Attorney General's opinion that is clearly on point with the issue. He iterated that it is not lawful to force a teacher to violate state law by making them grant credit for work that a student missed while suspended for less than ten days. He said the relief being sought is for the CPSB to follow state law and not force Ms. Haynie to give credit for a suspended student who is suspended for less than ten days; or verify that the Caddo Parish School System has received a legal waiver from the Louisiana State Disciplinary Code as the law requires. Mr. Casten cited LA Revised Statute 17:416 which provides generally for the suspension and expulsion of students. He referenced Section 3A (grounds for suspension); Section 3E (mandatory clause that states that a pupil who is suspended or expelled shall receive no credit for school work that is missed while he is suspended or expelled); 17:416.2 (provides for suspension of suspended or expelled students through the use of alternative educational programs -- suspended and expelled students approved by BESE); and, Section G of 17:416.2 (provisions of this section shall not be applicable for any student suspended for up to ten days). Legal counsel for the CPSB said he has not been involved in the grievance, but he gave an opinion with respect to when a student can receive credit for work missed while on suspension. He said the conclusion that he gave was based on the foregoing and he specified all of the provisions of LA R.S. 17:416, and 416.2. He said that based on the foregoing, it is his opinion that students suspended for up to ten days who do not participate in an approved alternative educational program are not entitled to receive credit for school work missed during suspension. He informed the board of his legal difference to what Mr. Casten stated, that being that Ms. Haynie asked for a waiver under 416.2, and he proceeded to explain provisions that became effective July 1, 1995 with reference to approved educational alternative programs. He noted that the state requires school systems to have alternative programs in existence for all students who are suspended for ten days or less, unless the school system gets a waiver for economic reasons. The president said the question the school board needs to look at is what is being taught at New Elizabeth Referral Center (curricula). Mrs. Pugh called for point of order and said the alternative school at New Elizabeth was not designed to teach all curricula, and there is a distinct difference between school work and homework. The president asked if the teacher has to catch the suspended student up and see that he gets credit for all work missed in the class. Legal counsel answered no and said the CPSB does not allow for students to do makeup work which is different from the student receiving credit. The president said at this point and time no teacher will be required to give makeup work when a student returns off suspension, and legal counsel concurred in accordance with state law and CPSB policy. Legal counsel said if the CPSB wishes to continue in the direction of using alternative educational programs for students suspended ten days or less, then it should: (a) look at what has been addressed (what is being provided at the alternative school); and, (b) review CPSB policy to make sure that language does not countermand what is required. Legal counsel further noted that makeup work should not be done by students while on suspension. More discussion followed on CPSB policy. The president said the board needs to instruct staff and legal counsel to review school board policy and have them clarify the law and policy and make certain that everyone understands the terminology. Mrs. Pugh said in the original design, a plea was made to create an alternative school for youngsters on suspension and there needed to be a binding responsibility

on the youngster. She said *homework is* what was offered at the alternative center, and each child had the responsibility of networking with his school in order to keep abreast of what is going on. Mrs. Pugh said teachers were exempt from having to supply school work. The superintendent said staff needs to review what is being done at the student referral center to make sure that activities are in compliance with the state law and CPSB policy. He said there is some misunderstanding about terms such as *credit, work missed, and homework*; and, consistency needs to be applied in the language used. Mr. Powell said the CPSB has a clear statement from the superintendent and there are consequences for bad behavior in schools. He suggested that the school board should listen to the superintendent and let him form a task force and send a clear message that the CPSB will follow the law. Mrs. Walker expressed concern that the general public has the wrong perception about participation and educational activities at the alternative center relative to makeup assignments and absentees. She asked how much money has been invested in the alternative center. . The superintendent said the CPSB has provided in-kind services in the form of chairs, desks, bookcases, etc. Debate ensued on alternative centers for students in district one. Dr. Hitchcock called for point of order and said the discussion does not address the grievance. Dr. Hitchcock moved, seconded by Mrs. Pugh, that the relief sought at this level of the grievance be denied because it appears not to be in existence; and, the CPSB direct the superintendent to review the entire policy with regard to work at alternative centers and come back to the school board as soon as possible with his recommendation. Legal counsel said the CPSB has a waiver that was provided to Mrs. Haynie and a waiver from BESE with respect to New Elizabeth being a nonpublic school as an alternative program. Mr. Casten said the waiver is dated 1995, and waivers are suppose to be given annually. Mrs. Boykin asked what is the effect of ayes vote on the motion. The president said it is his opinion that ayes vote would mean that Ms. Haynie and any other teacher would not be required to give makeup work for work missed while the suspended student is in another school and on suspension for less than ten days. Dr. Hitchcock said he did not disagree with the president's interpretation of the motion but the most important part of the motion is that it gives the superintendent a directive to get back to the board as quickly as possible with a revised policy. Vote on the motion carried with Mr. Burton absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Adams moved for adjournment. Mr. Brooks seconded the motion which carried and the meeting adjourned at approximately 6:40 p.m.

---

James E Foster, Ed.D, secretary

---

Michael J Thibodeaux, president

**September 2, 1998**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, September 2, 1998, with President Michael J Thibodeaux presiding and Willie D Burton and Jerry Tim Brooks present being a quorum. Other board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

#### **SPECIAL PRESENTATIONS**

**School Bus Safety Awareness.** On behalf of the Caddo Parish Bus Drivers Association, Cynthia Hightower-Jenkins, public relations and marketing consultant, informed the board of Caddo's upcoming "*Respect the Bus* " campaign that kicks off on Tuesday, September, 8, 1998. Mrs. Hightower-Jenkins said the message being conveyed to the general public is that everyone plays a role in bus safety. School board members were presented with T-shirts to be worn on September 8 in support of the campaign.

**High School STAR Program.** On behalf of the Juvenile Court System, The Honorable David N Matlock informed the school board that they have applied for a \$200,000 grant for the purpose of



extending the STAR program. The program, housed at Oak Terrace/J B Harville Alternative School, has been very successful, and it will be extended to include the ninth grade. Judge Matlock said he is making the school board aware of the court's efforts because if the grant is not approved, then they will seek local funding. He further noted that in the event the grant is not approved, they will be asking the CPSB to budget \$50,000 to begin the program, and will also seek funding from the Caddo Parish Commission. The Honorable Judge Andrew Gallagher and Sgt. Major W M Ramsey were also present. The superintendent said the program is the first of its kind in the state and it has been very successful. He encouraged school board members to visit the program at Oak Terrace.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE SEPTEMBER 16, 1998 CPSB MEETING**

The president polled the Executive Committee, other CPSB members, and staff for revisions to the proposed agenda. The superintendent requested that "*Revision to Policy GCBC-Professional Staff Fringe Benefits (Employee Assistance and Health Promotion Program)*" be deleted from the agenda to give staff more time to complete their work. He also requested that "*Dismissal of Caddo Schools for the November 3, 1998 Election*" be added to the agenda. Mr. Powell requested that the following items be added to the agenda: "*Teacher/Support Personnel Input on Administrative Evaluations*" and "*Non-retribution Policy for Caddo Parish School Board.*" The president again polled school board members and the audience for input on the proposed agenda items, but no one addressed the board.

Mr. Burton moved, seconded by Mr. Brooks, to adopt the proposed agenda. Vote on the motion carried unanimously. The Executive Committee recommended that agenda items 9, 10-A (1-3), B (1-2), 11-16, 18-21-A, and 27-29 be categorized as consent agenda. Mr. Burton moved, seconded by Mr. Brooks, approval of the proposed consent agenda. Vote on the motion carried unanimously.

Dr. Hitchcock asked when would school board members be given an opportunity to ask questions about agenda items, and the president said he polled the board and audience for input, but no one indicated that they wanted to speak. He said he would try to be more specific in the future when seeking input on agenda items.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion, which carried unanimously, and the meeting adjourned at approximately 4:47 p.m.

## **September 2, 1998**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:49 p.m., Wednesday, September 2, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum. Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

Mr. Brooks asked legal counsel to provide him with information relative to the consequences of a board member leaking privileged information to the public. The president informed Mr. Brooks that this request is a different issue from what is scheduled for the special session. Legal counsel said he would write a memo to all school board members on the obligation of board members with respect to executive sessions.

The president said the special school board meeting was called to consider a personnel matter. However, staff is requesting that the special session be cancelled because pertinent information is not readily available. Mr. Powell said he did not receive any information relative to the executive session in his mailout, and said he hopes that the board will listen to the president and allow the meeting to be cancelled.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mr. Burton seconded the motion that carried with board members Pugh and Vance opposed. Board members supporting the motion were Walker, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. The meeting adjourned at approximately 4:56 p.m.

---

James E Foster, E , Secretary

---

Michael J Thibodeaux, President

### **September 16, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, September 16, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Jerry Tim Brooks, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, and Sybil B Walker. Judy D Boykin arrived at approximately 3:36 p.m. School board members Ron Adams, Willie D Burton, and Johnny Vance, Jr were absent. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Dr. Hitchcock gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE AUGUST 19,1998 and SEPTEMBER 2, 1998 CPSB MEETINGS**

Mr. Brooks moved, seconded by Mr. Milam, approval of the August 19, 1998 and September 2, 1998 CPSB meetings, as included in the mailout. Vote on the motion carried with Mrs. Boykin absent for the vote. School board members supporting the motion were Walker, Pugh, Mims, Brooks, Thibodeaux, Powell, Milam and Dr. Hitchcock.

#### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and staff for revisions to the proposed agenda and consent agenda. Mr. Powell requested that "*Teacher/Support Personnel Input on Administrative Evaluations*" and "*Non-retribution Policy for Caddo Parish School Board*" be postponed until the October, 1998 regular CPSB meeting. The superintendent requested that "*Revision of Student Discipline Policy*" and "*Bid - Cargo/Utility Van for Maintenance Department*" be removed from the agenda.

#### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following special recognitions.

**Spelling Bee.** Khelsea Amosia joelle Conely, freshman at Caddo Magnet High School, was recognized as the 1998 Regional Spelling Bee winner and represented *The Times* in the 71st Scripps Howard National Spelling Bee Competition that was held in Washington, D.C. Khelsea was recipient of a trophy, savings bond, Webster's Third International Dictionary and a week long all expense paid trip to Washington, D.C. for her accomplishments. At the national competition, Khelsea received a certificate, watch, cash prize and other ammenities. Khelsea's mother, Dr. Frances Swayzer Conley, is an employee of the CPSB and was recognized. Mary Rounds is principal at Caddo Magnet High.

**Art Designs.** Lauren Berg (fourth grade) and Timothy Powell (third grade) of South Highlands Magnet School, won national recognition for their art designs. Lauren won the *Its Elementary Catalog* cover contest, and her work will be the cover design for this national school supply company out of Minnesota. Lauren won \$200 in supplies for the South Highlands art department. Timothy won first place in the *Sakura Cra-Pas of America "Wonderful, Colorful World"* contest. This national competition was open to kindergarten through eight grade students all over the United States and U S territories. He won a \$100 savings bond and an oil pastel kit for himself and \$2000 in supplies for the South Highland's art department. Dr. Holt recognized the parents of these students; Judy Ball Johnson, art teacher; and, Pam Byrd, principal.

**JROTC Marksmanship Championship** Among 32 competitors in the individual category, R Daniel Duzan, senior at C E Byrd High School, won first place at the 16th Annual National Guard Bureau Junior Air Rifle National Championships held at Camp Joseph Robinson in North Little Rock, AR. Recognized also were Daniel's parents, 1st St Charles Thompson (coach), and Col. John Mitchell. Lt. Col. Richard Miller is supervisor of JROTC programs for Caddo Public Schools. R Lynne Fitzgerald is principal at C E Byrd High School.

**Reading Teacher of the Year.** The 1998 Louisiana Reading Association teacher of the year is Brenda Holt, teacher at Shreve Island Elementary School. The award was presented at the Louisiana Reading Association's State Banquet that was held in Lafayette, LA.

**Financial Reporting** The CPS13 received a certificate of achievement for excellence in financial reporting. The Government Finance Officers Association of the U S and Canada gave this recognition. This is the highest form of recognition in the area of governmental accounting and financial reporting, and this is the tenth consecutive year that the CPSB has been recipient of this recognition. Staff recognized were Ben Wreyford, director of finance; Harry Monroe, supervisor of accounting; Patricia Evans, assistant supervisor of accounting; Jim Lee and Donayle Sonnier, senior accountants.

**PTSA Award.** The PTSA at Youree Drive Middle School was featured in a national PTA publication for the environmental and beautification project at the school. Twelve different gardens and landscape zones of pride have been developed on the school's campus. The gardens have been adopted by student clubs. Jan Holiday is principal at Youree Drive Middle School.

**Athena Award.** The superintendent announced that Dr. Essie Holt is the 1998 recipient of the Athena Award that was presented by the Women's Business Council. The council is an affiliate of the Greater Shreveport Chamber of Commerce.

## **VISITORS**

Debbie Hart, director of Associated Professional Educators of LA (A+PEL), distributed a leaflet, "*Teacher's Resource Guide to Education Laws,* " to school board members and staff. She encouraged the CPS13 to make adjustments in the time schedule for elementary teachers; and, requested a copy of the list of beginning and ending times for all elementary schools.

Shirley Enani, president of Caddo Association of Educators (CAE), made the board aware of the associations concerns, i. e. the need for consistent work schedules for teachers; compensation for extended work day schedules; reinstatement of the Employee Benefits Committee; the need to provide duty-free lunch periods for teachers; and, re-evaluation of salary increments to senior employees, as a result of the Arthur Andersen Study. CPSB members were invited to attend a workshop hosted by school social workers on Wednesday, October 14, 1998, 8 a.m. until 2:30 p.m. in the board room.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed concern that CFT/SP representatives were not invited to sit on the discipline committee. She informed the board of the federation's efforts to organize a conference to address needs of low achieving schools. Mrs. Lansdale also expressed concern about teachers not teaching subjects for which they are certified.

Jerry Campbell, Christian Educators, thanked the board for the pay increment. He encouraged the board and staff to not give up on students and to look for long-term solutions to bring about positive changes. He further encouraged everyone to work together as a team.

Lola Armstrong, parent, spoke in support of retaining the present principal at Woodlawn High School. She applauded the principal for her influence on students, staff, and the community.

Mattie Leviston, bookkeeper at Woodlawn, said other registered speakers from Woodlawn High School would like to withdraw their names to speak to the board. Instead, they will meet with the director of high schools for Caddo Public Schools and voice their concerns.

## CONFIRM THE CONSENT AGENDA

Mr. Pugh moved, seconded by Mr. Mims, approval of the revised consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### Agenda Item No. 9

**Personnel Recommendations.** The superintendent made the following personnel recommendations: a) Bruce Daigle be appointed assistant principal of administration and discipline at Fair Park High School for the fall semester of the 1998-99 school year; b) Dominic Salinas be appointed supervisor of science; and, c) Charles D Walker be appointed director of certified personnel. Each employee 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 science supplies and small equipment for all schools (annual bid); photo identification equipment for C E Byrd, Caddo Career and Technology Center, Captain Shreve, Fair Park, Green Oaks, Hamilton Terrace, North Caddo, Northwood, Southwood and Booker T Washington High School; Pine Grove classroom wing, Project 1999-101; and, Proposition 5 library technology, Project 1999-318. A copy of the tabulation bid sheets marked "*Exhibit A, seven pages, September 16, 1998*" is filed in the official papers of the board.

**Approval of Professional Services.** Staff recommended that William J Colbert, Jr, architect, be approved to provide professional services for the automotive technology building at Caddo Career and Technology Center, Project 2000-111; and, that Century A-E of LA, Inc be approved to provide professional services for relocation of special education to Special Programs Building, 3004 Knight Street, Project 2000-112.

### Agenda Item No. 11

**District Student Achievement Plan for 1998-99.** Staff recommended that the CPSB approve the District Student Achievement Plan 1998-99, as included in the mailout. The system's goal is to prepare all students to successfully master challenging content and higher standards as measured by the Iowa Tests and Louisiana Educational Assessment Program (LEAP). The districtwide plan outlines the responsibilities of principals, teachers, students, parents/guardians, central staff and the CPSB.

### Agenda Item No 12

**8(g) Student Enhancement Block Grants for 1998-99.** Staff recommended approval of the 8(g) Student Enhancement Block Grants for 1998-99 as included in the mailout. The 8(g) grants are: Technology Links III ESL Instruction (Creswell, Ridgewood, and C E Byrd - \$30,000); Project Dyslexia: I Can Read! (Eden Gardens Fundamental Elementary - \$30,000); Project TAR-Technology Assisted Research (Walnut Hill Elementary/Middle, University Elementary, Linear Middle, Youree Drive Middle and Fair Park High School - \$60,000 each school); and, Calculators in the Mathematics Classroom (Bethune, Hollywood, and Linear - \$13,589).

### Agenda Item No. 13

**Title IV (Drug Education) Carryover Budget for 1998-99.** Staff recommended that the Title IV (Drug Education) Carryover Budget for 1998-99 be approved, as submitted. A copy of the budget is filed in the official papers of the board.

### Agenda Item No. 15

**Interagency Agreement With Young Years Day Care Center.** Staff recommended approval of the interagency agreement with Young Years Day Care Center, as included in the mailout. The agreement allows preschool children with disabilities to receive consulting teacher services and speech therapy (if appropriate) in their natural setting.

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

**State Improvement Grant (Special Education) Focus School.** Staff recommended that the State Improvement Grant Focus School proposal for Caddo Heights Elementary School be approved. Caddo Heights has been selected as a Grant Focus School and will receive \$50,000 to be used for improving student achievement.

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

**Revision to Policy Iv GD (Eligibility Requirements for Participation in Extracurricular Activities).** Staff recommended approval of the recommendation of the middle and high school principals, as included in the mailout. The middle and high school principals requested that Policy IGD remain as written for the 1998-99 school year.

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

**Promotional or Administrative Appointment Contract (New Counselor at Fair Park High School).** Staff recommended approval of the issuance of a Promotional Appointment Contract to Eleanor Powell, counselor at Fair Park High School. The terms of contract are August 13, 1998 -June 15, 2001.

### **Agenda Item No. 23-A**

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Request for Sabbatical for Study, Spring Semester 1998-99 School Year

Michelean Cook, Teacher, Sunset Acres Elementary

Request for Leave for Rest and Recuperation, Remainder for 1998-99 School Year

Linda Tompkins, Teacher, J S Clark Middle School

Request for Sabbatical for Rest and Recuperation, Fall Semester 1998-99 School Year

Durwood Hendricks, Teacher, Green Oaks High School

Leave Without Pay (Personal), September 14-25, 1998

Kimberly Jefferson, CNP Clerk, Central Elementary

Leave Without Pay (Personal), September 17, 1998 - January 18, 1999

Mary Rood, Teacher, Cherokee Park Elementary

### **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced the newly-promoted administrators to the board and audience, as identified under consent agenda item nine. Family members of the promoted employees were also recognized.

### **RESOLUTION TO CLOSE ALLEY ADJACENT TO VIVIAN ELEMENTARY/MIDDLE SCHOOL**

Mr. Powell moved, seconded by Mr. Milam, to postpone this item until the next meeting. Mr. Powell said he has a number of concerns about this item and would like to get some answers. He expressed concern about the title of this item and said he encountered some people from Vivian who were upset and believed that the CPSB is pre-empting the town's council. Mr. Powell further noted that the superintendent indicated that there had been some discussion between the attorneys, but he had not received anything in writing from the town council. Mr. Powell also said he received a call from someone from Vivian who said the town's council had not asked for the school board's input.

Mrs. Walker said city councilmen from Vivian contacted her, and she expressed concern that other board members were reportedly being contacted about this item and they had not apprised her of the callers' concerns. She said Keith Norwood, director of school plant for Caddo Public Schools, visited the area and investigated the issue. Mrs. Walker said the Vivian council contacted her and their lawyer advised her that a resolution from the CPSB is needed. Mrs. Boykin said normally when a municipality needs something from the school board they communicate this in writing, and she asked if staff has heard directly from the council. The superintendent said staff members visited the site, but the school system does not have control of the alley. Further, the resolution states that if the city closes the alley, that a gate will be there that would allow CPSB access in the event of an emergency. Also, staff will be constructing a security fence at the site, as a result of classroom construction. Dr. Hitchcock said the school board is neither directing nor asking the town of Vivian to do anything. He said the resolution states that the CPSB has no opposition to the placement of a gate, and should Vivian decide to do so, the school board does not oppose the town's action. Mrs. Pugh asked if staff has had direct contact with officials from Vivian. The superintendent said he has not had direct contact with Vivian officials, but contact was made between the school board's attorney and Vivian's attorney. He further noted that Mr. Norwood and his staff have visited the area on more than one occasion to look at the property and the only concern was access to the property through a gate in case of an emergency. Mrs. Pugh asked if the school board's attorney drafted the resolution, and the superintendent answered in the affirmative. Mr. Powell said he was requesting postponement of the item so that he could get clarification. He said the mailout document was received in a late mailout, and it is important for the school board to deal with municipalities in writing so that there are no misunderstandings. Mrs. Walker noted that the representing attorneys have communicated and they are a part of the governing bodies. Mr. Brooks noted that he represents all schools in Caddo Parish, and he responds when people call him. The president asked legal counsel for clarification of the request received regarding this issue. Legal counsel said the request was received in writing from Attorney Dominic who represents the town of Vivian. A copy of the request was forwarded to the superintendent. The president asked if Mr. Dominic is empowered by the Vivian council to make the request, and legal counsel replied that Mr. Dominic is the attorney for the town of Vivian. The president called for vote on the motion to postpone and the motion failed with board members Brooks, Powell and Milam supporting the motion. Board members opposed were Walker, Pugh, Mims, Thibodeaux, Boykin and Dr. Hitchcock. Mrs. Walker moved, seconded by Mr. Mims, to pass the resolution. Mr. Powell said he asked the superintendent earlier today if something was received in writing from the town of Vivian, and the superintendent said he had not received anything. The superintendent said there was a misunderstanding, that the question asked was if staff had received anything from the city council at Vivian. He further noted that he explained that there had been communication between the two attorneys. Vote on the motion carried with board members Powell and Brooks opposed. Board members supporting the motion were Walker, Pugh, Mims, Thibodeaux, Milam, Boykin and Dr. Hitchcock. A copy of the resolution is filed in the official papers of the board.

### **DISMISSAL OF CADDO SCHOOLS FOR THE NOVEMBER 3, 1998 ELECTION**

Mrs. Walker asked the superintendent if thought had been given to parking concerns on election day and about the flow of outside visitors in the schools. The superintendent said he thinks it would be more of a problem for children if they weren't in a position to see patrons vote. He said school administrators make parking allowances on election dates and free up parking spaces. The superintendent said voting is a citizen's basic right and students should see this process in action. Dr. Hitchcock moved, seconded by Mr. Milam, that the CPSB adopt the superintendent's recommendation. From an inner city perspective, Mrs. Pugh commented that she does not find classes in session on election day to be a crisis because the rush period for voters will be between 6:00 a.m. and a worker's arrival time to work; and, then after workers are off from work. Vote on the motion carried unanimously.

### **SUPERINTENDENT'S REPORT**

**Student Enrollment.** The superintendent reported that the latest printout from data processing indicates that Caddo has 48,200 students enrolled for the 1998-99 school year. This count compares very favorably with the count taken at this time last school year.

**State Superintendent.** The superintendent reported that he received a call from State Superintendent Cecil Picard's office on Friday and he would like to make another visit to Caddo

Parish on October 21, 1998. The superintendent said he informed Mr. Picard's office that the chosen date is a school board meeting date, but he wishes to come to Caddo on that date anyway. The superintendent said Caddo will entertain the State Superintendent, and he will be suggesting to the CPSB that it might consider delaying the start of its meeting until 5:00 p.m. He said more information about the state superintendent's itinerary would be shared with school board members.

**Pupil-Teacher Ratio.** The superintendent said staff has made a concerted effort to lower the first grade pupil-teacher ratio in a number of the schools, and has been successful in this endeavor.

**1998-99 Student Achievement Plan.** The superintendent called board members' attention to the plan that was included in the mailout and said staff had good success in developing the plan for 1998-99. He further reported that Caddo Parish is the only parish in northwest Louisiana that showed an increase in LEAP scores last year. Staff set a parish goal to improve test scores by 3-5 percent, and exceeded the goal. The superintendent said the plan outlines expectations for everyone and encouraged board members to review the document.

**Pine Grove Elementary.** The superintendent said an item listed under bids (Pine Grove classroom wing construction) is underway. He said construction will soon be underway in 38 schools and groundbreaking ceremonies will be scheduled.

## **UNFINISHED BUSINESS**

**Evaluations.** The president reminded school board members to turn in their evaluation forms on the superintendent. Based on the guidelines for the superintendent's evaluation, Mrs. Pugh asked the president to explain why school board members are being asked to complete the forms at this time. The president said the forms could be completed at any time between October and the end of May, and he was trying to get this matter on the October agenda which would be the earliest time an evaluation could be done. He further noted that he thought school board members would like to address this matter now instead of dragging it out for several months. Mrs. Pugh said the evaluation is not the seated board's task; that it is a joint effort between outgoing and incoming school board members. Mrs. Pugh further noted that she has a concern under evaluation item 3.3 and asked the superintendent to provide her with information regarding board appointments that might be discharged. She said she would like to be made aware of such actions in a timely and organized manner. Mrs. Pugh said she could not support the president's request because of noncompliance with the guidelines. The president said the decision is up to the board and he doesn't have a problem with delaying the process; but, he does not believe that a new board, seated in January, will be in a position to do an evaluation and he was trying to get it done in a timely fashion.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Teacher/Support Personnel Input.** Mr. Powell expressed appreciation for the information provided relative to teacher/support personnel input on administrative evaluations. He requested staff to provide board members with any additional information by the next Executive Committee meeting so that school board members will have an opportunity to study the information and get input from employees .

**CPSB Members Responsibility.** Mr. Brooks requested legal counsel to provide him with information relative to the consequences of a board member leaking privileged information to the public.

**Consent Agenda.** Mrs. Boykin informed the board and staff of her confusion relative to agenda items being placed on the "consent agenda" when there is no motion being offered. She noted that some items are informational, and she asked if the board's action is appropriate in this regard. Mrs. Boykin requested that the communication process be cleared up and referenced the item on today's agenda relative to revising policy IGD. She said the agenda item suggests a revision, but staff does not recommend a revision. The president suggested that in the future, *information* could be listed outside of the agenda item. She asked for clarification of the effect of the motion for the referenced item.

The president said it should have been for informational purposes, but at this point the board is in agreement with the fact that there is no change. The superintendent said the item was confusing to staff also, but Mr. Adams requested that the item be placed on the agenda. He noted that principals were surveyed and staff made the recommendation that the policy not be changed. He further noted that staff is open to suggestions to improve communication.

**Employee Benefits Committee.** Mr. Milam said employees still have a financial involvement in benefits, and he requested staff to reinitiate the Employee Benefits Committee. He asked staff to inform him if this is not favorable. Mr. Milam also noted that he would be prepared to make a motion that the committee is reactivated.

**Retreat.** Mrs. Pugh asked the president to speak to the superintendent about organizing and scheduling a retreat for school board members.

**Consent Decree.** Mrs. Pugh said there is a need for the CPSB to review the consent decree as construction work is underway. She said the board and staff need to take a look at the projections along attendance lines throughout the school system. Mrs. Pugh suggested that legal counsel should be consulted to determine if attendance lines should be adjusted.

**Termination of Employees.** Mrs. Pugh expressed concern that talk is in the community about terminations within the school system. She asked if board members could be more consistently and timely informed when staff is demoted or terminated, especially if the employee is promoted by the CPSB.

**Professionalism.** Mr. Brooks asked the superintendent to investigate the allegation that school principals are not treating teachers as professionals. The president asked Mr. Brooks to meet with appropriate staff and inform them of particular concerns.

**Recess.** The president called for a ten minutes recess at approximately 4:50 p.m. The CPSB reconvened at approximately 5:00 p.m.

## **EXECUTIVE SESSIONS**

**Student's Suspension/Expulsion Appeal.** Staff informed the board that the student and parent/guardian were not present for the hearing.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell seconded the motion which carried, and the meeting adjourned at approximately 5 .m.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

**October 7, 1998**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, October 7, 1998, at 3:30 p.m. with President Michael J Thibodeaux presiding and Willie D Burton and Jerry Tim Brooks present being a quorum. Other board members present were Ron Adams, Judy D Boykin, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh and Johnny Vance, Jr. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

The president congratulated school board members who were re-elected to serve on the Caddo Parish School Board. He recognized newly-elected CPSB members Ginger Armstrong (District 11) and Phillip Guin (District 1). The president announced that Mrs. Walker was having surgery today and he wished her well in her recovery.

## **SPECIAL PRESENTATIONS**

**Update on Y2K (Year 2000) Programming.** The president announced that this presentation would be made at another time.



**Update on Insurance Program.** The superintendent introduced Randy Watson, insurance manager for CPSB, who gave a report on the school board's insurance program. Mr. Watson noted that when the CPSB switched to a fully-insured plan, many changes occurred. The insurance department handles approximately 500 contacts per week, and staff is providing counseling services to employees on insurance issues and in making coverage choices. He reported that James Bustillo with Blue Cross Blue Shield is aware of the contacts, and they share in addressing and resolving problem situations. Mr. Watson provided school board members and staff with a printed report outlining claims utilization data, insurance plans comparisons on monthly premiums, employee/employer premiums, anticipated rate increases, etc. Mr. Watson capsulized the listing of rate increases in the health, dental and Cancer II insurance plans; premiums versus claims comparisons; enrollment reference material; and, Medicare discounts for retirees. He also reported that the CPSB has been instrumental in adjusting the inequities in premiums among the employees, and the majority of the employees are satisfied. Mr. Milam inquired about the expiration of the current contract with Blue Cross Blue Shield. Mr. Watson said the contract ends April 1, 1999 and this is the last contract year that the CPSB has to limit premium increases. He emphasized that the CPSB becomes vulnerable to many trends at the expiration date of the contract. Mr. Vance asked if the Employee Benefits Committee is intact, and the superintendent said the committee is not functioning like it did several years ago. Mr. Vance asked if the committee could be reactivated. The superintendent said staff wants the insurance department to operate efficiently and to respond quickly to needs. However, staff is not convinced that the committee would be the best vehicle to accomplish this since enrollees are able to call the insurance department and get immediate responses. Mr. Milam said as long as employees have a vested interest, he believes that there should be some way to involve a committee and he encourages staff to continue exploring this option. He further suggested that the composition of the committee and meeting schedules should be reexamined. School board members and the superintendent applauded staff for the informative report and for the fine job they are doing. The president suggested that the written report should be summarized and shared with employees. Mr. Watson said he could share the information with employees through the newsletter.

**"The Project World."** Wanda Gunn, director of elementary schools, made introductory remarks and introduced Susan Adams from the Caddo Public Education Foundation. The foundation located funds for the project and provided support and training. Angenetta Lott, elementary supervisor for the CPSB, has monitored the program. Ms. Adams said *Project World* was successful last year and announced that the program will be expanded this school year to include the remaining elementary schools. The evaluations conducted on the program were all positive and showed improvement in academic scores and interest in the field of geography and social studies. She invited school board members to attend an inservice planned for the remaining 21 schools on next Thursday. Information was distributed on the identity of schools involved and of grants provided. Caddo School for Exceptional Children is included in the training. Ms. Adams reported that \$110,000 has gone into the grant program. Mrs. Gunn thanked technology staff for their assistance in installing computers in participating schools (with software bundles) to extend *Project World* into *World Tech*. She gave miniature square globes to school board members and staff in appreciation for their support and encouragement.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE OCTOBER 21, 1998 CPSB MEETING**

The superintendent reviewed the proposed agenda for the October 21, 1998 CPSB meeting. He said Cecil Picard, state superintendent of education, will be visiting Caddo on October 21, and he requested the school board's permission to delay the school board meeting time by one hour, thus beginning at 4:30 p.m. The president asked if the board objected to delaying the meeting for one hour, and no opposition was received. The president announced that the CPSB meeting would begin at 4:30 p.m. on October 21, 1998. The proposed agenda was revised to reflect the removal of "*Teachers' Compensatory Time.*" This item will be carried over to the November, 1998 CPSB meeting. Items added to the agenda were: "*Approve Career Option Plan Act 1124,*" "*Social Security Resolution (LSBA),*" "*Pay Increase for CPSB Members*" (Brooks), "*Salary Schedule for Coaches*" (Adams), "*School Law Seminar (Six Hours) for School Board Members*" (Thibodeaux), "*Update - Baseball Field Projects at C E Byrd High School and Broadmoor Laboratory*" (Powell), and "*List of Contract Renewals*" (Powell).

**School Law Seminar.** The president said all incoming and seated school board members are required to take six hours of school law. Mr. Burton said seminars would be held at the state

convention in March, 1999. Mrs. Pugh asked the president to find out if the seminars will give board members the required six hours. The president asked Mr. Burton to check on this matter and inform the CPSB. Mr. Mims asked if seated board members would be required to take the six hours, and the president said all board members are to start from scratch, and Mr. Burton will inquire for the CPSB. Mr. Burton said the school board has four years to meet the requirement.

**Pay Increase for CPSB Members (Brooks).** Mr. Brooks said he would like to see salaries increased for CPSB members. The president asked Mr. Brooks if he will provide a motion in the mailout for consideration, and Mr. Brooks answered in the affirmative.

**Teacher /Support Personnel Input on Administrative Evaluations (Informational) (Powell).**

Mr. Powell said the superintendent is gathering additional information on this item. He said his intention is to have a device that would allow teachers to anonymously complete a computerized survey on administrative staff at the end of each school year that would provide staff with input, and teachers could do so without fear. Mr. Powell said he would like for the board to consider this proposal and said input should be received from all staff. Mrs. Pugh asked how does the superintendent propose to use the information gathered through the survey. The superintendent said research has been done and a form was used in years past, not as a part of the formal evaluation process, but as a means of gathering data. Mrs. Pugh said the referenced document was never used and her concern is there is an evaluation system in place; and, unless the proposed evaluative plan will be utilized, then the board is asking for utilization of teachers' time for something that will not be used. Mr. Powell said *evaluation* is perhaps not the best term to use in this item since it is not intended to be incorporated into the formal evaluation. However, it is meant to be an indicator of areas of problems and as a tool to make staff aware of problems and needs. He suggested that a line could be drawn through the term (*evaluation*). Mr. Adams inquired about the provisions of the evaluation form presently being used, and asked staff if provisions are being made to update the form. Willie Henderson, assistant superintendent for human resources, said the teachers' evaluation form is a reflection of the *LA Component of Effective Teaching*, and it can be expanded. Mr. Henderson further noted that the Steering Committee (13 members) will be meeting more frequent this year to make recommendations for revisions to all components of the personnel evaluation plan. The committee is a local committee and all categories of employees are represented.

**Employee Benefits Committee.** Mr. Milam said this month is probably too quick for staff to respond and make a recommendation, and perhaps it should be carried over to the November, 1998 school board meeting.

**Coaches Salaries.** Mr. Adams said he made a request relative to this item several months ago and requested a status report from staff. The superintendent said staff has some information on this subject and will make a recommendation at the October, 1998 meeting. Mr. Adams expressed concern about the discrepancies in coaches' salaries and said they should be adjusted accordingly.

The president polled the audience for input on proposed agenda items, but no one came forward to speak. The **Executive Committee** categorized the following items as consent agenda: 9-17, 19-22, 25-A, and items added at the beginning of the meeting. Mr. Burton moved, seconded by Mr. Brooks, approval of the proposed consent agenda. Vote on the motion carried unanimously.

**Superintendent's Compensation (Thibodeaux)** Mrs. Pugh asked if this item is attached to the superintendent's contract and evaluation. The president said no, that this is something above and beyond that. Information will be provided to board members for their consideration.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion, which carried unanimously, and the meeting adjourned at approximately 4:30 p.m.

**October 21, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 4:30 p.m. on Wednesday, October 21, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh and Johnny Vance, Jr. Sybil B Walker was absent. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Reverend Rod Masteller, pastor of Summer Grove Baptist Church, gave the invocation. Mr. Adams led the Pledge of Allegiance.

**Special Guest (Cecil Picard).** The superintendent acknowledged the presence of Louisiana's Superintendent of Education, Mr. Cecil Picard, and noted that he spent the day touring several CPSB schools and other facilities. Mr. Picard greeted the CPSB, staff, and audience and expressed pleasure at being in Caddo Parish. He said he was interested and pleased with what he had seen and pledged to return. Mr. Picard said he was particularly interested in seeing how much school systems in Louisiana are beginning to dovetail the state's comprehensive plan for Louisiana. He also stated that for the first time, Louisiana now has a governor, Legislature, State Department, Board of Elementary and Secondary Education (BESE) and teacher organizations working together to improve and reform public education for the 21st century.

#### **CONSIDERATION OF MINUTES OF THE SEPTEMBER 16, 1998 CPSB MEETING**

Mr. Burton moved, seconded by Mr. Brooks, approval of the September 16, 1998 CPSB meeting, as included in the mailout. Vote on the motion carried unanimously.

#### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president surveyed school board members and the superintendent for revisions to the proposed agenda and consent agenda. The following agenda items were postponed until the November, 1998 school board meeting: "*Teacher/Support Personnel Input on Administrative Evaluation*" (Powell); "*Duty-Fee Lunch for Teachers*" (Thibodeaux); "*Teachers' Compensatory Time*" (Thibodeaux); "*Bids: Walnut Hill Classroom Wing Addition, Project 1999-103 and Youree Drive Classroom Wing Addition, Project 1999-107*"; "*Superintendent's Compensation*" (Thibodeaux); and, "*Salary Schedule for Coaches*" (Adams). "*Bid - J S Clark Air-Conditioning of Auditorium, Project 1999 320*" was pulled from the agenda until a later date. "*Pay Increase for CPSB Members*" (Brooks) was delayed until the January, 1999 CPSB meeting. The following informational items were removed from the agenda: "*K-3 Reading Initiative Student - Teacher Ratio (First Grade)*" (Powell); "*Update - Baseball Field Projects at C E Byrd High School and Broadmoor Laboratory*" (Powell); and, "*List of Contract Renewals*" (Powell).

#### **SPECIAL PRESENTATIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, assistant to the superintendent/communications, made the following special recognitions.

**Shreveport Women's Commission.** Through partnership with the Shreveport Women's Commission, the Shreveport Police Department and the community, "*Reality Check- the Power of Choice*" was created. The program promotes positive individual decision making. The CPSB recognizes employees who are catalysts for *Reality Check*. Beverly Johnson, assistant principal at Caddo Magnet High, stands at the helm of the 28-member commission; and, Linda Johnson, CPSB human resources administrator, is president-elect. Mrs. Johnson recognized members of the commission, CPSB administrators Sandy Neeson and Henry Price, and other individuals who worked for the creation of the program. The program was successfully presented to students in two of Caddo's public schools in May, 1998. Special presentations of plaques and \$100 checks were made to Rosalind Bryant, counselor at Linwood Middle School, and Kim Burn, counselor at Broadmoor Middle Lab School, for their involvement. Principals John Dilworth (Broadmoor) and James Windham (Linwood) were recognized.

**Louisiana Elementary Counselor of the Year.** Jan Hughes, counselor at Eden Gardens Fundamental Elementary School, was recognized as the state's elementary counselor of the year.

Mrs. Hughes received a framed certificate of recognition for this outstanding honor. Donna Baker is principal at Eden Gardens.

**Louisiana Counselor Supervisor of the Year.** Sandy Neeson, guidance and counseling specialist for Caddo public schools, is the state's counselor supervisor of the year. Mrs. Neeson plays a supporting role to Caddo's 92 counselors who in turn meet the needs of students at their schools. She received a framed certificate of recognition for this honor.

**CPSB Teachers of the Year.** The Caddo Public School System relishes in participating annually in this program which is co-sponsored by the LA Department of Education. Classroom visits to Caddo's exemplary finalists and winners were made via a masterful video production. The president and superintendent presented each teacher with a framed certificate, video, and a *Celebrate Teaching* lapel pin. Caddo's elementary finalists are: Jan Huffman - Forest Hill Elementary (Sara Ebarb, principal) and Janice Whitaker - Creswell Elementary (Judy Butcher, principal). The elementary winner is Velinda McWherter, fourth grade teacher at North Highlands Performing Arts Multimedia School (Mary Sweeters, principal). Middle school finalists are: Shameron Bradford - Broadmoor Middle (John Dilworth, principal), and Barbara Just - Caddo Middle Magnet (Judy Moncrief, principal). The **middle school winner** is Sharon G Patton, sixth grade special education teacher at Youree Drive Middle (Jan Holliday, principal). **High school finalists are:** Annetta Garner -Southwood High (Louise Smith, Bob Bitowski, Kathryn Gallant, assistant principals), and Ollie Lynch - Woodlawn High (Betty Jordan, principal). The **high school winner is Sheryl A Thomas**, Biology I teacher at Caddo Parish Magnet High (Mary Rounds, principal). Family, friends, school administrators and staff were recognized.

## VISITORS

Emma Shepherd, teacher, informed the board and staff that *American Education Week*, sponsored by the National Educational Association, is approaching. The Caddo Association of Educators (CAE) will host its fourth annual award-winning showcase of schools on Saturday, November 14, 1998, from 10 a.m. until 2 p.m. The theme is *Teaching Children to Think and Dream*. Also, November 18, 1998 will be designated as *Educational Support Personnel Day*.

Jo Allen, grandparent, asked the board to purchase an additional set of textbooks for classrooms so that students can leave the set issued to them at home. Mrs. Allen noted that the textbooks are larger and heavier and the load is creating health risks for students, as observed by some orthopedic doctors.

Ed Anderson, citizen, expressed concern about the physical neglect of the Linear Middle School facility, (disrepair of buildings, lack of paint, tall grass and weeds, torn down fence, etc.) He emphasized that the facility is an eyesore, and implored the board to visit the site and to instruct staff to make necessary repairs. He also said the area needs a new stadium and suggested that it be constructed on Linear's campus. (Note: The president asked the superintendent to direct appropriate staff to investigate this matter.)

Pam Killen, parent, asked the board to direct staff to be consistent in their application of the school board's student discipline policy. She expressed displeasure over an incident that occurred at Mooringsport Elementary School involving her child. (Note: The president asked staff to investigate Mrs. Killen's concerns.)

June Melendez, parent, made the board aware of her concerns relative to procedures for filing complaints on school employees; misrepresentation of facts about school matters to the public; rumors about staff recruiting students for Fair Park High School; and, inequities between educational programs at magnet schools and neighborhood schools.

Mary Ann Thompson, teacher at Hillsdale Elementary, thanked the board and staff for responding to teachers' need for a duty-free lunch period.

Sandra Smallwood, president of the Caddo Association of School Librarians, asked the board to direct staff to assign clerical clerks to work in elementary school libraries. She outlined the increased demands being placed on elementary librarians and said a clerk could ease their workload. Penny Johnson, elementary librarian, spoke on behalf of other elementary school librarians and asked the board to authorize the staffing of clerical clerks for elementary libraries.

Debbie Hart, Associated Professional Educators of LA (A+PEL) representative, spoke in support of duty-free lunch periods for teachers. She encouraged the board to seek information from outside school districts relative to scheduling. On behalf of the organization, she offered A+PEL's assistance in determining remedies for extended work schedules for elementary teachers. She also asked staff to provide A+PEL with a schedule of beginning and ending times for all schools.

Shirley Enani, president of Caddo Association of Educators (CAE), thanked the board and staff for their response to providing duty-free lunch periods for teachers. She urged the board to continue monitoring and adjusting teachers' work schedules. She asked staff to provide CAE with adjusted time schedules for elementary schools by February, 1999. Ms. Enani also noted that CAE supports the non-retribution policy as well as the changes in the student discipline policy. She urged the board to send the message that the discipline policy must be adhered to in all schools.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), made the board aware of the federation's thoughts relative to: a) low test scores; b) the need to provide quality education for all children; c) the need to reach a consensus of methods for teaching; d) involving the whole community in support of public education; e) the need to enforce the discipline policy; and, f) employment of qualified teachers and the need to lower teacher/student ratios.

### **CONFIRM THE CONSENT AGENDA**

Mr. Vance moved, seconded by Mr. Burton, approval of the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

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

**Personnel Recommendations.** The superintendent made the following personnel recommendations: a) Carter Bedford be appointed principal at Woodlawn High School, and the terms of contract are November 2, 1998 - June 15, 2001; and, b) Margaret Thompson be appointed assistant principal of administration and discipline at Hamilton Terrace Adult Learning Center, and the terms of contract are October 22, 1998 - June 15, 2001. Each employee *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-A (1-4)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for tractor for maintenance department; cargo/utility van for maintenance department; kindergarten play equipment for Atkins, Eden Gardens, Queensborough, Riverside, West Shreveport and warehouse stock; and, paper supplies for child nutrition department. A copy of the tabulation bid sheets marked "*Exhibit A, ll pages, October 21, 1998*" is filed in the official papers of the board.

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

**Authority to Hold Annual Salvage Sale.** Staff was authorized to hold an auction sale of used furniture and equipment on November 21, 1998.

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

**Deferred Compensation Plan Revision.** The board approved the resolution, as recommended by staff, amending the Section 457 Deferred Compensation Plan as included in the mahout.

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

**Special Education Medical Contract for Professional Services.** Staff recommended that the board approve the special education contract with Dr. Gary Milford, as included in the mailout. The contract provides psychological consultation for the Day Treatment Program in Caddo Parish to assure that Behavior Intervention Plans are appropriately developed and implemented.

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

**Lease of Pine Valley School Site (Request for Mutual Cancellation Without Penalty).** Staff recommended approval of the request from Zion Human Services, Inc for mutual cancellation without penalty of the Pine Valley School lease agreement, as included in the mailout.

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

**Red Ribbon Week Proclamation.** Staff recommended that the *Red Ribbon Week Proclamation* be approved, as included in the mailout. The proclamation encourages citizens to participate in drug prevention education activities, making a visible statement that we are strongly committed to a drug-free community.

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

**Title II C/O to 99.** Staff recommended approval of the Title II Carryover Budget, as outlined in the mailout. The training program conducted largely at the school site, will assist teachers with the standards and assessment, provide them with hand-on inquiry activities, and allow for sharing/networking opportunities.

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

**Use of Classroom Calculators on Statewide Assessments.** Staff recommended that the CPSB approve the use of classroom calculators, as outlined in the mailout. Training will be done to assure teachers are properly instructing students in the use of calculators. Further, the state supports the use of calculators and has allocated \$625,000 statewide for the purchase of these instruments.

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

**Promotional Appointment Contracts (New Counselors.)** Staff recommended approval of the issuance of a Promotional Appointment Contract to the individuals listed in the mailout for the salary and terms of contract indicated. Contracts will be issued to: Kathryn Cromwell (Herndon), Roslyn Davis (Youree Drive), Barbara Foulk (Summerfield), Steve Lewis (J S Clark), Gene Self (Hamilton Terrace) and Margaret Timmons (Judson).

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

**Approve Career Option Plan Act 1124.** Staff recommended approval of the Career Option Plan Act 1124, as included in the mailout. A copy of the plan is filed in the official papers of the board.

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

**Social Security Resolution (LSBAL)** Staff recommended that the CPSB adopt the resolution as submitted by LSBA and included in the mailout. The resolution states that the CPSB goes on record as opposing any effort to mandate Social Security coverage for all newly hired school board personnel.

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

**Non-retribution Policy for Caddo Parish School Board (Powell).** The CPSB adopted the non-retribution policy as presented in the mailout.

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

**Property Acquisition (Thibodeaux"** Staff was authorized to purchase property located at 625 Kings Highway, Shreveport, Louisiana which is contiguous with the C E Byrd High School campus. The purchase price is \$16,000 cash with conditions expressed in the proposed buy-sell agreement, as included in the mailout.

### **Agenda Item No. 32-A**

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Study, Spring Semester 1998-99 School Year

Dorothy Evans, Librarian, Summer Grove Elementary  
Sheryl McCutcheon, Teacher, Forest Hill Elementary

Leave Without Pay/Personal, September 28, 1998 - June 3, 1999

Guthrie H Nash, Teacher Aide, Walnut Hill Elementary/Middle

Leave Without Pay/Personal, October 15, 1998 - November 6, 1998

Ronald Dean Smith, Security Coordinator, North Caddo High School

Sabbatical Leave for Rest and Recuperation, Remainder of 1998-99 School Year

Phyllis Leone, Principal/504 Specialist, Section 504/ADA

Leave Without Pay/Personal, October 26, 1998 - June 4, 1999

Leslie Copeland, Teacher, Northwood High School

Leave Without Pay/Personal, January 4, 1999 - December 17, 1999

Roslyn C Williams, Teacher Aide, Westwood Elementary

**Request of the Board.** Margaret Ramoz, secretary at Riverside Elementary, requested to rescind her leave without pay for the 1998-99 school year. She has submitted her resignation.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced the newly-promoted administrators to the board and audience, as identified under consent agenda item nine. Family members of the promoted employees were also recognized.

Dr. Hitchcock moved, seconded by Mr. Adams, that the board adopts the superintendent's recommendation for Southwood, Arthur Circle and Northside.

James Pannell, first vice president of Shreveport Chapter of NAACP, read a letter on behalf of the organization's president, Larry Ferdinand. Mr. Ferdinand's letter expressed support of the Caddo Public School System. He respectfully asked the board to delay its appointment of a principal at Southwood High School until the organization has had an opportunity to investigate complaints filed with their office relative to the availability of other applicants that they feel are more qualified.

Tim Foley, president of Southwood's Football Booster Club, spoke in support of the superintendent's recommendation for principal at Southwood High School.

Lynn Ford, parent, said she supports the superintendent's recommendation for principal at Southwood. Mrs. Ford said the applicant is qualified and dedicated, and the community supports the superintendent's choice. She commended the personnel committee for its decision.

Janet Everage, parent, spoke in support of the superintendent's choice for principal at Southwood. She said the recommended person is qualified and has leadership skills.

Rebecca Mire, president of Southwood's Band Booster Club, spoke in support of the committee's recommendation for principal at Southwood.

Pony Spurlock, parent, informed the board that she supports the committee's recommendation for principal at Southwood.

Nina Moch, Southwood Student Council representative, asked the board and staff to keep in mind when selecting a principal for the school the following: who is best qualified for the job; who will continue to bend over backward for the school; who will stand by the students; who will make decisions with students in mind; and, who cares about the important things (4x4 scheduling, test scores, student safety).

Diana May, parent, spoke in support of the committee's selection for principal at Southwood High School.

Delores Lars, parent, said there are a lot of problems at Southwood and asked the board to take its time in selecting a principal for the school. She said the school needs a principal with experience.

Robert "Bubba" Williams, citizen and former CPSB member, reminded the board of its obligation to honor the spirit of the consent decree. He summarized statistics relative to race ratios in terms of Caddo's students and staff, and asked the board to do the right thing in appointing a principal to Southwood.

The president informed the board that he has a petition, signed by members of the Southwood High School community, supporting the committee's choice for principal at the school. He said the petition is available for board members' perusal.

Dr. Hitchcock spoke in support of his motion and cautioned the board about injecting politics into the selection process. He urged the board to affirm the process and to remain consistent with previous board action. He encouraged school board members to support the superintendent's recommendation. Mr. Adams spoke in support of the superintendent's choice for principal at Arthur Circle Elementary, and said he believes in the process. Mr. Adams also asked the board to support the process and superintendent's recommendation. Mr. Milam moved, seconded by Mr. Powell, to divide the question. Mr. Milam said he would like to have the recommendation for Northside separated from the other recommendations. Vote on the motion to divide the question carried with board members Burton and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Pugh, Mims, Brooks, Thibodeaux, Powell, Milam, Boykin and Adams.

**Southwood.** Mr. Brooks moved, seconded by Mr. Burton, to postpone the appointment to Southwood for further study. Mr. Brooks emphasized that this matter needs further study. Mr. Burton expressed concern about the process in which the selection was made and about the board honoring the spirit of the consent decree. Dr. Hitchcock moved to make a substitute motion, seconded by Mr. Adams, that the superintendent's recommendation be approved. Vote on the substitute motion carried with board members Burton and Brooks opposed; Mrs. Pugh and Mr. Vance did not vote; and, board members Thibodeaux, Mims, Powell, Milam, Boykin, Adams and Dr. Hitchcock supported the motion. Mrs. Pugh expressed concern about the board's open attack on individuals being recommended for promotion and said she did not have benefit of the questions of concern. Mrs. Pugh asked if the recommended administrators were notified that general discussion about them would take place. The president said they would not need to be notified as long as the board is not discussing things that would be discussed in an executive session. Mrs. Pugh said each board member receives a mailout and has appropriate time to conduct an investigation. She questioned what it is that would make the board single out the other recommended persons.

**Arthur Circle Elementary.** Mr. Powell moved, seconded by Mr. Brooks, that Sally Cox be appointed principal at Arthur Circle Elementary School. Vote on the motion carried unanimously.

**Northside Elementary.** Mr. Milam moved, seconded by Mr. Powell, to delay the principal placement at Northside Elementary until the November meeting. Mr. Milam said some of the same concerns expressed originally still exist, in his opinion, and he asked that the appointment be delayed until the matter is settled. Mr. Vance made a substitute motion, seconded by Mr. Burton and Mr. Mims, to accept the superintendent's recommendation for Northside. Mr. Vance encouraged the board to work for the betterment of children, and stressed the fact that an administrator is needed at Northside. He noted that the superintendent has made his recommendation and the board should hold him accountable for his recommendation. Mr. Vance said the selection process must be the same all the way down the line. Mr. Burton echoed Mr. Vance's sentiments, and encouraged the board to support the superintendent's recommendation. Dr. Hitchcock asked the superintendent if there has been a change in his recommendation, and the superintendent said he is still comfortable with the recommendation that has been made. Dr. Hitchcock spoke in support of the superintendent and agreed with Mr. Vance that a process is in place, and the superintendent should be held accountable. Mr. Mims moved, seconded by Mr. Burton, to call for the question. Vote on the motion carried unanimously. Vote on the motion carried with board members Thibodeaux, Powell, and Milam opposed. Board members supporting the motion were Vance, Pugh, Mims, Brooks, Burton, Boykin, Adams and Dr. Hitchcock.



The superintendent recognized and introduced the newly-appointed principals as follows: a) Kathryn Gallant, principal of Southwood High School, and the terms of contract are October 22, 1998 - June 15, 2001; b) Sally Cox, principal of Arthur Circle Elementary for the remainder of the fall semester of the 1998-99 school year; and, c) Jesse Scott, principal at Northside Elementary School, and the terms of contract are October 22, 1998 through June 15, 2001. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed. Mr. Brooks informed the board and staff that, in the future, when a principal is being considered for assignment in district seven, he wants to be involved in the selection process.

**Recess.** The president called for a ten-minute recess at approximately 6:30 p.m. The board reconvened at approximately 6:50 p.m.

**Special Guests.** The president acknowledged the presence of Ms. Mary Washington, president of Louisiana Association of Educators (LAE), and Ms. Linda Day, executive director of Louisiana Association of Educators who were in the audience.

## **REVISIONS TO THE STUDENT DISCIPLINE POLICY**

Jackie Lansdale, CFT/SP, expressed concern that input was not received from the professional organizations. She said the association would like to see a policy with very definite consequences for bad behavior. Mrs. Lansdale said parental input is needed after the student's first infraction.

Mr. Powell moved, seconded by Mr. Burton, approval of the recommendation, as included in the mailout. Mr. Powell encouraged the board's approval of the discipline policy. Mr. Adams said parental involvement should be a part of the policy revision process, and asked the superintendent to take this into consideration in the future. The superintendent said he would review this concern with appropriate staff. Mr. Vance asked that the review committee receive input from student representatives also. Mr. Brooks suggested that all professional groups should be included in the process. The president called for the vote which carried unanimously.

## **SUPERINTENDENT'S COMPENSATION**

Mrs. Boykin moved, seconded by Mr. Powell, that consideration of this item be postponed (the next school board meeting) until the board has the superintendent's evaluation. Mrs. Boykin said she believes it would be more appropriate to consider this matter at a later date. Mr. Powell said the superintendent's contract has a specific provision not just for evaluation but also for salary increases following the evaluation. He said he hopes that the board will stick with the process. The president said some board members previously expressed concern about doing an evaluation early, but if the motion passes the evaluation will need to be done soon. Discussion followed on timelines for evaluating the superintendent, and Mrs. Boykin asked the board to plan on acting on this matter in November, 1998. Mr. Vance asked for clarification of the policy as it relates to the superintendent's evaluation. Willie Henderson, assistant superintendent for human resources, informed the board of the provisions in the Professional Personnel Evaluation Plan, and said legal counsel might have comments. The president said the board could conduct the evaluation now or wait until after the first of the year. Mr. Vance encouraged the board to stick with the policy. Dr. Hitchcock made a substitute motion, seconded by Mr. Adams, that the superintendent receives a 6.3 percent increase for the 1998-99 contract year. Dr. Hitchcock acknowledged the importance of the evaluation process; however, he noted that the superintendent is not a marginal employee. Further, there is something to be said about the position of superintendent and his salary as it relates to other members of the staff. Citing the wording of a memo from the board's president on October 14, 1998, Dr. Hitchcock pointed out that the superintendent is not eligible for step increases, neither did he receive the increase that was included in the tax election. He said he believes the board needs to honor the request. Mr. Adams asked when does the superintendent's contract year start, and the president said July 1 and if the motion passes, the pay would be retroactive. Mrs. Pugh said the document outlining evaluation procedures suggests that the seated board would do a portion of the evaluation, and the incoming board would also have an opportunity to participate in the evaluation process. She noted that the matter before the board at this time is not based upon an evaluation, but is based on a request. Mrs. Pugh asked what ranking does Caddo have in the state relative to superintendents' salaries. The president said he did not know the order, but there are several parishes ranking above Caddo. Mrs. Boykin reiterated that a vote on this motion does not preclude a pay raise or salary increase at a later time. She said the rationale behind the motion is that it would be more appropriate

to consider this at the time it has always been considered. Vote on the substitute motion failed with board members Thibodeaux, Mims, Dr. Hitchcock and Adams supporting the motion. Board members opposed were Vance, Pugh, Brooks, Burton, Powell, Milam and Boykin. Vote on the main motion carried with board members Adams and Dr. Hitchcock opposed. Mrs. Pugh did not vote on the motion. Board members Vance, Mims, Brooks, Burton, Thibodeaux, Powell, Milam and Boykin supported the motion. The president reminded school board members that he will need their evaluation of the superintendent by the November, 1998 agenda setting time, and this item will appear on the agenda for the November school board meeting.

## **SUPERINTENDENT'S REPORT**

**Update - Baseball Field Projects at C E Byrd and Broadmoor Laboratory (Powell).** The superintendent said information was included in the mailout. He reported that a meeting is scheduled for Thursday morning, October 22, 1998, and he has asked Byrd's principal to put construction plans at Broadmoor on hold until staff has clarified the situation.

## **UNFINISHED BUSINESS**

**Coaches' Salaries.** Mr. Adams asked the superintendent to address staffing concerns (providing assistants and compensating teacher volunteers) relative to coaching assignments. The superintendent said more information would be presented in November.

**Truancy** Referencing a statistical report presented to school board members about unexcused absences, Mr. Powell asked staff to revisit the report to determine if the figures and percentages are accurate.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Artwork.** Mr. Milam asked the superintendent to ask Henry Price, supervisor of art, to resume displaying student artwork in the board meeting room.

**LSBA Convention.** Mr. Burton announced that the deadline for the CPSB to submit adopted resolutions for consideration at the 1999 LSBA Convention is December 11, 1998.

**Bid Seminars.** Mr. Burton asked that Keith Norwood, director of school plant, try to start offering seminars for people who want to bid on CPSB projects to inform them of proper bid procedures and requirements.

**Teacher Certification.** Mr. Mims said he has been talking with the superintendent about teacher certification. He shared with the superintendent a brochure from the Regions IV Education Service Center for his perusal.

**Discipline Committee.** Mrs. Boykin asked if the CPSB has two discipline committees, and the superintendent said there is only one. Mrs. Boykin asked if the president of the bus drivers association is included, and staff answered in the affirmative.

## **EXECUTIVE SESSION**

Roosevelt Shelby, director of attendance and census, informed the CPSB that the parent was not present for the student appeal hearing, therefore, the hearing is cancelled.

**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 7:20 p.m.

---

James E Foster, Ed.D Secretary

---

Michael J Thibodeaux, President

**November 4, 1998**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, November 4, 1998, at approximately 3:34 p.m. with President Michael J Thibodeaux presiding and Willie D Burton present being a quorum. Jerry Tim Brooks was absent. Other board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE NOVEMBER 18, 1998 CPSB MEETING**

The superintendent reviewed the proposed agenda for the November 18, 1998 CPS13 meeting. The proposed agenda was revised to reflect the following revisions. "*Teacher/Support Personnel Input on Administrative Evaluations*" (Powell) and "*Procedure for Implementation of Non-retribution Policy*" (Powell) were postponed and added respectively to the January, 1999 school board meeting agenda. Mr. Powell said the board agreed to change the title of the item on administrative evaluations. He said the superintendent has been asked to delete the term *evaluation* and substitute other wording. "*Agenda Format - Personnel Changes*" (Powell) was added as a standard agenda item, and it will be listed under the Superintendent's Report in the future. Mr. Powell requested that this item include updates relative to resignations, retirements, terminations and new hires. He said the information could be provided in a written format to school board members. Mrs. Walker requested that "*Proclamation - American Education Week*" and "*Proclamation - Educational Support Personnel Day*" be added to the agenda. "*Duty-Free Lunch for Teachers*" (Thibodeaux) and "*Teachers' Compensatory Time*" (Thibodeaux) were postponed until the December, 1998 CPSB meeting. "*Salary Schedule for Coaches*" (Adams) was postponed until the February, 1999 school board meeting. "*Superintendent's Compensation*" (Thibodeaux) was placed under Executive Session on the agenda. Mrs. Pugh asked that "*Update on CPSB Construction Projects*" be added to the agenda under the Superintendent's Report. The Executive Committee categorized the following items as consent agenda: 9, 10-A (1-8) and B, 11-15, and added agenda items relative to the two proclamations, update on construction projects, and agenda format (personnel changes). Teachers' Compensatory Time. The superintendent reported that he has been in contact with school principals regarding beginning and ending times for schools. He said he is still waiting for reports from several elementary schools and information will be presented to the board in December, 1999.

**Salary Schedules for Coaches.** The superintendent reported that staff is determining cost factors for this item and will be studying different proposals. He said staff is reluctant to commit funds for this item until information on MFP funding is received from the State Department of Education. The state should issue funding information in January or February, 1999.

**Bid - 2000-2001 Capital Projects Plan.** Mrs. Boykin asked if the actual plan would be presented to the board for adoption. Keith Norwood, director of school plant, said the item is a draft of the plan. It is being presented to school board members for review. He further noted that presenting the plan at this time would give board members an opportunity to seek answers to questions that they might have.

**Request for Additional School Security.** Mr. Powell asked if staff could identify the schools involved in this request. Dwight Collier, director of auditing and risk management, said the schools are Barret Elementary, Oil City Elementary/Middle, J P Timmons Elementary, Booker T Washington High and Oak Terrace/J B Harville. Information will be in the mailout. Mr. Burton moved, seconded by the president, approval of the proposed agenda for the November 18, 1998 school board meeting. Vote on the motion carried unanimously. Recognitions, Mr. Burton recognized Reverend Harry Blake, pastor of the Mount Canaan Missionary Baptist Church and candidate for the presidency of the National Baptist Convention,

USA, Inc who was seated in the audience. The president recognized former Caddo Parish School Board member Doug Rimmer who was also present.

**Brooks.** Mrs. Pugh inquired about the absence of fellow school board member Jerry Tim Brooks. The superintendent reported that he talked with Mr. Brooks earlier this week. Mr. Brooks was hospitalized last week and was scheduled to go home Monday (November 2) morning. Mr. Powell said Mr. Brooks is recuperating at home.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. The president seconded the motion and the meeting adjourned at approximately 3:50 p.m.

### **November 4, 1998**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:52 p.m. on Wednesday, November 4, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum. Ron Adams, Judy D Boykin, Willie D Burton, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, and Sybil B Walker. Miles Hitchcock, ScD, was present but was called away from his station to answer a page prior to the roll call. Johnny Vance, Jr arrived at approximately 3:54 p.m. Jerry Tim Brooks was absent. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The special school board meeting was called to consider and act on a request for use of Caddo Parish Stadium on November 21, 1998 for a religious program.

### **REQUEST FOR USE OF CADDO PARISH STADIUM ON NOVEMBER 21, 1998**

The superintendent informed the board that a request for use of Caddo Parish Stadium on November 21, 1998 for a religious program was received. He said the stadium is vacant on the requested date and staff recommends approval. Mrs. Pugh asked if the necessary legal documents have been completed for use of the stadium. The superintendent said compliance with necessary terms of agreement for use of school board facilities has been met. Staff recommended approval of the request. Mr. Powell moved, seconded by Mr. Adams, approval of staff's recommendation. Vote on the motion carried with Dr. Hitchcock absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, and Adams.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion which carried, and the meeting adjourned at approximately 3:55 p.m.

---

James E Foster, Ed , Secretary

---

Michael J Thibodeaux, President

### **November 18, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, November 18, 1998, with President Michael J. Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh and Sybil B Walker. Johnny Vance, Jr arrived at approximately 3:36 p.m. Jerry Tim Brooks was absent. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Dr. Hitchcock gave the invocation and led the Pledge of Allegiance. The president announced that Mr. Brooks is out due to illness and hopes to be back in attendance soon.

## **CONSIDERATION OF MINUTES OF THE OCTOBER 21, 1998 AND NOVEMBER 4, 1998 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Powell, approval of the October 21, 1998 and November 4, 1998 CPSB meetings, as included in the mailout. Vote on the motion carried unanimously.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for revisions to the proposed agenda and consent agenda. "*Bids -Approval of Utility Easement*" was postponed until the December 1998 CPSB meeting. Mr. Adams requested that "*Bids - Walnut Hill Classroom Wing Addition, Project 1999-103* " and "*Youree Drive Classroom Wing Addition, Project 1999-107*" be removed from the consent agenda. Mr. Powell asked if "*2000-2001 Capital Projects Plan* " is an informational item, and the superintendent answered in the affirmative.

### **SPECIAL PRESENTATIONS**

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following special recognitions.

**National Merit Scholarship Semi-finalists.** Caddo has 17 National Merit Scholarship Semifinalists and they are: Anna Fraser representing C E Byrd High School; representing Caddo Magnet High are Gautam Agarwal, Ashley Cockburn, Jason Crye, Erin Dwyer, Nicolle Graugnard, Laney Hearne, Donald Jackson, Christopher Jones, Grace Kidd, Amanda McConnell, Leslie Murrell, Anne O'Donald, Jason Ray, Meredith Stewart, Grant Swicegood and Wesley Worsham. R Lynn Fitzgerald is principal at C E Byrd and Mary Rounds is principal at Caddo Magnet. Parents, relatives and other supporters were recognized.

**National Merit Scholarship Commended Students.**Caddo has 12 National Merit Scholarship Commended Students and they are: Carne Williams representing C E Byrd High School; Jacob Edward Scroggins representing Captain Shreve High School; and, Erin Barr, Robert Beard, Anna Bocchini, Aaron Broadwell, Erin Calhoun, Matthew Colvin, Karen Dent, Chandana Kakani, Charles McCollum, and Sarah Patton representing Caddo Magnet High School. Parents, relatives and other supporters were recognized. Dr. Sandra McCalla is principal at Captain Shreve, R Lynn Fitzgerald is principal at C E Byrd, and Mary Rounds is principal at Caddo Magnet.

**National Achievement Scholarship Semifinalists** Caddo has five National Achievement Scholarship Semifinalists and they are: Sederek Baker, Destiny Birdsong, Brandon Bowman, Michael Thomas and Tawana Timmons all representing Caddo Magnet High School. Mary Rounds is principal. Parents, relatives and other supporters were recognized.

**JROTC Cadet Corns Commander.** Lt. Col. Richard Miller, supervisor JROTC, presented the number one cadet for Caddo Parish JROTC Corps, Cadet Colonel Jennifer P Barclay (Caddo Magnet High School). Cadet Colonel Barclay is the commander of 2,841 cadets. Bryan Barclay, Jennifer's father, and the superintendent assisted in the promotion. The president presented Jennifer with a desk pen set.

**Interscholastic Rifle Competition Winner.** Lt. Col. Richard Miller recognized and presented the trophy to the North Caddo High School JROTC Rifle Team - 1998 champions of the 12-state area. Billie Wilcox is principal; LTC (R) Randell L Wilkes, senior army instructor; and, SFC (R) Herman G Crady, army instructor and JROTC Rifle Team coach.

**Creole Classic Cheer and Dance Competition Winner** Walnut Hill Elementary/Middle School cheerleaders are the 1998-99 competition winners. Cheerleaders are: Amanda Call, Jessica Clinton, Tiffany Clinton, Heather Davis, Brittany Gaddis, Nicole Gamble, Sarah Goldsby, Alisha Jernigan, Meghan Kelly, Kelly Klenk, Amber Lloyd, Amanda Loftin, Tracie Moss, Rachel Murray, Brandi Smyth, Tywla Steward, Jessi Stripling, and Megan Young. Directors are Melissa Clinton and Angela May. Albert Hardison is principal at Walnut Hill Elementary/Middle School. Parents were also recognized.

**Louisiana Speech Language Hearing Association's 1998 Program of the Year** Caddo is one of six programs recognized in Region VII for being outstanding by the association. Debbie Digilormo

and Cherry Vaughan, speech/language specialists, received certificates of recognitions for this honor.

**Curricula Writing Teachers.** The superintendent acknowledged Caddo's teachers who were responsible for developing the various curricula manuals. He applauded the teachers and supervisors for their work. Mr. Milam also expressed appreciation for the teachers' efforts and said their work will pay off in the classrooms.

## **VISITORS**

John Woods, parent, read a proposal drafted by the C E Byrd High School Booster Club requesting the CPSB to give the school permission to use Broadmoor Laboratory School's campus as a practice and game site for their baseball games. They also requested that improvements be made to the dugout area.

LuLu Martin, parent, said C E Byrd High School needs a home baseball field. She petitioned the board to give this school the same facilities that are at other high schools.

Bobby Raines, parent, spoke in support of C E Byrd High School having its own baseball field. He informed the board of financial investments that the Booster Club has made to improve the field at Broadmoor.

Joe Walker, parent, recognized other visitors who were present and interested in C E Byrd having its own baseball field. He said members of the booster club are interested in playing at Broadmoor until they have a facility of their own.

Susan Powell, president of Broadmoor's PTSA, said Broadmoor's campus belongs to Broadmoor Middle Laboratory School, and they have a need for the facility. She noted that Broadmoor does not wish to be landlocked. Mrs. Powell also spoke against the mixing of middle school and high school students. She expressed concern that staff at Broadmoor was not consulted about Byrd using the campus. The president asked that this item be placed on today's agenda under *New Business*.

Shirley Enani, president of Caddo Association of Educators (CAE), thanked the board for the proclamations recognizing *American Education Week* and *Educational Support Personnel Day*. She also thanked staff and board members for their participation in the *Walk-A-Day-in My Shoes* activity.

Jackie Lansdale, president of Caddo Federation of Teachers and Support Personnel (CFT/SP), informed the CPSB that a team from Caddo Parish was able to attend a low-performing school conference sponsored by the federation last month and they learned some valuable lessons. She asked the board to schedule more professional development days for teachers. She also informed the board that the local CFT/SP chapter would be hosting its convention in Shreveport beginning Sunday, November 22, 1998. Mrs. Lansdale expressed concern about the CPSB's inconsistency in distributing funds for materials and supplies. She asked the staff to identify the certification status of new hires on reports relative to personnel changes.

## **CONFIRM THE CONSENT AGENDA**

Mrs. Pugh moved, seconded by Mr. Burton, approval of the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

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

**Personnel Recommendations.** The superintendent made the following personnel recommendations: a) Bryan Gallant be appointed assistant principal of administration and discipline at Caddo Magnet High School, and the terms of contract are November 19, 1998 - June 15, 2001; b) Michael Ilgenfritz be appointed assistant principal of administration and discipline at Southwood High School, and the terms of contract are November 19, 1998 - June 15, 2001; c) Patrick Greer be appointed assistant principal of administration and discipline at J S Clark Middle School, and the terms of contract are November 19, 1998 - June 15, 2001; and, Dr. Frances S Conley be appointed assistant principal of administration and discipline at Woodlawn High School. \*Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. \* The terms of contract are November 19, 1998 - June 15, 2001.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for automobiles for driver education program; computer software for all libraries; computer furniture for all middle schools; small kitchen equipment for all schools for child nutrition; Werner Park classroom wing addition, Project 1999-105; and J S Clark air-conditioning of auditorium, Project 1999-320. A copy of the tabulation bid sheets marked "*Exhibit A, 14 pages, November 18, 1998* " is filed in the official papers of the board.

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

**Agreement With Student Referral Alternative Center for Meal Service** Staff recommended that the agreement with the Student Referral Alternative enter for meal service for the period of August 24, 1998 through June 3, 1999 be approved. A copy of the document if filed in the official papers of the board.

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

**Budgets for FY 1998-99 for Vocational and Adult Education** Staff recommended that the CPSB approve the budgets for FY 1998-99 for Vocational and Adult Education, as included in the mailout. Budgets approved were for Perkins II Vocational Federal Funds, Red River Partners School-to-Work Federal Funds, Adult Education State/Federal Funds, Adult Education Teacher Training/Special Federal Funds, and High Schools That Work State 8(g) Funds.

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

**Curricula: (Social Studies K-12; Science K-12• Foreign Language 4-12; Music K-12; and Visual Arts K-12.** Staff recommended that the CPSB approve the curricula as identified in the heading.

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

**Request for Additional School Security.** Staff recommended approval of the additional school security and that the General Fund Budget be adjusted accordingly. The following positions were approved: a) Barret Elementary - one security coordinator; b) Jack P Timmons Elementary - one security coordinator; c) Oil City Elementary/Middle - one security coordinator; d) Booker T Washington High - add four hours per day for the School Resource Officer; and e) Oak Terrace/J B Harville - add four hours per day for two additional days per week for the School Resource Officer. The total increase to the 1998-99 budget is \$41,500.

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

**Promotional Appointment Contract (New Counselor at Newton Smith),** Staff recommended approval of the issuance of a Promotional Appointment Contract to Rosie Pouncey, counselor at Newton Smith Elementary, for the salary and terms of contract indicated.

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

**Proclamation - American Education Week.** Staff recommended that the CPSB adopt the proclamation, as included in the mailout, proclaiming November 15-21, 1998 as *American Education Week*.

### ***PROCLAMATION***

**Whereas**, public schools are the backbone of our democracy, providing young people with the tools they'll need to maintain our nation's precious values of freedom, civility, and equality; and

**Whereas**, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

**Whereas**, education employees - be the custodians or teachers, bus drivers or librarians - work tirelessly to serve our children and communities with care and professionalism; and

**Whereas**, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise;

**Now, therefore,**

I, James E Foster, serving as Superintendent/Secretary, of the Caddo Parish School Board do hereby proclaim November 15-21 as the 77th annual observance of

***AMERICAN EDUCATION WEEK***

Signed this 18th day of November, 1998.

**Agenda Item No. 17**

**Proclamation - Educational Support Personnel Day**, Staff recommended that the CPSB adopt the proclamation, as included in the mailout, proclaiming Wednesday, November 18, 1998, as *National Educational Support Personnel Day*.

***PROCLAMATION***

**Whereas**, Caddo Parish Educational Support Personnel help make Louisiana's education available to our young people;

**Whereas**, Caddo Parish educational support personnel perform jobs critical to delivering quality education;

**Whereas**, Caddo Parish educational support personnel deal with stressful and unique situations on a daily basis; and,

**Whereas**, the future of Louisiana schools depends on expertise and professionalism of all employees including Caddo Parish Educational Support Personnel;

**Now, therefore**, I, James E Foster, Ed.D. serving as Superintendent and Secretary of the Caddo Parish School Board do hereby proclaim

Wednesday, November 18, 1998, as

***NATIONAL EDUCATIONAL SUPPORT PERSONNEL DAY***

Signed this 18th day of November, 1998.

**Agenda Item No. 19-A**

**Request for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Study, Spring Semester 1998-99 School Year

Toussaint Battley, Assistant Principal, Booker T Washington High School

Gail Griffin, Librarian, A C Steere Elementary

Judith Puckett, Teacher, Southwood High School



Leave Without Pay (Personal), October 24, 1998 - June 4, 1999

Julia Jeansonne, Teacher, Walnut Hill Elementary/Middle School

Leave Without Pay (Personal), November 16, 1998 - June 4, 1999

Lisa Kerry, Teacher, Caddo Heights Elementary School

Leave Without Pay (Study), November 14, 1998 through the end of the 1998-99 School Year

Dorothy Carr, Secretary, Caddo Exceptional

#### **Agenda Item No. 19-B**

**Agenda Format.** In compliance with the board's request, staff provided school board members with documents illustrating the format they propose to use in providing information on personnel changes.

#### **Agenda Item No. 19-C**

**Update on CPSB Construction Projects** CPSB members were given a written update on construction projects.

#### **PERSONNEL RECOMMENDATIONS**

The superintendent acknowledged and introduced the newly-promoted administrators to the board and audience, as identified under consent agenda item nine.

#### **BIDS**

**Walnut Hill Classroom Wing Addition, Project 1999-103 and Youree Drive Classroom Wing Addition, Project 1999-107.** Mr. Adams expressed concern about the delay of the construction project at Walnut Hill Elementary/Middle School. He noted that the bids for the construction projects at Walnut Hill and Youree Drive both came in over the projected estimates, and asked staff to justify their recommendation to delay one project and approve the other. The superintendent said there were concerns about the project at Walnut Hill and legal counsel has checked them and he recommends that the project be re-bid. Keith Norwood, director of school plant, said they are recommending that all bids for Walnut Hill Elementary/Middle classroom wing addition, Project 1999-103, be rejected because all bids significantly exceeded the pre-bid project estimates; the apparent low bidder did not acknowledge all addenda as required; and the apparent low bidder made an apparent error on the bid for Alternate 1. Legal counsel reviewed the bids on the Walnut Hill project with staff and identified the aforementioned reasons as just cause for rejecting all bids on the project. Legal counsel said he is comfortable with the recommendation based on information presented to him by staff. Legal counsel further noted that he was not consulted about the bid for the project at Youree Drive. Mr. Norwood noted that the concerns were with technical problems with the bids and not the cost. He further noted that additional space is being provided in the project for Walnut Hill and staff is covering the cost with the interest earned on the bond. Mr. Milam asked about the timeframe for bidding and for the board taking action on staff's recommendation. Mr. Burton called for point of order and said a motion needs to be on the floor. He moved, seconded by Mr. Powell, that the CPSB accept the recommendation of the superintendent on items 10-A-5 (Walnut Hill Classroom Wing Addition, Project 1999-103) and 10-A-7 (Youree Drive Classroom Wing Addition, Project 1999-107). Mr. Norwood said the matter would come back to the board by early January 1999, and it would probably be approximately one year before the building is ready for classes. Mr. Norwood further noted that the bond monies were received two months late, therefore, estimated completion dates will be lengthened. Dr. Hitchcock said this is the first mention that construction projects will not be completed by the beginning of the next school year, and he said he specifically recalls the architects informing the board that the building would be ready to begin the 1999 school year. The superintendent said that was the architects' response based on pre-planning. He said things are slowed down because the money was received two months late. Discussion ensued on the completion dates for projects at Walnut Hill and Southwood High School. The superintendent said the size of the projects has a lot to do with the delay. Further, the project at Southwood is more complicated and staff and the architects are moving as quickly as possible. Dr. Hitchcock asked legal counsel to clarify his response relative to proceeding with other

bids received. Legal counsel said a pre-construction meeting was held and all parties were present. Staff did not feel that they should be spending the large amount of money as a result of exceeding estimates, and would rather enter into negotiations to get a better bid. He further noted that the original bid could be rejected because it failed to meet specifications, and he gave his opinion based on information provided by staff. More debate ensued on the other bids received. Dr. Hitchcock expressed concern that staff is recommending approval of the bid for Youree Drive, and is asking the board to reject the bid for Walnut Hill. Mr. Vance expressed concern about the overage in construction costs for both projects. Mrs. Pugh noted that the process is competitive, and asked what is the board's relationship with the other company that met the requirements. She asked if this company would be allowed to re-bid. Legal counsel said all three would be allowed to re-bid. Following more discussion on the board's consistency in awarding bids, Mrs. Pugh made a substitute motion, seconded by Mr. Vance, that the CPSB reject all bids on Project 107 and Project 103. Mr. Powell said if the board votes on the substitute motion and it passes, then the board would be taking away the bid for Youree Drive. He said the board has to separate the process, and he encouraged the board to reject the substitute motion. He noted that legal counsel has advised that the board could move forward, and it is the superintendent's recommendation to re-bid the project for Walnut Hill. Discussion continued on the construction plans for Walnut Hill, which entails more than was recommended by the citizen's committee, and on the difference in estimated costs for each project. Mr. Burton moved, seconded by Mr. Powell, to call for the question on all motions. Vote on the motion to end debate carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Adams and Dr. Hitchcock. Vote on the substitute motion failed with board members Walker, Vance and Pugh supporting the motion. Board members opposed were Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock. Vote on the original motion carried with board members Walker, Vance and Pugh opposed; Mr. Adams abstained; and board members Mims, Burton, Thibodeaux, Powell, Milam, Boykin and Dr. Hitchcock supported the motion.

**Text Reading System for Eden Gardens.** Mrs. Pugh moved, seconded by Mr. Burton, approval of the circled low bid for Text Reading System for Eden Gardens, as recommended by staff. Vote on the motion carried unanimously.

**Recess.** The president called for a ten-minute recess at approximately 5:03 p.m. The board reconvened at approximately 5:19 p.m.

## **REQUEST M & S FUNDS FOR ELEMENTARY COORDINATORS**

Jackie Lansdale said the Louisiana Legislature allocated the M & S funds for teachers. She said she contacted the State Department about the inclusion of coordinators and they were not familiar with the term. She said coordinators were left out because the State Department did not know that they exist.

Shirley Enani spoke in support of coordinators receiving the funds for purchase of materials and supplies. She noted that coordinators are in contact with students on a daily basis, and though they are not recorded as teachers, they do occasionally teach. She said CAE supports the request to award M & S funds to coordinators.

Mrs. Walker moved, seconded by Mr. Burton, that local funds of \$15,300 from the General Fund ending balance be allotted to provide \$204 to each coordinator. Mrs. Walker provided school board members with job descriptions of instructional coordinators. She also provided information on duties being performed by coordinators at two schools. Mrs. Walker said coordinators work as administrators as well as in the classrooms. Dr. Hitchcock asked staff how do they account for the M & S money. The superintendent said there are some limitations on who should receive the money based on the title of the person. Some position titles in Caddo differ from those at the State Department. Caddo does not report coordinators in the teaching category; they are considered administrators. He said he supports the request to give coordinators the M & S funds because the money would go to the schools. Dr. Hitchcock asked if the same terms given to classroom teachers would apply to coordinators in terms of how the funds should be spent and accounted for; and, the superintendent answered in the affirmative. Mrs. Boykin asked if this action is something that would be occurring each year, and the superintendent said staff does not know if funds will be awarded from the State Department. Mr. Powell inquired about staff's method of reporting to the State Department, relative to identifying coordinators. Ben Wreyford, director of finance, said funds

were awarded based on per pupil allocations, and the categories of recipients were determined by the State Department (classroom teachers, librarians, counselors, speech and occupational therapists). He noted that the State Department classifies instructional coordinators as administrative personnel, which is why staff excluded them from receiving the funds. Mr. Powell said the board and staff couldn't give state money allocated for teachers to coordinators; that the money would come from local funds. Mr. Milam said the State Department is awarding funds for materials and supplies for teachers, and staff should go to the State Department for funds for coordinators. Mr. Adams asked if staff is monitoring the spending of the money, and the superintendent said the matter is being monitored on a regular basis. Mrs. Pugh asked if all of the funds were disbursed, and Mr. Wreyford said all of the funds were allocated. He further noted that Caddo received the funds in October, and he explained the timeframe for reporting to the State on monies spent. Referencing the job descriptions, Mrs. Boykin expressed concern about the duties coordinators are being asked to perform and suggested that staff take a look at the job descriptions for coordinators. More discussion followed on position classifications. The president called for the vote on the motion, which carried with board members Powell and Milam opposed. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Boykin, Adams and Dr. Hitchcock.

## **SUPERINTENDENT'S REPORT**

**Construction Projects.** The superintendent called board members' attention to the construction projects update that was placed at their stations.

**American Education Week.** The superintendent thanked school board members for their involvement in school activities this week in observance of *American Education Week*. He said several board members, central office staff and volunteers have been reading and teaching classes this week.

**Ground Breaking Ceremony.** The superintendent reminded school board members of the groundbreaking ceremony at Pine Grove Elementary School on Friday, November 20, 1998, at 10 a.m. All board members were invited to participate.

**Attendance Awareness Week.** The superintendent announced that *Attendance Awareness Week* was observed November 9-13, 1998. A proclamation proclaiming the recognition was received from Governor Mike Foster.

**College Fair.** The superintendent applauded staff for the outstanding *College Fair* that was held for high school seniors in October. Mr. Vance said he attended the impressive career fair, and consideration should be given to extending the program to include middle school students. Mrs. Boykin expressed appreciation for the informational book that was prepared for distribution at the fair, and thanked staff for their efforts.

**Holiday Greeting.** The superintendent wished school board members a safe and happy Thanksgiving.

## **UNFINISHED BUSINESS**

**Agenda Format - Personnel Changes.** Mrs. Walker asked staff to include in future reports the certification status of new employees. Also note if the employee is certified in the subject area that he or she is assigned to teach.

## **NEW BUSINESS**

**Band Instruments.** Mr. Adams asked the superintendent to review budget needs for music programs and allocate additional funds for the purchase of band instruments. He also asked that consideration be given to relocating the music repair shop to the Caddo Career and Technology Center and offering a course in instrument repair. Mr. Adams also suggested that staff investigate the feasibility of leasing band instruments. Mrs. Walker said there is a need for band instruments at the middle school level and she asked staff to put more emphasis on promoting the music program in Caddo public schools.

## ANNOUNCEMENTS AND REQUESTS

**Sci-Port Discovery Center.** Mrs. Boykin said she toured the new Sci-Port building and thoroughly enjoyed her visit. She said the facility is something that Caddo can be proud of. The superintendent thanked school board members for visiting Sci-ort, and said it is an exciting place. He encouraged everyone who has not visited the facility to do so. Mr. Powell said Sci-Port offers excellent opportunities for the communities and schools. He asked staff to encourage all schools to investigate opportunities of taking students to the facility.

**Mailout Packets.** Mrs. Boykin asked staff to send mailout packets to the newly elected school board members.

**Band Uniforms.** Mrs. Pugh asked staff to search the budget for funds to purchase band uniforms for Huntington High School. She asked that staff begin its search for funds early so that authorization can be given to the school and they will have time to take bids before the beginning of the next school year.

**Student Artwork.** Mr. Milam expressed appreciation to staff for the display of student artwork in the board meeting room.

**Bus Safety Update.** Mr. Milam asked staff to provide board members with an update on the bus safety project (1-800-Safe Bus Campaign). Also provide an update on bus-related matters as a result of bus accidents occurring in December 1997 and following weeks. The superintendent said staff has been very pleased with the program and the eight-point plan has now grown to 18 points. He reported that there have been only two accidents involving CPSB buses this school year, and neither was Caddo's fault. Further, no students were on the buses at the time of the accidents.

**Baseball Field for C E Byrd High School.** Mr. Thibodeaux asked the superintendent to include a representative from C E Byrd High School in his meeting on Thursday, November 19, 1998, to discuss a baseball field for Byrd. Mr. Thibodeaux asked the superintendent to (on tomorrow after the meeting) state in writing that C E Byrd will be able to stay at Broadmoor for the 1998-99 season (baseball practice and games), and that the CPSB will fence in the dugout area for safety reasons. Further, that the superintendent bring to the CPSB some long-term location possibilities and in the overall plan, that if the CPSB moves the field that it will be moved with the same level of improvements as those made by the Byrd Booster Club. Also assure C E Byrd that they will stay at Broadmoor unless the CPSB has somewhere to move them. Mr. Thibodeaux asked that this information be provided at the special called meeting of the CPSB on Wednesday, December 2, 1998. He said the board would hear this matter and a student hearing at that time. Mr. Powell expressed concern about the tone of the president's request. He said his request would be that the superintendent should meet with the appropriate people that he believes he needs to meet with to bring a status report to the CPSB. He said he hopes that whatever the superintendent puts in writing and puts out there would be something that is his recommendation. Mr. Powell clarified that he is asking the superintendent to recommend to the CPSB what he believes is in the best interest of children at Byrd and Broadmoor. Mr. Vance asked the president if he said in his comments that the superintendent had already verbally agreed on Byrd using the Broadmoor facility. Mr. Thibodeaux answered in the affirmative and deferred to the superintendent for his comment. The superintendent said that the verbal agreement was made and the meeting on tomorrow is for the purpose of firming up the agreement. He said it would be his recommendation that the Byrd baseball team play their games as they did last spring at Broadmoor for this coming spring. He said he is not willing to make any commitments beyond that. He further noted that staff is taking a look at the entire situation. Mr. Vance asked if school board members would have a vote on this matter. The superintendent said he doesn't know how often the board has ever voted on matters such as this - on where teams play their games, but it's the board's decision. Mr. Mims asked staff to contact Judy Battle, who serves on the Metropolitan Zoning Board, to determine how the CPSB should pursue the construction of a baseball field at Broadmoor.

**CPSB Meeting** Mr. Adams inquired about the meeting dates for school board meetings in December. The president said the board would meet as scheduled December 2 (Executive Committee) and December 16, 1998 (regular school board meeting).

**Discipline Procedures for Special Education Students.** Dr. Hitchcock asked the superintendent to direct school directors to survey principals about problems they are having with regard to the

behavior of special education children; in particular, the frustrations they are having with being *forced* to take the students back. Also take a look at the school board's position so that it does not violate federal laws with regard to these students, and make sure that Caddo is aggressively enforcing the discipline code to the extent that it can without violating students' rights and federal laws.

**Ground Breaking, Dates.** Mr. Powell thanked the superintendent for the update on construction projects. He asked staff to provide him with the schedule of groundbreaking ceremonies. The superintendent said a groundbreaking ceremony would be held at Werner Park on Thursday, December 10, 1998, at 10:00 a.m.; and, at Youree Drive Middle School on Friday, December 11, 1998, at 10:00 a.m.

**Truancy Report.** Mr. Powell expressed appreciation for the revised truancy report.

## **EXECUTIVE SESSIONS**

**Student's Expulsion Appeal Hearing.** Mr. Burton moved, seconded by Mr. Powell, that the CPSB go into executive session for approximately 20 minutes to hear a student expulsion appeal. Vote on the motion carried unanimously, and the board went into executive session at approximately 6:20 p.m. The board reconvened at approximately 7:25 p.m. The superintendent recommended that the student from Youree Drive (Hagan Bradley Johnson) be assigned to Building Six School on Knight Street, and that an immediate IEP committee be formed to monitor not only him, but to make a recommendation regarding proper services that are necessary for the student. Mrs. Kathy Johnson, Hagan's mother, went on record for she and her husband accepting the superintendent's proposal. She requested a process with an impartial 504 hearing officer. Mrs. Pugh moved, seconded by Mr. Burton, approval of the superintendent's recommendation. Vote on the motion carried unanimously.

**Legal Matter - Robert Merritt vs CPSB, et al.** The president announced that the Title IX matter is cancelled for today.

**Superintendent's Compensation (Evaluations)** Mr. Adams moved, seconded by Mr. Burton, that the CPSB go into executive session for approximately 20 minutes to conduct the superintendent's personnel evaluation. Vote on the motion carried unanimously and the board went into executive session at approximately 7:28 p.m. The board reconvened at approximately 7:50 p.m. Dr. Hitchcock moved, seconded by Mr. Adams and Mr. Vance, that the superintendent's salary be adjusted 6.3 percent for the 1998-1999 contract year. Vote on the motion carried with Mrs. Walker absent for the vote. Board members supporting the motion were Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Vance seconded the motion that carried, and the meeting adjourned at approximately 7:52 p.m.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

**December 2, 1998**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, December 2, 1998, at 3:30 p.m. with President Michael J Thibodeaux presiding and Willie D Burton and Jerry Tim Brooks present being a quorum. Other school board members present were Ron Adams, Judy D Boykin, Miles Hitchcock, ScD, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr. and Sybil B Walker. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Powell gave the invocation and his daughter, Rachel Powell (student at Broadmoor Middle Laboratory School), led the Pledge of Allegiance.

## **INSTRUCTIONAL PRESENTATIONS:**

**Parental Involvement.** Janis Parker, director of the Title 1 Department, made introductory comments relative to the federally funded program emphasizing the importance of parental

involvement in schools. She presented Title 1 parental involvement staff - Larine Pullen, Mary Wilson, Lossie Gibson and Lorenza Bell. Their oral and slide presentation spotlighted the major parental involvement activities conducted through Title 1 in Caddo Parish schools. Highlighted activities were: a) Parishwide Parent Resource Center; b) Take Home Computer Program; c) Workshops; d) Parent Fair and HOSTS Program; e) Districtwide Parent Congress, etc. Brochures, pamphlets and ink pens were shared with school board members and staff. Parents also expressed their appreciation for the program. School board members and the superintendent thanked staff for the presentation. The president acknowledged the gift of computers to the program from Professional Baseball Athlete Albert Belle. Other Title 1 staffers recognized were Mary Bethel and Vancell Stovall.

**1997-98 Financial Audit.** Ben Wreyford, director of finance, introduced Tim Green and James Webb, auditors of the firm Allen, Green & Company LLP, who summarized the 1997-98 audit reports of the CPSB's financial statements, as previously mailed to school board members. The presentation capsulized the Single Audit Report, Management Letter, Caddo Educational Excellence Fund Agreed-Upon Procedures Report, Comprehensive Annual Financial Report, Audit Committee Letter and New Audit Regulations. The auditors reported that in their opinion, the general-purpose financial statements present fairly, in all material respect, the financial position of the CPSB as of June 30, 1998. Particularly highlighted were new audit regulations relative to Governmental Accounting Standards Board (Technical Bulletin 98-1 Y2K Disclosure); receipt of Caddo Educational Excellence Funds; and, the sacredness of the child nutrition programs fund balance. GFOA & ASBO awarded a Certificate of Excellence in Financial Reporting to the CPSB. The auditors and staff entertained board members' inquiries relative to the collection of Caddo Educational Excellence Funds (fees collected by riverboats); internal control and compliance of audit reports on individual schools, etc. Mr. Powell asked staff to provide board members with an update in January or February 1999 on the continuing audit at North Caddo High School. He also asked staff to clarify the parameters for use of child nutrition program funds. Mr. Wreyford recognized accounting staffers Harry Monroe, Pat Evans, Jim Lee and Donayle Sonnier.

**1999-2000 Capital Projects Plan.** Keith Norwood, director of school plant, provided CPSB members with the second draft of the Capital Projects Plan for the fiscal years 1999-2000 and 2000-2001. Discussion ensued on: a) additional work being done at Caddo Heights Elementary and needs at Atkins Elementary; b) the serious involvement of school principals in prioritizing projects; c) the inclusion of plans for fire hydrants at North Caddo High School; d) the use of funds generated by Proposition Four versus the use of child nutrition program funds for air conditioning (ventilation) school kitchens and cafeterias; e) air conditioning needs at the Caddo Career and Technology Center, Judson Fundamental auditorium, etc. The president encouraged staff to contact Mr. Norwood prior to the mailout for the December 1998 school board meeting and inform him of their desires and concerns.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE DECEMBER 16,1998 CPSB MEETING**

The president requested that "*Teachers' Compensatory Time*" be postponed until the March 1999 school board meeting. Mrs. Boykin asked that "*Sex Education Parental Review Committee Members*" be delayed until the January 1999 school board meeting. Items added to the agenda were: "*Special Recognitions - 1998 Red Ribbon Essay Competition Winners and 1998 Red Ribbon Posters Competition Winners*"; "*CPSB Representation on the Capital Projects Committee*" (Dr. Hitchcock); "*Comments From Outgoing CPSB Members*" (Adams); and, "*Financial Audit on Schools With New Administrative Assignees*" (Pugh). The **Executive Committee** categorized agenda items 9, 10 (A & B), 12-14, 16-17, 19-26, and 28 (A, C, and D) as consent agenda. The president polled the audience for input on proposed agenda items.

Eursla Hardy, CPSB retiree, asked staff to explain item 17 - "*Renewal of Group Medical Insurance and Group Life Insurance Plans.*" Mr. Wreyford said this item is a renewal request of the group medical insurance and group life insurance plans that are already in place.

Mr. Burton moved, seconded by Mr. Brooks, approval of the proposed agenda and consent agenda for the December 16, 1998 school board meeting. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion that carried unanimously, and the meeting adjourned at approximately 5:16 p.m.

**December 2, 1998**

The **Caddo Parish School Board (CPSB)** met in special session on Wednesday, December 2, 1998, in its office at 1961 Midway Street, Shreveport, Louisiana, immediately following the Executive Committee meeting (approximately 5:25 p.m.), with President Michael J. Thibodeaux presiding and the following school board members present being a quorum: Jerry Tim Brooks, Willie D Burton, Miles Hitchcock, ScD, Michael E Powell, III, Mildred B Pugh, Johnny Vance, Jr and Sybil B Walker. Board members arriving after the roll call were Ron Adams, Judy D Boykin and Alvin Mims. Mark Milam was absent. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The purpose of the special school board meeting was for the CPSB to consider and act on the following: a) Baseball Field for C E Byrd High School; and, b) Approval of Hold Harmless Agreement With St. Marks Baptist Church.

### **BASEBALL FIELD FOR C E BYRD HIGH SCHOOL**

In a mailout document to CPSB members, the superintendent informed the board that in a recent meeting between appropriate parties, it was agreed upon that C E Byrd High School could use the area at Broadmoor Middle Laboratory School for the 1999 baseball season, such as it did for the 1998 season. Also, any further development at Broadmoor by Byrd High School supporters should be halted. This includes the construction of dugouts. The superintendent noted that he has discussed with Keith Norwood, director of school plant, the extension of a fence on both sides of the backstop to provide protection for the players. Further, the concrete blocks that are stored at Broadmoor should be moved to another location. Mr. Powell moved, seconded by Mr. Burton, approval of the superintendent's recommendation on the baseball field for C E Byrd High School. Mr. Powell expressed appreciation to the staff for their efforts in resolving this issue. Mrs. Pugh asked if this agreement is for only one year, and the superintendent answered in the affirmative. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Adams and Dr. Hitchcock.

### **APPROVAL OF HOLD HARMLESS AGREEMENT WITH ST. MARKS BAPTIST CHURCH**

Mr. Burton moved, seconded by Mr. Powell, approval of the Hold Harmless Agreement as included in the mailout and recommended by staff. Mrs. Pugh asked if the property will be restored after the ditch dredging and drainage portion of the project is complete, and the superintendent answered in the affirmative. Vote on the motion carried unanimously. A copy of the agreement is filed in the official papers of the board.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion that carried unanimously, and the meeting adjourned at approximately 5:30 p.m.

---

James E Foster, EdD, Secretary

---

Michael J Thibodeaux, President

**December 16, 1998**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, December 16, 1998, with President Michael J Thibodeaux presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Willie D Burton, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Johnny Vance, Jr and Sybil B Walker. Mildred B Pugh arrived at approximately 3:40 p.m. Mark Milam was absent. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mrs. Walker gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE NOVEMBER 18, 1998 and DECEMBER 2, 1998 CPSB MEETINGS**

Mrs. Boykin moved, seconded by Mr. Burton, approval of the minutes of the November 18, 1998 and December 2, 1998 CPSB meetings. Vote on the motion carried unanimously. (Note: Mrs. Pugh had not made her arrival to the meeting when the vote was taken.)

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and staff for revisions to the proposed agenda and consent agenda. He announced that "*Adoption of Policy GCBD / GDBD Family and Medical Leave Act* " will be postponed until the January 1999 regular school board meeting. The superintendent announced that there are no personnel recommendations for consideration at today's meeting.

### **SPECIAL PRESENTATIONS**

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent made the following special recognitions.

**Acts of Heroism.** Swift action on the part of several individuals apprehended an intruder recently on the campus of Hollywood Middle School. Individuals involved in this heroic act received certificates of recognition and they were: Curtis Hooks, principal; William Freeman, assistant principal; Terry Oliver, security coordinator at Hollywood; Ivory Whitaker, school custodian; Larry Davis, security coordinator at the Caddo Career and Technology Center; and, Sandra Heun, secretary at the Caddo Career and Technology Center. The president and superintendent thanked these individuals for their efforts to provide a safe and secure environment. The superintendent acknowledged Dottie Bell, teacher at Hollywood Middle School, for organizing a special assembly honoring these individuals earlier today. The special program included presentations from the offices of state and local dignitaries. The president commended Mr. Hooks and Hollywood's faculty and staff for the outstanding decorum of the students during the ceremony.

**1998 Red Ribbon Essay Competition Winners.** *Red Ribbon Week* is designed to create an awareness of community drug problems and focuses on the determination of a community to remain drug free. Students winners were: Viletra Harrison, overall winner from Green Oaks High School; Katy Spring first place (4th and 5th grade category) from University Elementary; Callie Jamar and Jamie Collie, first place - tie (6th, 7th, 8th grade category) from Youree Drive Middle School; and, Miranda Slavoff, first place (9th, 10th category) from Caddo Career and Technology Center. Each winner received monetary gifts for their winning entry and certificates of recognition. Parents, principals, faculty and other central office staff were recognized.

**1998 Red Ribbon Poster Competition Winners.** Poster competition winners recognized were: Hannah Greenwood, overall winner from Youree Drive Middle School; Adjna Moody, first place (ECE/1st category) from Judson Fundamental; Carmen Ortiz, first place (2nd , 3rd category) from Riverside Elementary; first place (4th, 5th category) from Summer Grove Elementary; Hanna Brumley, first place (6th, 7th, 8th category) from Youree Drive Middle School; and, Shanny Grant, first place (9th-12th category) from Green Oaks High School. Students received a monetary award for their winning posters and framed certificates of recognition.

**Departing CPSB Members.** On behalf of the CPSB and staff, the president and superintendent recognized and presented plaques to outgoing CPSB members Sybil B Walker (district one) and Ron Adams (district 11) for their dedicated service to the Caddo Public School System. Mrs. Walker and



Mr. Adams gave farewell addresses and expressed appreciation for having had an opportunity to serve.

## **VISITORS**

Linda Cox, principal at Southern Hills Elementary and representative of the CPSB Elementary Administrators Association, informed the board of elementary principals' interests and desires for adequate staffing at schools.

Charlotte Watson, principal at University Elementary, informed the board of the benefits of staffing elementary schools with an assistant principal.

Leisa Edwards, principal at Judson Fundamental Elementary, thanked the board for allowing schools to implement individual duty-free lunch plans. She asked the board to consider staffing school cafeterias with monitors in the future.

Pam Byrd, principal at South Highlands Elementary Magnet, and Marie Clark, principal at Summerfield Elementary, petitioned the board to: a) approve the appointment of assistant principals at other elementary schools; b) consider staffing elementary schools with other positions, i. e. enrichment, health and physical education, art, and music teachers; and, c) count special education students as a whole in schools' student population.

Jerry Paige, principal at Cherokee Park Elementary, commended the CPSB for its dedication to the students of Caddo Parish. He, too, petitioned the board to staff other elementary schools with assistant principals and additional teachers. He recognized elementary principals who were present in support of the speaking principals.

Becky Mire, parent and member of the Band Booster Club at Southwood High School, asked the board and staff to budget funds for the purchase of band instruments.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), informed the board of the federations' interests relative to: a) the board's commitment to raise salaries; b) increasing students' test scores; c) the need to update the personnel grievance review policy; d) development of a policy on involuntary transfers; and, e) policy for support personnel that allows the employee to return to their assignment when returning off leave.

Shirley Enani, president of Caddo Association of Educators (CAE), thanked the departing school board members for their service to the school system and welcomed incoming school board members. She expressed appreciation for the duty-free lunch schedules and encouraged staff to maintain hope, anticipation and expectation for a brighter future.

## **CONFIRM THE CONSENT AGENDA**

Mr. Burton moved, seconded by Mr. Powell, to confirm the consent agenda. 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 online research system for all libraries; computer software for all schools (annual bid); calculators for classroom calculator program; band uniforms for Green Oaks; vehicle batteries for transportation department (annual bid); water treatment chemicals for maintenance department; truck tires, tubes and heels for transportation department (annual bid); vehicle brake linings for transportation department; television sets for all middle schools; LEC batteries for Turner School; automobile for superintendent; prating of continuous forms for data processing department; large kitchen equipment for several schools; Southwood classroom wing addition, Project 1999-102; Vivian classroom wing addition, Project 106. A copy of the tabulation bid sheets marked "*Exhibit A, 22 pages, December 16, 1998*" is filed in the official papers of the board.

**Approval of Drainage Servitude.** The superintendent was authorized to sign the permanent drainage servitude and the temporary servitude required for construction at Forest Hills Elementary School, as recommended by staff.

**Agenda Item No. 12**

**Approval of Professional Services.** Staff recommended that the Capital Projects Two-Year Plan for 1999-2000 and 2000-2001 be approved as included in the mailout. A list of the projects, design architects and engineers is filed in the official papers of the board. They were recommended based on their qualifications and experience with similar projects.

**Agenda Item No. 13**

**Request for Transportation by Southern University Shreveport-Bossier.** Staff recommended that the request from Southern University Shreveport-Bossier City to rent approximately five school buses for use in an after school tutorial program from January 19 - March 25, 1999 be approved.

**Agenda Item No. 14**

**Request for Association for Community Training,, Inc for Additional Tutorial Site.** Staff recommended that J S Clark Middle School be added to the list of schools receiving the after school tutorial program from Association for Community Training, Inc.

**Agenda Item No. 16**

**Request to Use Fair Park High School Grounds for Prayer Vigil.** Staff recommended that the request for use of Fair Park High School ground for prayer vigil on December 19, 1998 be approved. The vigil will be held from 10 a.m. until 11 a.m.

**Agenda Item No. 17**

**Renewal of Group Medical Insurance and Group Life Insurance Plans.** Staff recommended that the contracts with Trustmark for group life insurance and Blue Cross Blue Shield for group medical insurance be renewed for the year beginning April 1, 1999. An abstract of the renewal projections for the planned year is filed in the official papers of the board.

**Agenda Item No. 18**

**1999-2000 School Calendar.** Staff recommended approval of the 1999-2000 school calendar, as submitted by staff.

**CADDO PARISH PUBLIC SCHOOLS  
1999-2000 School Calendar**

Monday, August 16, 1999	Inservice for new teachers
Tuesday, August 17, 1999	Inservice for new teachers
Wednesday, August 18, 1999	Inservice for new teachers
Thursday, August 19, 1999	First day for <b>all</b> teachers
Friday, August 20, 1999	Non-Teaching Day
Monday, August 23, 1999	<b>First Day For All Students</b>

**NINE WEEKS REPORTING PERIODS**

First	October 22, 1999	44 days
Second	January 13, 2000	44 days
Third	March 17, 2000	43 days
Fourth	June 1, 2000	47 days
		178 days

Last day of first semester - January 14, 2000  
First day of second semester - January 18, 2000

**MIDTERM IS JANUARY 14, 2000**

Non-teaching days: Thursday, August 19, 1999  
\*Friday, August 20, 1999  
\*Friday, January 14, 2000  
Friday, June 2, 2000

ALL SCHOOLS WILL BE CLOSED ON THE FOLLOWING DATES

September 6, 1999	Labor Day
November 22-26, 1999	Thanksgiving
December 20-31, 1999	Christmas
January 17, 2000	Martin Luther King Holiday
February 21, 2000	Presidents' Day
March 27-31, 2000	Spring Break
April 21, 2000	Good Friday
May 29, 2000	Memorial Day

CLOSING SCHEDULE FOR STUDENTS

Tuesday, May 16, 2000	Senior Tests Begin
Wednesday, May 17, 2000	Senior Tests End
Thursday, May 25, 2000	Final Tests Begin
Thursday, June 1, 2000	Students Dismissed

Pupil-Teacher Contact Days	178
Teacher Work Days	182
New Teacher Work Days	185
Teacher Aide Work Days	180

\* Teacher Aides work on these dates

<b>NOTE:</b>	<b>August 23,1999</b>	<b>August 24, 1999</b>	<b>August 25,1999</b>
	<b>Grades K-6, 9</b>	<b>Grades K-8,10-12</b>	<b>All Students</b>

**Agenda Item No. 20**

**Promotional Appointment Contracts for New Counselors.** Staff recommended approval of the issuance of a promotional appointment contract to the individuals listed in the mailout at the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. Individuals listed were: Deborah Brooks (Creswell Elementary) and Rissa Shearer (Mooringsport Elementary).

**Agenda Item No. 23**

**Special Investment Fund - Title 1.** Staff recommended that the Special Investment Fund Budget -Title 1 (\$106,923.61) be approved as submitted and included in the mailout. Monies will provide materials and supplies to all Title 1 schools and expand technology in the Title 1 department.

**Agenda Item No. 24**

**State Child Search Infants/Toddler (99-CS-09-S).** Staff recommended approval of the special revenue budget State-Child Search Infants/Toddlers (99-CS-09-S), as included in the mailout. A copy of the budget is filed in the official papers of the CPSB.

## **Agenda Item No. 25**

**Duty-Free Lunch (Report).** The elementary school directors and a committee of principals have been working to initiate the beginning of a duty-free lunch plan. Any plan will result in the reassignment of current duties for staff members. Progress of this plan is being followed.

## **Agenda Item No. 27**

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Leave Without Pay (Study), January 19, 1999 through October 31, 1999  
Rani Dutta-Choudhury, Teacher, Oak Terrace/J B Harville

Sabbatical for Rest and Recuperation, Spring Semester 1998-99 School Year

Richard Neeson, Coordinating Director, Section 504/ADA

**Requests of the Board.** Toussaint Battley, assistant principal at Booker T Washington High School, requested to rescind his sabbatical leave for the spring semester of the 1998-99 school year.

Hazel Richards, social worker at the special education center, requested to rescind her leave without pay and return to her position February 1, 1999.

**Update on CPSB Construction Projects.** An update on capital construction projects at Pine Grove Elementary, Werner Park Elementary, Youree Drive Middle, Walnut Hill Elementary/Middle, West Shreveport Elementary and Southwood High was included in the mailout.

**Financial Audit on Schools With New Administrative Assignees.** The superintendent informed school board members that reports would be available for review in his office.

### **1999-2000 CAPITAL PROJECTS PLAN**

The superintendent said an update of the plan was included in the mailout. Mr. Powell moved, seconded by Mr. Burton, approval of the 1999-2000 Capital Projects Plan, as recommended by the superintendent. Vote on the motion carried with Mr. Brooks absent for the vote. Board members supporting the motion were Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock.

### **REQUEST BY WILLIS-KNIGHTON EDUCATION CENTER FOR AFTER SCHOOL TUTORIAL PROGRAM**

Mr. Burton moved, seconded by Mr. Powell and Mrs. Pugh, that the request by Willis-Knighton Education Center for after school tutorial program for remainder of the 1998-99 school year be approved as presented. Dr. Hitchcock said he would abstain from voting because he is an employee of Willis-Knighton. Vote on the motion carried with Mr. Brooks absent for the vote; Dr. Hitchcock abstained; and board members Walker, Vance, Pugh, Mims, Burton, Thibodeaux, Powell, Boykin and Adams supported the motion.

### **HIGH SCHOOL STAR PROGRAM**

Mr. Mims expressed concern that the school board is considering contributing monies to start this program because of the monetary value. However, he moved, seconded by Mr. Burton and Mr. Adams, approval of the superintendent's recommendation of approval of \$50,000 for a one-time contribution to assist in starting a high school STAR program. Mr. Mims noted that he supports the program, but was concerned that funds are not available for other needs, particularly at South Highlands and Atkins Elementary. The superintendent said staff was in contact with juvenile officials and the CPSB was asked to make a one-time contribution of \$50,000 to assist in getting the program started. He noted that the Caddo Parish Commission has agreed to contribute \$50,000 to the program; the program will be similar to the one in place at Oak Terrace, which is

very successful; there is a need for the program; and, he recommended that the funds be appropriated. Mr. Powell clarified that the superintendent's request is that he be given authority to spend the money, but he would retain discretion at what point the money would be distributed. The superintendent concurred with Mr. Powell's clarification. Mr. Mims asked when would the board receive a copy of the program's proposal for high schools. The superintendent recognized The Honorable David N Matlock, juvenile court justice, who said they have a detailed program description of the middle school program and the number of changes for high schools; but, the basic core instruments (policies, rules, procedures, personnel issues, etc.) will remain almost identical to the existing plan. A packet will be provided to board members if so desired. Judge Matlock encouraged board members to visit the program at Oak Terrace and discuss it with Principal Margaret Brown. Mrs. Pugh asked if staff's cost is borne by the pool of monies that the CPSB has subscribed, and Judge Matlock answered in the affirmative. Mrs. Pugh suggested that in the court's assessment, it might want to give the school system credit for in-kind contributions because the school board also provides the facility to house the program. Judge Matlock said this is a good point (building, air conditioning, school buses, etc), but the actual morale and manpower support is even greater. Vote on the motion carried unanimously.

## **RENEWAL OF PROMOTIONAL OR ADMINISTRATIVE APPOINTMENT CONTRACTS**

Dr. Hitchcock moved, seconded by Mrs. Walker, that the board accepts the recommendation of the superintendent and renew the promotional/administrative appointment contracts. Mr. Powell moved, seconded by Mr. Brooks, to postpone consideration of this agenda item until the regular meeting in January. Mr. Powell said there is a 120-day provision in the contracts and they actually expire in June 1999. He said the 120-day window actually falls in February, and according to staff's calculation, the regular meeting in January will allow sufficient time for the board to consider this item. Mr. Powell further noted that board members have requested information on incomplete school audits and he believes it is prudent for the board to take the proper time and get full information. Mr. Brooks concurred with Mr. Powell's rationale. Mrs. Pugh asked the superintendent to provide the board with an update on ongoing investigations of schools listed. Vote on the motion to postpone carried with board members Walker, Vance and Hitchcock opposed. Board members supporting the motion were Pugh, Mims, Brooks, Burton, Thibodeaux, Powell, Boykin and Adams.

## **CPSB REPRESENTATION ON CAPITAL PROJECTS COMMITTEE (Dr. Hitchcock)**

Dr. Hitchcock moved, seconded by Mrs. Walker, that effective immediately the CPSB will no longer appoint individual board members to serve on committees whose purpose is to make recommendations to the superintendent or the CPSB. Further moved, that any board member who wishes to attend a committee meeting described above is invited to do so. Mr. Vance asked if the school board has a policy in place relative to this motion. The superintendent said there is no policy, that such action in the past has been a board procedure. Mr. Vance asked what would be accomplished if the motion passes. Dr. Hitchcock said the motion would discontinue the procedure and would invite individual board members to attend any meeting that they feel appropriate; and it does not designate one board member as the board's representative. Mr. Powell said there are many areas where the president has appointed board liaisons which was a practical way to have somebody attending meetings who might have insight as a board member. He said such appointments were made to try to facilitate the fact that the CPSB operates without committees, and it helps move things along. Mrs. Pugh reminded the board that maybe the manner in which the president assigns members to serve on various committees is a little different from previous practices and policies. She noted that Executive Committee members were appointed to serve on some committees, but the board is now in a specific building project that will carry for several years, and this makes a difference in assignments. Mr. Brooks spoke in support of the school board president being able to appoint other school board members to serve on various committees. Mrs. Boykin said the problem is perhaps with inadequate notification of committee meetings to school board members. She said board liaisons should be required to make reports to the board. Mr. Burton asked Dr. Hitchcock to clarify his motion. Dr. Hitchcock said his motion is only for committees that make a recommendation to the board. He further stated that the CPSB has work sessions and all members of the board have an opportunity to ask questions on an equal footing. Mr. Burton said school board members can attend any committee meeting. Dr. Hitchcock further clarified that his motion does not address any particular instance, neither the service of any single individual. He said school board members come from different districts with different priorities and makeup, and it would be difficult for one board member to represent the entire board. Dr. Hitchcock emphasized that

individual board members should have an equal opportunity to represent themselves. Mr. Burton said he would like to provide new board members with an opportunity to vote on this item, because it will affect them also; therefore, he moved, seconded by Mr. Brooks, to postpone this item until the January 1999 school board meeting. Mr. Vance encouraged the board to consider this item today. Mrs. Boykin asked if the motion passes, will it become school board policy; would there be a policy prohibiting board members from serving on committees. The president said the board will be changing its practice; but, since a vote is being taken, it would probably become policy. Mrs. Walker expressed concern about the manner in which the president appoints board members to serve on committees and said board members should be required to provide the entire board with an update on committee meetings. Mrs. Walker also suggested that board members should be rotated off committees, thus, giving others a chance to represent. Discussion ensued on school board members being appointed to serve as liaison to LSBA, NSBA, etc. Dr. Hitchcock called for point of order and said the conversation is not germane to the motion on the floor. Vote on the motion to postpone carried with board members Vance, Walker, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Pugh, Brooks, Burton, Thibodeaux, Powell, Boykin and Adams.

## **SUPERINTENDENT'S REPORT**

The president said board members have received information on the agenda items under the superintendent's report.

**Request Approval of Additional 6-12 Science Supervisor/Specialist.** The superintendent said the rationale for an additional science supervisor/specialist was sent to the board. He recommended approval of the position to help staff with the upcoming accountability program. Mr. Burton moved, seconded by Mr. Adams, that the request of the superintendent to approve an additional 6-12 science supervisor/specialist be approved. Mrs. Boykin asked if the motion is to staff a science supervisor/specialist only, and the superintendent answered in the affirmative. Mrs. Boykin said the board received information on reorganization, and she asked if the superintendent is bringing a chart to the board in January for adoption. The superintendent said Mrs. Boykin's statement is correct, that he plans to make some organizational changes to become effective January 1, 1999. Mrs. Boykin said she was unclear about the process, and asked that she be provided with a draft of the organizational chart prior to the item coming to the board. The superintendent said the chart is being updated and he plans to have it available in January. Mr. Vance expressed concern about strengthening the needs in other instructional areas (math and science). The superintendent said the board instructed him to reduce central office staff; but, staff has come back to him with a recommendation that an additional science supervisor is needed. He said staff would continue to monitor and evaluate other content areas. Mr. Vance encouraged staff to focus on the educational process dealing with children. Mr. Mims voiced concern about the visibility of supervisors in schools and asked the superintendent to look into the needs of social science and math areas. Mrs. Walker expressed concern about previous reductions of instructional supervisors in favor of staffing other positions at central office. She said positions should not be eliminated that enhances learning for children. Mr. Brooks asked the superintendent to look into providing supervisory assistance in the area of music. Vote on the motion carried with Mrs. Pugh not voting. Board members supporting the motion were Walker, Vance, Mims, Brooks, Burton, Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock.

**Recess.** The president called for a ten-minute recess at approximately 5:20 p.m. The board reconvened at approximately 5:39 P.M.

## **EXECUTIVE SESSION(S)**

**Student Appeal Hearing.** Mr. Powell moved, seconded by Mr. Adams, to suspend the rules to move agenda item 30 (Student Appeal Hearing) ahead of agenda item 28 (Unfinished Business). Vote on the motion carried with Mrs. Pugh and Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Mims, Brooks, Burton, Thibodeaux, Powell, Adams and Dr. Hitchcock. Mr. Powell moved, seconded by Mr. Brooks, for the school board to go into executive session for up to 20 minutes for the purpose of considering a student appeal hearing. Vote on the motion carried with Mrs. Pugh, Mrs. Boykin and Dr. Hitchcock absent for the vote. Board members supporting the motion were Walker, Vance, Mims, Brooks, Burton, Thibodeaux, Powell and Adams. The board went into executive session at approximately 5:40 p.m. and reconvened at approximately 6:56 p.m. Mr. Adams moved, seconded by Mr. Powell, that the superintendent's

recommendation be upheld in this particular case (Nathan Beecher, Captain Shreve High School). Vote on the motion carried with Mrs. Walker opposed; board members Mims and Boykin were absent for the vote; and, board members Vance, Pugh, Brooks, Burton, Thibodeaux, Powell, Adams and Dr. Hitchcock supported the motion.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

**High School Transcripts.** Mr. Vance informed the board that one high school is charging people \$5.00 for a copy of their high school transcript, and he asked if this is a standard procedure. Ed Hearn, director of high schools, said graduates are given a copy of their transcript upon graduation. Roosevelt Shelby, director of attendance and census, said a \$2.00 service fee is charged when citizens request a copy of their transcript for verification purposes (retirement, proof of age, etc). Mr. Vance said he would make staff aware of a school that is charging a fee of \$5.00, and he asked staff to investigate this report.

## **ANNOUNCEMENTS ANED REQUESTS**

**Arthur Andersen Study.** Mr. Brooks asked staff to take another look at the Arthur Andersen Study and make changes for the 1999-2000 school year.

**Social Promotion.** Mr. Burton asked staff to provide school board members with an update on the number of students (middle school level) who are on social promotion. Mr. Vance asked staff to provide board members with information on what is being done to provide alternative programs for students on social promotion.

**South Highlands Magnet Library.** Mr. Powell requested the superintendent to determine short-term solutions to address students' inaccessibility to the library at South Highlands. He noted that staff is working with the fire marshal, and asked staff to apprise the board of their conclusion as to what can be done to make the books available to children. The superintendent said arrangements are being made. Mr. Powell asked staff to look at other schools that might potentially have the same problem. He wished everyone a happy holiday and merry Christmas.

**Farewell.** Mr. Adams said it was a warm experience for him to work with the board and staff, and said he holds no animosity with anyone. He wished everyone a happy holiday.

**Duty-Free Lunch.** Dr. Hitchcock asked the superintendent when would the school board receive information on plans of action for teachers' duty-free lunch periods? The superintendent said he received an update from the elementary school directors and recommendations will be reviewed to determine which plan will work. He said the plan is to provide teachers with at least one duty-free day per week. He said information and a report would be presented to the board in January.

**Supervisory Position.** Mr. Vance asked staff if there are statistics relative to students' academic achievement before instructional supervisor positions were reduced. He asked the superintendent if he would bring a plan of action to the board to make sure that the school board is providing the same type of service for all students across the parish. He expressed concern that some subject areas have more than one instructional supervisor.

**In-school Suspension Centers.** Mr. Vance asked staff to visit in-school suspension centers to make sure that students are receiving necessary instructional service; to make sure that students are getting credit for their class work. Mr. Vance wished everyone a happy holiday season and said he looks forward to working with everyone in 1999.

**Reorganization.** Mrs. Boykin said the board had a process to approve the organizational structure and she asked if something different is being proposed. The superintendent said there are no additional positions to the organizational chart other than the one approved tonight. He said some positions are just being moved around, and he will make the chart available to board members.

**Assistant Principals.** Mrs. Pugh asked the superintendent to revisit the board's authorization to him to recommend the staffing of assistant principals at other elementary schools.

**CPSB Minutes.** Mrs. Pugh asked the board's secretary to provide more detailed minutes of future school board meetings.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion that carried, and the meeting adjourned at approximately 7:15 p.m.

---

James E Foster, Ed.D, Secretary

---

Michael J Thibodeaux, President

### January 6, 1999

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:36 p.m. Wednesday, January 6, 1999, with Michael J Thibodeaux, 1998 president of the CPSB, presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Willie D Burton, Phillip R Guin, Miles E Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, and Johnny Vance, Jr. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Vance gave the invocation and led the Pledge of Allegiance.

Mr. Thibodeaux stated that the purpose of the special school board meeting is to swear in school board members and elect officers for 1999. He recognized the Honorable Judge Roy Brun who administered the oath of office to all CPSB members.

#### **ELECTION OF OFFICERS**

Mr. Thibodeaux declared the floor open for nominations for president of the CPSB for 1999. Mr. Vance nominated Willie Burton. Receiving no other nominees, Mr. Thibodeaux declared the nomination closed. Vote on the nomination carried unanimously. Mr. Thibodeaux announced that Mr. Burton is unanimously elected president of the CPSB for 1999.

Mr. Thibodeaux declared the floor open for nominations for first vice president of the CPSB for 1999. Mr. Brooks nominated Mike Powell. Mr. Mims nominated Dr. Hitchcock. Receiving no other nominees, Mr. Thibodeaux declared the nominations closed. Voting for Mr. Powell were CPSB members Guin, Burton, Thibodeaux, Brooks, Powell, Milam, Boykin and Armstrong. Voting for Dr. Hitchcock were Vance, Pugh, Mims and Dr. Hitchcock. Mr. Thibodeaux announced that the vote is eight to four in favor of Mike Powell. He said Mr. Powell is elected first vice president of the CPSB for 1999.

Mr. Thibodeaux declared the floor open for nominations for second vice president of the CPSB for 1999. Mr. Guin nominated Jerry Tim Brooks. Dr. Hitchcock nominated Johnny Vance, Jr. Receiving no other nominees, Mr. Thibodeaux declared the nominations closed. Voting for Mr. Brooks were CPSB members Guin, Burton, Thibodeaux, Brooks, Powell, Milam, Boykin and Armstrong. CPSB members casting votes for Mr. Vance were Vance, Pugh, Mims and Dr. Hitchcock. Mr. Thibodeaux announced that the vote is eight to four in favor of Mr. Brooks. He said Mr. Brooks is elected second vice president of the CPSB for 1999.

Mr. Thibodeaux thanked the board for having had an opportunity to preside over CPSB meetings in 1998, and he presented the gavel to Mr. Burton. Mr. Burton thanked the school board for its vote of confidence. He and other CPSB members recognized and introduced family members and supporters who were assembled.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Vance seconded the motion that carried with Mrs. Pugh not voting. Board members voting to adjourn were Guin, Vance, Mims, Brooks, Burton, Thibodeaux, Powell, Milam, Boykin, Armstrong and Dr. Hitchcock. The meeting adjourned at approximately 3:43 p.m.

---

James E Foster, secretary

---

Willie D Burton, president-elect



**January 6, 1999**

The **Executive Committee** of the Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, January 6, 1999, at approximately 3:44 p.m. with President Willie D Burton presiding and Mike Powell and Jerry Tim Brooks present being a quorum. Other board members present were Ginger Armstrong, Judy D Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE JANUARY 20, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the January 20, 1999 CPSB meeting. The agenda was revised to reflect the following additions: "*Executive Sessions -Update: Audits of North Caddo High School, Northwood High School and Caddo Career and Technology Center*" (Powell/Pugh); "*Legal - Roger Merritt, et al, v CPSB, et al, No. 96-2701 United States District Court, Western Division of Louisiana, Shreveport Division*" (Powell); "*Amendment to the 19992000 Capital Projects Plan*" (Guin); and, "*Employee Grievance Appeal*" (Pugh). "*Authorization Request for Superintendent to Sign a Bell South Utility Servitude at Captain Shreve*" was deleted from the agenda. "*Teacher/Support Personnel Input on Principal Leadership Performance*" (Powell) was postponed until the February 1999 CPSB meeting. Mr. Powell requested that "*Renewal of Promotional or Administrative Appointment Contracts*" be placed on the agenda following the executive sessions. He also requested the superintendent to be prepared to provide board members with an update on the audit investigation at North Caddo High School, and to instruct appropriate personnel to be present in case the board has inquiries and/or concerns. Mr. Powell further requested that "*Update - Consent Decree*" be added to the agenda. The superintendent and legal counsel informed the board that an update will be presented at the February 1999 regular school board meeting. Mr. Powell said he would make the request again in February. The Executive Committee categorized the following items as consent agenda: 11-17, 20, 22-A.

**Renewal of Promotional or Administrative Appointment Contracts.** Mr. Vance alerted school board members of the time frame relative to renewing promotional or administrative appointment contracts. Willie Henderson, assistant superintendent of human resource services, said the board has 120 days for giving notice on contract renewals. Mr. Powell said the 120 days would not expire until February 16, 1999 and it is his intent that the school board will take action in January, but after it has received an update on the audit investigation at North Caddo High School. Dr. Hitchcock asked the superintendent to provide school board members with information, in advance of the meeting, informing them of the nature of the executive session; whether the matter is relative to the audit investigation or to hear a personnel matter. Mrs. Pugh asked the superintendent to also provide school board members with information regarding audits at Northwood High School and the Caddo Career and Technology Center. She said there are some names on the list for renewal of promotional or administrative appointment contracts that have indicated plans for retirement. Mrs. Pugh asked the superintendent if staff could request letters of intent from these employees.

**Duty-Free Lunch.** Mr. Milam asked if staff would be presenting information on plans for duty-free lunch periods for teachers. The superintendent said staff plans to schedule a minimum of one dutyfree lunch period per week for teachers at the elementary level beginning at mid-term (January 19, 1999).

**Organizational Chart.** Mrs. Pugh asked the superintendent to provide her with a copy of the last organizational chart that was approved by the CPSB, and that the board approval date be reflected on the chart.

**Employee Grievance Appeal.** Mrs. Pugh asked that an employee grievance appeal be placed on the January 1999 school board meeting agenda. She said the employee has appeared before the board before but is desirous of reappearing. The superintendent said staff has heard the employee's grievance and has responded. He further noted that the employee had a ten-day time limit to respond to staff's determination; but, that time limit has expired. Dr. Hitchcock said the employee has gone through the grievance process and the superintendent has determined that reappearance is not in order because of the expired time limit. He expressed concern that a single school board member is asking for

a hearing. He suggested that the board member could make a request to add an item to the agenda and the board could decide whether it wants to hear the matter again. Mrs. Pugh said she likes Dr. Hitchcock's sentiments, and requested that an item be placed on the agenda for the board's consideration.

**Consent Agenda.** Mrs. Boykin asked the president to review the consent agenda items. As a matter of procedure, she asked the **Executive Committee** to not include items not requiring board action on the consent agenda. Dr. Hitchcock spoke in support of Mrs. Boykin's request and said motions should be included in the mailout if the board is to take action.

Mr. Powell moved, seconded by Mr. Brooks, approval of the proposed agenda including the consent items. Vote on the motion carried unanimously. The president polled the audience for input on the proposed agenda. No one came forth to address the board.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion that carried unanimously, and the meeting adjourned at approximately 4:12 p.m.

### **January 20, 1999**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, January 20, 1999, with President Willie D Burton presiding and the following board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles Hitchcock, ScD, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Mark Milam arrived at approximately 3:36 p.m. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Vance gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE DECEMBER 16, 1998 AND JANUARY 6, 1999 CPSB MEETINGS**

Mr. Brooks moved, seconded by Mr. Mims, approval of the December 16, 1998 and January 6, 1999 CPSB minutes as included in the mailout. Vote on the motion carried unanimously. (Mr. Milam had not made his arrival to the meeting when the vote was taken.)

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and staff for revisions to the proposed agenda and consent agenda. "*Executive Session - Update - Audits of North Caddo High School, Northwood High School and Caddo Career and Technology Center*" (Powell/Pugh) was deleted from the agenda. School board members said they had received answers to their questions/concerns. "*Amendment to the 1999-2000 Capital Projects Plan* (Guin) was changed to read "*Amendment to the 1998-1999 Capital Projects Plan* (Guin).

### **SPECIAL PRESENTATION**

**4-H Program.** On behalf of the LSU Agricultural Center (Caddo Parish Office), Windzer Andrews greeted school board members and recognized students, staff representatives, and supporting parents from the Caddo Parish 4-H Junior Leadership Program. The student vice president of the program thanked the CPSB for its continued support. He gave a brief description of the program and informed the board of some of the activities and achievements. Special thanks were expressed to the superintendent for allowing the participants to present the *Character Counts Program*. This program is designed to teach children the basic foundations of good character in an effort to make them better people. The 4-H club presented the board with trays of home-baked cookies.

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following recognitions.

**HOSTS Program.** HOSTS Program is a structured academic mentoring program for math and/or language arts and was founded in 1971. It is a nationally validated program that is being used in school systems across the United States. Volunteers are used to provide individual help to mentor children. Caddo Parish has seven HOSTS sites this year and Linda Cox, principal at Southern Hills Elementary School, was recently notified of the school's national recognition status as an exemplary site for the language arts program. Mrs. Cox said she and the school's staff are proud of this recognition. She acknowledged staff, volunteers, and student mentors who served over 1,000 hours and 50 students last year.

### **1998-99 FOOTBALL CITY CHAMPIONS - YOUREE DRIVE MIDDLE SCHOOL**

On November 17, 1998, Youree Drive Middle School defeated Walnut Hill Elementary/Middle School 24-0 to capture the coveted title of city champions. Team members are: **8th Grade-** Danny Bartlett, Ticoryo Battles, Jonathan Boyd, Allen Brown, Donald Brown, Brandon Cole, Chris Debroeck, Mike Debroeck, Gerald Houston, Barry Kimble, Alan Knotts, Derrick Larmar, Thomas Looney, Matt McEachern, Jason Norman, Blake Olive, Adrian Perkins, Chad Plater, Patrick Roberts, Eric Sella, Kevin Sherman, Dan Snyder, Derrick Thomas, Billy Watts, Mark Whitner, and Josh Williams. **7th Grade -** David Bruce, Ronnie Buckingham, Myles Herndon, Akeem Jones, Cameron Lennard, Jared Mayfield, William Moore, James Opie, John Sella, Garratt Smith, Steven Thoma, Randall Washington and Jeremy Wilburn. Jan Holliday is principal; Tom Knox is head coach; and, John Wagon, Byron Steward and Gary Allen are assistant coaches.

**Legion of Valor Award.** LTC Richard W Miller, supervisor of JROTC for CPSB, made introductory remarks and noted that cadets from Caddo Parish were awarded five of seven awards presented in the 12-state area designated as 2<sup>nd</sup> ROTC Region. He introduced Major General Joseph G Gray, U S Army, retired, and graduate of C E Byrd High School who was invited to make the presentations. Cadets receiving awards were: Cadet Colonel Tomiceana L Goodnight (C E Byrd High School), Cadet Colonel Shalya Dawn Persley (Fair Park High School), Cadet Colonel Jody L Harlow (Huntington High School), Cadet Colonel La Quisha S Bell (Northwood High School) and Cadet Colonel Michael D Ross (Southwood High School). The president and superintendent assisted in presenting the cadets with certificates and desk pen sets. Parents, principals, and JROTC staffers were recognized. LTC Miller announced that Cadet Colonel Jody L Harlow was recently notified of his appointment to U S Military Academy at West Point.

**CPSB Nurses.** The superintendent noted that January 27, 1999 is *School Nurse Day*. He recognized Bridget Causey, head nurse for Caddo Public Schools, and other school nurses who were in the audience.

**1998 CPSB President.** The president and superintendent presented a plaque to Michael J Thibodeaux, outgoing CPSB president, for his leadership in 1998. Mr. Thibodeaux thanked the board for its cooperation during his tenure as president.

### **VISITORS**

Sybil B Walker, former CPSB member and reporter for *The Inquisitor*, expressed pleasure with the school board's posture relative to the North Caddo High School financial audit. She encouraged school board members to be friendly, receptive to the public, and to remain open minded.

Shirley Enani, president of Caddo Association of Educators (CAE), spoke on behalf of the association and urged the board to: continue expanding duty-free lunch periods for teachers; reactivate the Employee Benefits Committee; provide salary increases of no less than \$1500 to teachers; and, approve the *Read Across America* proclamation that CAE plans to present to the CPSB at its February meeting.

Jackie Lansdale, president of the Caddo Federation of Teachers and Support Personnel (CFT/SP), asked the school board to respond to the following: a) CPSB plans for salary adjustments and distribution of additional MFP funds; b) plans for expansion of the duty-free lunch program for teachers; and, c) to commission a study for developing an involuntary transfer policy.

### **CONFIRM THE CONSENT AGENDA**

Mr. Powell moved, seconded by Mr. Thibodeaux, approval of the consent agenda as proposed. Vote on the motion carried unanimously. The following items were categorized as consent agenda:

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

**Personnel Recommendations.** The superintendent made the following recommendations: a) Sarah (Sally) Cox be appointed principal at Arthur Circle Elementary School, and the terms of contract are January 21, 1999 - June 15, 2001; b) June Moore be appointed assistant principal of instruction at Caddo Magnet High School, and the terms of contract are January 21, 1999 - June 15, 2001. 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. 11**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for word processing keyboards for all middle schools; truck tires for transportation department; and, Walnut Hill classroom addition, Project 1999-103. A copy of the tabulation bid sheets marked "*Exhibit A, eight pages, January 20, 1999*" is filed in the official papers of the board.

**Approval of Utility Servitudes.** Staff recommended that the superintendent be authorized to sign the 25' x 20' Bell South Telecommunications utility servitude on Newton Smith Elementary School property required by the widening of David Raines Road at Martin Luther King Drive.

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

**Office of Family Support Contract Renewal.** Staff recommended approval of the Office of Family Support contract renewal, as submitted. The contractual agreement provides educational services to local Aid to Families With Dependent Children (AFDC) recipients. The contract for July 1, 1999 - June 30, 2002 is in the amount of \$664,406.

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

**Sex Education Parental Review Committee Members.** Staff recommended approval of the Sex Education Parental Review Committee nominees, as submitted by even-numbered district CPSB members. The term of office for these individuals is two years with service ending in December 2000. Individuals nominated are: Cynthia Dawson (district two), Gail McElhatten (district four), Rubenstein Smallwood (district six), Wanda DeLong (district eight), Susan Timon (district ten) and Prentiss A Smith (district 12).

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

**Data Processing Reserve Account - Y2K Contingency.** Staff was authorized to proceed with the purchase of a document management/applicant tracking system for the Caddo Public School System. Total project cost is not to exceed \$150,000 and those funds will be drawn from the Data Processing Equipment Reserve account.

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

**Data Processing Reserve Account - Document Management/Imaging System.** Staff recommended that during the period January 21, 1999 to June 30, 2000, the superintendent be authorized to approve expenditures *consistent with current public bid and contract law* from the Data Processing Reserve account to bring identified hardware and software into year 2000 (Y2K) compliance. Total expenditures for the period may not exceed \$100,000.

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

**Proclamation - School Nurse Pay.** Staff recommended approval of the *School Nurse Day* proclamation for January 27, 1999.

## PROCLAMATION

**WHEREAS**, it is important that we recognize the efforts of school nurses and their association with the students of our schools; and

**WHEREAS**, we acknowledge the care of and contributions being made to the overall development of our children by school nurses; and

**WHEREAS**, we express our gratitude and appreciation for the expertise of school nurses in our school environment and in acknowledgement of their vital role as professionals; and

**WHEREAS**, January 27, 1999 has been designated by the National Education Association as a day of honor for our school nurses;

**NOW, THEREFORE**, we, members of the Caddo Parish School Board, do hereby proclaim January 27, 1999

### SCHOOL NURSE DAY

In the Parish of Caddo and encourage all our citizens to recognize and thank school nurses for their care and concern for the students of Caddo Parish.

/s/

\_\_\_\_\_  
Willie D Burton, CPSB President

/s/

\_\_\_\_\_  
James E Foster, Ed.D. Superintendent

#### Agenda Item No. 17

**Adoption of Policy GCBD/GDBD (Family and Medical Leave Act).** Staff recommended that Policy GCBD/GDBD (Family and Medical Leave Act) be adopted as included in the mailout. The policy is required by federal law and its major purpose is to state the provisions under which certain school board employees are entitled to receive limited leave without pay.

#### Agenda Item No. 18

**Procedures for Implementation of Non-Retribution Policy (Powell).** Staff recommended approval of the administrative guidelines for implementation of Policy GBCB (Staff Conduct -Reporting of Illegal or Unethical Activities).

#### Agenda Item No. 22-A

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Rest and Recuperation, Remainder of Spring Semester of the 1998-99 School Year

Brenda Alexander, Teacher, Werner Park Elementary  
Lucy Conger, Teacher, Caddo Magnet High  
Dorothy Blackston, Teacher, Mooretown ECE  
Debra Politz, Teacher, Sunset Acres Elementary

Sabbatical Leave for Rest and Recuperation, February 1, 1999 - June 4, 1999

Lawrence Goodman, Teacher, Linear Middle School

Leave Without Pay (Study), December 7, 1998 through the Remainder of the 1998-99 School Year

Kimberly Britton, Teacher Aide, Midway Middle School

Sabbatical Leave for Rest and Recuperation, Spring Semester of 1998-99 School Year and Fall Semester of 1999-2000 School Year.

Forrest Davis, Teacher, Adult Education  
Linda Walters, Teacher, Caddo Heights Elementary

Leave Without Pay (Personal), January 29 - June 4, 1999

Mary Rood, Teacher, Cherokee Park Elementary

Leave Without Pay (Personal), January 11 - February 12, 1999

Kelly Rice, Teacher, Vivian Elementary/Middle School

**Requests of the Board:** Darryl Evans, band director at Ridgewood Middle School, requested to rescind his sabbatical leave for the spring semester of the 1998-99 school year and return to active service.

Guthree Nash, teacher aid at Walnut Hill Elementary/Middle School, requested to rescind her leave without pay and return to active service.

Janice Glyenn, teacher aide at Linwood Middle School, requested to extend her leave without pay to February 15, 1999.

Darryl Gates, teacher at Youree Drive Middle School, requested to rescind his leave without pay for the spring semester of the 1998-99 school year and return to active service.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced the newly-appointed administrators as identified in consent agenda item number ten. Family members were also recognized.

## **CPSB REPRESENTATION ON CAPITAL PROJECTS COMMITTEE (Dr. Hitchcock)**

Dr. Hitchcock moved, seconded by Mr. Vance, that effective immediately the CPSB will no longer appoint individual board members to serve on committees whose purpose is to make recommendations to the superintendent or the CPSB. Further resolved, that any board member who wishes to attend a committee meeting described above is invited to do so. Vote on the motion failed with board members Vance, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Thibodeaux, Powell, Burton, Brooks, Milam, Boykin and Armstrong.

## **AMENDMENT TO THE 1998-1999 CAPITAL PROJECTS PLAN (Guin)**

Mr. Guin moved, seconded by Mr. Brooks, to approve an amendment to the 1998-1999 Capital Projects Plan as included in the mailout.

Sybil B Walker, former school board member, said the pole has been a concern of the citizens in Vivian for a long time; and, when she served on the CPSB, she requested that the pole be included in the Capital Projects Plan for the year 2000. Mrs. Walker said there are more important things to be done at North Caddo than removing the pole, *i.e.* air-conditioning the auditorium, placement of a fire hydrant on the campus, etc. She asked the board to consider the priorities of the school.

Mr. Guin said he would let his mailout request stand. In the mailout document, Mr. Guin asked the board to amend the 1998-1999 Capital Projects Plan to include the relocation of the center light pole on the football field (home side) at North Caddo Stadium. This project was funded through Proposition 4 in 1997 and the current cost estimate is \$57,015, which includes construction services of \$54,300 and a five percent contingency of \$2,715. Mr. Brooks spoke in support of Mr. Guin's motion. Dr. Hitchcock said he regrets that he cannot support the motion and his position is a matter of priority. Referencing a memo from the superintendent dated December 2, 1998 that outlines capital projects, he said moving this item ahead would put the project ahead of 19 other school projects, *i.e.* wiring and upgrading for technology, compliance issue - fire hydrant at North Caddo,

11 air-conditioning projects in cafeterias, etc. He urged the board not to ignore these needs and to stick with the original plan. Mrs. Pugh asked if the motion will include both sides of the stadium should it pass. The superintendent said the recommendation is for the home side only, and this is the intent of the motion. Mr. Guin concurred with the superintendent's statement. Mr. Powell asked the superintendent if it is his recommendation to approve the motion on the floor, and the superintendent said this is correct - for the home side only. Mr. Vance questioned the cost factor for removing the pole, and asked about the field's view from the visitors' side. Mr. Mims suggested that the board should take another look at the cost for removing the pole(s) (\$57,015 for one side; \$84,000 for both sides) and to reconsider this motion at the board's February meeting. Mrs. Pugh concurred with the economic view that was raised by Mr. Mims and questioned why the recommendation is just for removal of the pole on one side. Mr. Powell asked the superintendent if delaying action on this item for one month is going to alter his recommendation, and the superintendent answered no. He said the issue at North Caddo has always been "*the pole*" and this is an opportunity to get rid of the pole. He further noted that staff received estimates for both sides, but the recommendation is to remove only the pole on the home side. The president asked if the principal had provided input in this decision. The superintendent said he did not call the principal, but the issue has been a concern of North Caddo's staff and the community for some time. Mrs. Pugh expressed concern about the manhours that would be involved in removing the pole and said staff should think long term in operating the school system. She questioned why staff would not complete the task in that area rather than going back in later years to finish the project. Mrs. Pugh said she would like for the superintendent to review this matter again. Vote on the motion to postpone failed with board members Vance, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Thibodeaux, Burton, Brooks, Milam, Boykin, Armstrong and Powell. Mr. Vance moved, seconded by Mr. Brooks, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the original motion carried with board members Vance and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Pugh, Mims, Thibodeaux, Powell, Burton, Brooks, Milam, Boykin and Armstrong.

#### **EMPLOYEE GRIEVANCE APPEAL (Pugh/Burton)**

Jackie Lansdale, president of CFT/SP, petitioned the board to hear the grievance of an employee and not penalize her because of a procedural technicality by the federation, and to restore due process.

Mrs. Pugh moved, seconded by Mr. Mims, that the CPSB hear the grievance of an employee as identified in a separate communication to CPSB members, and that this hearing be scheduled for February 3, 1999 following the Executive Committee meeting. Mrs. Pugh said information was included in the mailout about the case; further, she believes the CPSB owes the 504 employee an opportunity to come before the board. Mr. Powell asked if this grievance has been considered by the CPSB before, and the superintendent said it is not the same grievance, but the same individual who has appeared before the board with other grievances. He further noted that he is not recommending the hearing because the appeal was not timely filed. Mr. Thibodeaux said this is not the exact same grievance, but it came out of the grievance that was initially heard. He said the superintendent made some moves at that time on behalf of the employee, and this matter has gone before the EEOC and they dismissed the concern. Mr. Thibodeaux asked the board to uphold the superintendent's recommendation. Mrs. Boykin clarified that the motion is not to uphold or deny an appeal, but it is a motion by a member of the board to hear an appeal at a later date. She asked the superintendent what is the penalty if the school system is unable to respond in a specified time frame for appealing. The superintendent cited board policy relative to the timeline for appealing. The employee missed the deadline, and for that reason he informed the individual that he would not recommend that the board should hear the appeal. Mrs. Boykin expressed concern about some of the information in the mailout, and said every employee has the right to come before the board if they feel that they have been treated unfairly. Furthermore, the board has an obligation to listen. Vote on the motion carried with board members Thibodeaux, Milam and Powell opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Burton, Brooks, Boykin, Armstrong and Dr. Hitchcock.

#### **SUPERINTENDENT'S REPORT**

**Personnel Transaction Report.** A report of certified/classified personnel actions covering the month of December 1998 was included in the mailout to school board members.

**Update on CPSB Construction.** A report on ongoing Capital Construction projects at several Caddo public schools was included in the mailout.

**Revised Table of Organization.** Dr. Hitchcock moved, seconded by Mr. Powell, to approve the revised Table of Organization as included in the mailout. The superintendent said the revised chart was included in the mailout and a couple of departments are being moved from one division to another. There has been no addition of staff and all positions were approved by the CPSB. Mr. Vance asked if there are any vacancies on the chart. The superintendent said the board approved an additional supervisor of science, which will be brought to the board for consideration in February. He said this is the only position on the chart that has not been filled. Vote on the motion carried unanimously.

## **UNFINISHED BUSINESS**

**Bus Safety.** Mr. Powell asked the superintendent to provide school board members with an annual report on Caddo's bus safety program. He asked staff to respond to what is being done to address discipline on school buses. Further, to give thought to addressing the safety of students at bus stops -people approaching students at bus stops. The superintendent said an eight-point plan was presented to the board and it has been expanded and improvements have been made. He said staff is concerned about people approaching students at bus stops and if there is a problem at a particular bus stop then the Shreveport Police or Caddo Parish Sheriff Department is willing to respond.

**Drug-Testing of Employees.** Mrs. Boykin asked if Caddo has a policy for drug testing of employees; and, if so, then is Caddo's policy in compliance with recent legislative mandates? She further asked if Caddo has suspended its policy that is in place? The president ruled that this matter should be addressed under *New Business*.

**Duty-Free Lunch.** Dr. Hitchcock asked the superintendent to provide the board with an update on where Caddo stands with its duty-free lunch program. He asked what plans have been made for the future. The superintendent said staff made it possible for teachers to have one duty-free day a week beginning at mid-term. Staff is working to expand the program for next year, but it is difficult to extend the program without proper planning and additional help. The superintendent said he does not propose to designate funds to hire monitors for lunchrooms, but principals are hopeful and will make every attempt to extend the duty-free lunch period to more than one day per week. He said a report could probably be provided to the CPSB in May after principals have had an opportunity to work on their schedules for the next school year. Dr. Hitchcock asked the superintendent to schedule a presentation to the board in May, June or July.

**Discipline Concern.** Dr. Hitchcock referenced a survey that was recently conducted by school directors regarding discipline problems associated with special education students, and said he has received some informal feedback on this request. He asked the superintendent to ask legal counsel to look at some of the cases and determine if it is improved; if these students must remain in a neighborhood school.

**MFP Funds.** Dr. Hitchcock said a motion was passed by the CPSB that after staff found out the adjustments with MFP funds at mid year that the superintendent would come back to the board with a recommendation as to whether the board should consider another round of salary increases for teachers and support staff. He asked the superintendent to review the motion and provide him with his recommendation.

## **NEW BUSINESS**

**Ad Valorem Taxes.** Referencing ad valorem taxes received from the gaming corporations, Mrs. Pugh asked the superintendent if the board will be required to give some direction as to the placement of those funds and whether or not staff will bring a program for the use of the funds to the board. She suggested that consideration should be given to utilizing funds for constructing activity centers at elementary schools; providing airconditioning for all school auditoriums and addressing other critical areas. She further asked when would the distribution of Caddo Education Excellence Funds (CEEF) be issued to principals. The superintendent said CEEF funds were distributed last spring - April or May, and a committee will determine how the funds are to be distributed this year. The plans are again to distribute money in the spring. He further noted that the amount to be distributed to schools is about the same as last year, as the school system cannot spend any of the principle. Considering MFP funds, Mrs. Pugh asked staff to look at low-performing schools and inform the board of the amount of funds that have gone to these schools to enhance or strengthen student achievement.



**Vocational Program.** Mr. Brooks asked the superintendent to apprise him of Ben Johnson's, a Natchitoches, Louisiana businessman, interest in Caddo public schools. The president said this request should be placed under *Announcements and Requests*.

**Drug Testing Program.** Mrs. Boykin said her question is where is Caddo at this time with its drug policy. She asked if staff is reviewing its policy; and, if there is a concern, has Caddo suspended that portion of the policy. The superintendent said staff would review its policy to see if it is in compliance. Legal counsel said the ruling is out of the 5th Circuit Court of Appeals and Caddo's staff has made the necessary revisions. He said Caddo is currently in compliance.

**Newton Smith Elementary.** Mr. Vance said he has a safety concern about cracking walls in the cafeteria at Northside Elementary School. He asked staff to investigate this issue and provide him with feedback.

**Pine Grove Elementary.** Mr. Vance asked staff to investigate the concern about standing water around the handicap ramp at Pine Grove Elementary School. He asked staff what is being done to correct this problem.

**Social Promotion.** Mr. Vance said he would talk to the superintendent about social promotion printouts. He noted that Caddo is in its second year, and he questioned the school system's progress in this regard. The superintendent said this is a great concern and staff is working on this issue every week.

**Baseball Field for C E Byrd High School.** Mr. Powell asked the superintendent to provide him with a report in March about the status of staff's efforts to find a baseball field for C E Byrd High School. He asked that information on cost be included in the report.

**Duty-Free Lunch.** Mr. Milam asked staff to provide school board members with a printout on schools with duty-free lunch programs; how is the scheduling being accomplished.

**Recess.** The president called for a 15-minute recess at approximately 5:10 p.m. The board reconvened at approximately 5:29 p.m.

## **RENEWAL OF PROMOTIONAL OR ADMINISTRATIVE APPOINTMENT CONTRACTS**

Mrs. Pugh moved, seconded by Dr. Hitchcock, approval of staff's recommendation that the board approve the renewal of the Promotional or Administrative Appointment Contracts to those individuals listed in the mailout at the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which each is appointed. Mrs. Pugh said she reviewed the information provided by the superintendent, and asked if any of the administrators had indicated their plans to retire. She spoke in support of the superintendent's recommendation. Mr. Thibodeaux said his concern is that the mass number of people on the list deserves to have their contracts renewed, but there are a few who, in his opinion, a lot more scrutiny and accountability should be put their way. He said he has an ongoing concern about holding administrators (principals) accountable, and Caddo's method of evaluating these people is very weak. He said he hopes the superintendent will come back this year with a stronger plan, and that the CPSB insist that the level of accountability be higher than what it is right now. Vote on the motion carried unanimously.

## **EXECUTIVE SESSIONS**

**Student Appeal Hearing.** Roosevelt Shelby, director of attendance and census, informed the board that staff has one student hearing for executive session. The parent for the second hearing wishes to have an open hearing. Mr. Powell moved, seconded by Mr. Vance, that the CPSB go into executive session for the purpose of hearing a student appeal for up to 20 minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 5:32 p.m. and reconvened at approximately 6:18 p.m. Mr. Mims moved, seconded by Mr. Powell, to support the recommendation that the superintendent made, that Darrius Lance Jenkins, student at Linwood Middle School, would remain at Oak Terrace for the remainder of the year, and the CPSB will review the case in May. Vote on the motion carried unanimously.

**Student Appeal.** Mr. Shelby introduced the hearing for Jordan A Smith, student at Captain Shreve High School, who was suspended from the Caddo Career Center for possession of a weapon. As a result of a hearing on December 14, 1998, Jordan was expelled for the remainder of the 1998-99 school year. Bill Ducote, attendance supervisor and other school staff were present to review the case. Jordan attends Captain Shreve in the afternoon and the Caddo Career and Technology Center in the morning. The weapon was discovered in the back seat of Jordan's car. As explained by Jordan and his father, Wayne Smith, Jordan took the weapon on a hunting trip the day before and due to rain, he left the gun in the car. At school the next day, Jordan left the car lights on and the security guard went to correct this matter and discovered the weapon on the car seat. The weapon was uncovered and unloaded. Bennie Harrison, assistant principal at the Caddo Career and Technology Center, said Jordan left the car lights on and the security guard was looking in the car to identify its owner. Staff confiscated the weapon, called the police, and because Jordan had a hunting license, the police did not arrest him. Jordan was suspended for 12 months pending a hearing. Mr. Brooks noted that often hunters forget to remove their weapons from vehicles. He asked staff if Jordan was a problem student, and Mr. Harrison said Jordan has not given staff any problems at school; that he conducts himself properly. Jordan recapped what occurred noting that he had gone hunting and when he got home it was pouring rain and he left the weapon in the car to keep it from getting wet. He said he woke up the next morning and just drove to school. Mr. Brooks asked the board to let this young man remain in school; that it does not appear that he was going to do anything harmful at school. Dr. Hitchcock asked Mr. Harrison if there was any indication that the student was going to take the weapon out of the vehicle and use it for anything. Mr. Harrison answered no. Dr. Hitchcock asked if there was any indication that Jordan had talked to other students about having the weapon or having brought it to school for some purpose other than what was stated, and again Mr. Harrison answered no. Dr. Hitchcock moved, seconded by Mrs. Armstrong, that the CPSB return this student to Captain Shreve High School and the Caddo Career and Technology Center. Dr. Hitchcock said he takes a dim view of weapons on campus; but, this might be a case of a student that had a weapon in a vehicle, didn't think about it being there, had no intention to cause any harm, it was an unloaded hunting weapon and this is a good student to put back in school. Mrs. Armstrong questioned Jordan about his plans to graduate with his class, and Jordan said he plans to graduate on time. He said he is presently in home school, and he is doing better in home school. Mr. Smith said Jordan is not working up to his potential, but he is doing better in home school. Mrs. Armstrong asked Jordan if he was aware of the seriousness of this matter and if he plans to improve his work habits, and Jordan answered in the affirmative. Mrs. Armstrong informed Jordan that she would be checking up on his progress in school. The superintendent said he would support the motion with the stipulation that there be a strict letter of probation written and that in any event the letter is not adhered to that the student would immediately return to the alternative school. Mr. Powell moved, seconded by Mr. Brooks, to amend the original motion to include the stipulation as expressed by the superintendent. Mrs. Pugh questioned Jordan about the reference in the mailout about his enrolling in school in Baton Rouge. Jordan and his father said Jordan was never enrolled in school in Baton Rouge. Mr. Smith said he travels because of his job and if Jordan goes with him then he wants him to be able to enroll in a public school system. Mr. Milam noted that Mr. Smith said Jordan was doing better in home school and asked what is his preference for Jordan at this time. Mr. Smith said he wants Jordan to be able to enroll in any public school in Louisiana. He further noted that Jordan would like to play baseball, and he cannot do this unless he is enrolled in school. Mr. Milam questioned Jordan about his absences in some classes. Mr. Smith said Jordan had undergone dental surgery, which accounts for some of the absences and the dental office failed to send a statement to the school. Staff asked the board for direction relative to addressing Jordan's absences since he was in home school, should the motion pass. The president said staff could address this concern administratively. Vote on the amendment carried unanimously. Vote on the motion, as amended, carried unanimously.

**Legal - Roger Merritt, et al. v CPSB. et al, No. 96-2701 United States District court, Western Division of LA, Shreveport Division.** Mr. Powell moved, seconded by Mr. Brooks, for an executive session to hear litigation for about 30 minutes. Vote on the motion carried unanimously and the board went into executive session at approximately 6:40 p.m. The board reconvened at approximately 7:29 p.m.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Thibodeaux seconded the motion which carried, and the meeting adjourned at approximately 7:29 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President

**February 3, 1999**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, February 3, 1999, at 3:30 p.m. with President Willie D Burton presiding and Mike Powell and Jerry Tim Brooks present being a quorum. Other school board members present were Ginger Armstrong, Judy D Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Milam gave the invocation and led the Pledge of Allegiance.

#### **INSTRUCTIONAL PRESENTATIONS: UPDATE ON 4 x 4 PROGRAMS**

**Southwood High School.** Kathryn Gallant, principal at Southwood High School, made introductory comments and distributed program booklets to school board members and staff. She said the program has been successful and has received strong approval from staff, students and parents. Mrs. Gallant gave an overview of the program highlighting students' schedules, elective offerings, grade comparison percentages and survey results from teachers, students and parents. Steve Brown, English instructor at Southwood, shared his thoughts on how the program has affected him. He emphasized how the program allows more time with students; more time to stay on topic; students' homework grades improve; and cited advantages of having longer planning periods. Nina Moch, 11th grade student, gave a student's perspective of the program. Positively, she noted that students are able to concentrate on core subjects; students can keep their grade point averages high; they can take more elective courses; and, the program fosters a better relationship between students and teachers. Negatively, Nina believes that students are memorizing more material as opposed to actually learning. She suggested that administration should encourage staff to split classes, thus, allowing for short breaks for students to stand and stretch. Nina also asked staff to amend the lunch shifts. Mrs. Gallant said the advantages of the program far outweigh the disadvantages. Further, staff continues to strive for improvement by focusing on early graduation concerns, class sizes and scheduling.

**North Caddo High School.** Billie Wilcox, principal at North Caddo High School, provided the board with an update on North Caddo's 4x4 program. A booklet outlining elective courses, testing results, teachers' dedication and commitment, innovative teaching techniques, availability of textbooks and a course description guide was shared with school board members. Jeremy Jackson, 11th grade student, told the board how the program has affected him. He said the program is the best that a student could be exposed to and he loves being able to take more courses. Jeremy said he does not feel pressured neither stressed with the rapid work pace. Further, teachers and students can work more on a one-to-one basis and the program gives students an opportunity to take more college preparatory courses. Angela Brock, senior at North Caddo, said she really likes the program. She, too, noted that the program gives students an opportunity to take more courses; the accelerated pace offsets the time increase in class; students have more time to participate in lab, cooperative and group activities; the program has decreased the homework load, thus allowing more time for participation in extracurricular and community activities. Lesyle Gilchrist, a first-year teacher, expressed appreciation for being able to spend more time in class. She said she knows her students better; she can plan and implement innovative learning styles; and, class transition time is diminished. Ms. Gilchrist said she is also able to tutor students during her lunch period. Mrs. Wilcox recognized Robert Silvie, assistant principal of instruction at North Caddo, and thanked him for developing the 4x4 booklet and for formatting the computer program for scheduling.

Mr. Brooks inquired about the number of lesson plans teachers are required to make. Mrs. Wilcox said the number of lesson plans is reduced significantly because of the 4x4 program. Dr. Hitchcock asked about math offerings, other than Algebra 11, at North Caddo. Mrs. Wilcox said before the 4x4 program was implemented, advanced math was the most advanced math course; but now trigonometry and calculus are being offered. She further noted that approximately 15 students are enrolled in calculus, no additional staffing was required as a result of adding the courses, and students are not experiencing any difficulty in keeping up with the pace. The superintendent thanked staff for the presentations.

#### **SPECIAL PRESENTATION: DENTAL SCREENING PROGRAM PROPOSAL**

The superintendent introduced Richard Chunn, DDS, dental director at the David Raines Community Health Center. Willie C White, III, chief executive officer for David Raines Community Health

Center, accompanied Dr. Chunn; and, he gave background information about the center, its mission, and services provided. Mr. White said the program would have a positive effect on the oral health of students in elementary/middle schools. A folder of information relative to a school-based dental sealant program was distributed to school board members and staff. Dr. Chunn, via a slide presentation, apprised the board of a proposal regarding dental screening that the CPSB might consider. Dr. Chunn provided statistics relative to: oral disease of children; percentages of persons served by community water systems with access to fluoridated drinking water; dental visits by students; untreated dental decay and benefits of dental sealants. He noted that this project would provide dental screenings with prioritized recommendations for treatment; the assessment would involve three schools (Hosston Elementary, Vivian Eliminator/Middle and Oil City); parents would be informed of the examination results with recommendations for treatment; and, sealants would be applied as appropriate with parental consent. He also apprised the board of an implementation schedule and of resources requirement for schools and the David Raines Community Health Center. Mr. Powell asked Dr. Chunn if he would recommend sealants for children and how long would he be in the schools. Dr. Chunn said he would recommend sealants and initially would be in the schools one to two days a week. Mr. Powell asked if independent dentists in the Vivian area are supportive of the program. Dr. Chunn said he had not attempted to contact private dentists and he is not in competition with them. Mrs. Boykin asked if the program will be available to all students and Dr. Chunn's response was yes. Mrs. Boykin also asked if the services could be provided in other areas. Dr. Chunn said it could, however, there is a concern about transportation and access. Mrs. Boykin expressed concern for the amount of time the program would take from the instructional program. The superintendent said he met with Dr. Chunn previously and wanted to afford the board with the same opportunity to hear about the proposal. He said staff would like to review the proposal and then bring a plan to the board before anything is decided.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE FEBRUARY 17, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the February 17, 1999 CPSB meeting. The agenda was revised to reflect the following additions: "*Elementary Assistant Principals* " (Powell) and "*Duty-Free Lunch* " (Powell). "*Teacher/Support Personnel Input on Principal Leadership Performance*" (Powell) was postponed until the March 1999 CPSB regular meeting. Mr. Powell requested that this item be changed to read "*Teacher/Support Personnel Input on Administrative Programs.* " The Executive Committee categorized items 9-26, 30, and 32-A as consent agenda.

#### **CADDO PARISH WORK SESSION (PRESENTATION OF THE PROPOSED AGENDA AND CONSENT AGENDA)**

**Comprehensive School Reform Applications (CSR), Revisions to Student Discipline Policy (JG) and Revisions to Attendance Guidelines for Student Policy (JE).** Mrs. Boykin asked for more information on these items. The superintendent said the board has to approve the comprehensive school reform applications for Title 1 schools. Ollie Tyler, deputy superintendent, said this is a federally funded program and along with the applications, staff will include the responsibilities of the local boards. The board will be apprised of information on the schools making application so that board members can see what the program is designed to do. Further, it is designed to improve academic achievement. The superintendent said revision to Policy JG is an update to current policy that addresses suspensions and how it relates to makeup work if the student is assigned to an alternative school. Cecil McCune, director of student services, said there is a statement in the discipline and attendance policy that says *days suspended shall be considered unexcused*. He said based upon staff's study, they felt that the wording *unless a student attends an approved alternative education program* should be added. He also noted other editorial changes that should be made. Mr. Brooks asked staff to devise one discipline policy that would serve the entire Caddo school system, and that it be enforced in a consistent manner.

**Duty-Free Lunch.** Mrs. Boykin asked if the board would hear an update on duty-free lunch at the school board meeting. The superintendent said the board requested staff to get information from all elementary schools relative to their duty-free lunch programs. Staff is surveying the schools and as soon as information is received, he will pass it along to the board. Mr. Powell asked staff to look at the financial possibility for schools that do not have the ability for teachers to have duty-free lunch; specifically, provide information relative to adding one teacher aide at schools with large student populations.

**Revision of Teacher Salary Schedule.** Mr. Powell asked the superintendent if he would be making a proposal based on the MFP numbers. The superintendent said the recommendation would be based on projected remaining 1998-99 funds plus projections from the state on MFP. Mr. Powell also asked staff to look at funds for assistant principals at the elementary level and to provide the board with information on how much additional MFP dollars were attributable to what taxpayers did with the bond issue.

**Salary Schedules for Coaches.** Mr. Powell said he requested information on this item last year, and asked if the superintendent plans to have a recommendation for the February school board meeting. The superintendent said staff is reviewing the figures but it may take a little longer to pull the information together. He further noted that any change in coaches' salaries would become effective July 1, 1999, and this is an effort to cure inequities and to increase salaries across the board. Mrs. Pugh noted that Ron Adams' (former CPSB member) name is listed opposite this item on the agenda, and asked if Mr. Powell's name would be substituted. The superintendent noted that the reference to Mr. Adams came out of school board meeting minutes, but the change would be made.

**Revision of Teacher Salary Schedule.** Mrs. Pugh asked if consideration would be given to support personnel. The superintendent said staff plans to bring a recommendation for teachers only and plans to bring another plan regarding support staff to be effective July 1, 1999. Mrs. Pugh asked staff to take a holistic look and include all employees in the recommendation. The superintendent said there is a rationale for staff's recommendation and it will be put in writing for the board to consider. The superintendent said initially staff was encouraged by the State Department of Education to increase the teachers' salary schedule, and the state has since recomputed the figure. The state has indicated that the CPSB needs to increase the salary amount for teachers for this school year; but has not given any direction for support staff for the 1998-99 school year. Mr. Milam noted that the CPSB awarded teachers more than what the state originally suggested and expressed concern that the State Department is now giving another directive to increase teachers' salaries even further. He asked what is the state's contribution to the directive to increase teachers' salaries. The superintendent said based on the state's schedule, Caddo should increase teachers' salaries by a certain amount, and staff plans to recommend a proposal to accomplish the directive. Mr. Mims echoed Mrs. Pugh's request and asked the superintendent to take a hard look at helping support personnel. Mr. Brooks asked if nine-month employees are eligible to draw unemployment during the summer months, and the superintendent said he does not recall them being able to do so. He said he would investigate this concern. Mrs. Pugh said *Approval of Resolution for Continued Employment* is on the agenda for the February school board meeting, and board approval of this item would prohibit nine-month employees from drawing unemployment.

Mr. Powell moved, seconded by Mr. Brooks approval of the proposed agenda including the designation of the consent agenda. Vote on the motion carried unanimously.

The president polled the audience for input on the proposed agenda, but no one came forward to address the board.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion that carried, and the meeting adjourned at approximately 5:16 p.m.

### **February 3, 1999**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:18 p.m. Wednesday, February 3, 1999, with president Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles E Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

Mr. Burton stated that the purpose of the special school board meeting is to hear an employee's grievances. Theresa Logan, teacher aide at Linwood Middle School, requested an open hearing. The superintendent said the CPSB agreed to hear the grievance at its January 1999 school board meeting, and he suggested that the board proceed with the grievance.

## EMPLOYEE'S GRIEVANCE

Ted Casten, attorney representing Mrs. Logan, provided CPSB members with packets on two grievances (including exhibits), and expressed concern that they never received a copy of the packet that staff submitted to CPSB members and its legal counsel relative to the grievances. He said Mrs. Logan's letter of June 4, 1998 is the basis for the first grievance and she is seeking reinstatement to the position of teacher aide at Summer Grove Elementary School. Mr. Casten noted the documents that were not included in the packet he received on behalf of Mrs. Logan. He capsulized activities leading up to the involuntary transfer of Mrs. Logan from Summer Grove Elementary to Linwood Middle School and highlighted previous satisfactory job performance evaluations and accommodations provided as a result of the American Disabilities Act. Mr. Casten said Mrs. Logan was satisfied with the accommodations provided her at Summer Grove Elementary; however, without consultation, central administrative staff involuntarily transferred Mrs. Logan to further accommodate her disability and to separate her from a principal who was insensitive to her disability. Attorney Casten proceeded to give a chronological account of events relative to staff's efforts to contact Mrs. Logan to apprise her of the transfer, posting date of the vacancy at Linwood, and lack of handicap accommodations at the receiving school. The president asked Mr. Casten what is Mrs. Logan seeking in this grievance. Mr. Casten said Mrs. Logan is asking that she be offered the opportunity to return to Summer Grove because the best interest of the school board was not a consideration. Dr. Hitchcock asked if the CPSB would be addressing the grievances separately, and the president ruled that it would. Mrs. Armstrong asked Mrs. Logan if she was aware of the involuntary transfer of other CPSB employees. Dr. Hitchcock moved, seconded by Mr. Powell, that the board upholds the recommendation of the superintendent with regard to the first grievance. Dr. Hitchcock said the CPSB has some obligation under the law to make reasonable accommodations; but, he believes that all schools are not the same and a middle school with larger staffing would be in a better position to make accommodations than a smaller elementary school. Mr. Powell concurred with Dr. Hitchcock's comments. He said he talked with the principal at Linwood and was told that Mrs. Logan is in a satisfactory duty situation. Mr. Powell emphasized that his primary concern is to provide quality education for children, and he is hopeful that the transfer was made for the benefit of the school system. Mr. Casten said the new principal at Linwood was never approached and did not know about any accommodations. Mrs. Boykin asked if the CPSB has an involuntary transfer policy for employees. The superintendent said the school board has a policy that staff can transfer employees. Mrs. Boykin asked if there were any specific guidelines in the policy. The superintendent said requests from employees are received annually; staff sends out a standard transfer request policy to teachers; and, involuntary transfers are made based on what is in the best interest of the school system without doing any detrimental harm to the employee. Mrs. Boykin expressed concern about documentation procedures for transferring employees. Mr. Brooks asked David Barr, director of classified employees, to recap the activities leading to the transfer of Mrs. Logan, and Mr. Barr complied. Mr. Brooks asked to hear from Mrs. Logan. Mrs. Logan noted that she was initially denied 504; later she was granted all that she wanted at Summer Grove; no one was informed of her needs at Linwood; and, she is assigned to a transportable building at Linwood, etc. Mr. Brooks encouraged the board to return Mrs. Logan to Summer Grove. Mrs. Pugh asked Willie Henderson, assistant superintendent of human resources, about a letter relative to Mrs. Logan's interaction with the principal at Summer Grove regarding her evaluation. She said it appears that a problem was generated back in June when Mrs. Logan asked for a copy of her evaluation. Mr. Powell called for point of order and said Mrs. Pugh is entering into the second grievance. Mrs. Pugh said there is a relationship between the two grievances, and she is concerned as to why staff did not follow through on informing the receiving principal and making sure that proper accommodations were provided at the receiving school. Mr. Mims asked the superintendent if provisions could be made at Linwood to accommodate the employee's needs, and the superintendent said staff could review it to make sure that the accommodations are appropriate. He noted that there is an elevator in the building and there are ramps. Mrs. Pugh expressed concern that this grievance comes from Mrs. Logan to the board, and the superintendent did not make a recommendation. She said it appears that the request is coming from the attorney and she disagrees with the request because she does not think that an employee should be in a school where the principal has manipulated the staff. Mrs. Pugh said she couldn't vote for, neither against the motion. Vote on the motion carried with board members Vance and Brooks opposed; Mrs. Pugh did not cast a vote; Alvin Mims abstained; and, board members Guin, Thibodeaux, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock supported the motion.

**Recess.** The president called for a ten-minute recess at approximately 5:50 p.m. The board reconvened at approximately 6:04 p.m.

Mr. Casten said the issue in the second grievance is that Mrs. Logan requested copies of documentation used in preparation of her job performance evaluation. He noted that a unique procedure was used in the evaluation process whereby the principal sought written documentation from all teachers who had contact with Mrs. Logan. He said the principal informed Mrs. Logan that the documents were no longer in her possession. Mr. Casten informed the board of what the law [Education R.S. 17:3884. A (2)] requires relative to employee's rights to receive proof by documentation of items contained in an assessment. He said the evaluations need to be removed from Mrs. Logan's file; the reason and basis for the evaluations are improper; and, favorable documents in her file were lost or conveniently destroyed. Mr. Casten said if the employee cannot cross-examine or look at the documents, then all *unsatisfactory* or *needs improvement* evaluations should be removed from the file. Mr. Burton asked legal counsel if the board is within the law to ask a principal to remove an evaluation from an employee's file. Legal counsel said staff could not remove the evaluation, but could remove any inaccurate documentation that is attached to the evaluation. Mr. Powell asked if a principal conducts an evaluation, could the board determine that an *unsatisfactory* or *improvement needed* is a mistake, and then instruct the principal to remove the rating. Legal counsel said he does not suggest this and clarified that any documents found to be inaccurate relative to an observation could be removed. Mr. Casten said they were only asking for removal of items that have not been documented to suggest *unsatisfactory* or *improvement needed*. Mr. Henderson informed the board of administrative procedures for testing the accuracy of information found in an evaluation. He said staff then makes a judgement as to whether there is sufficient evidence to remove the inaccurate information. He further noted that if staff does not determine that the information is inaccurate, then the employee has the right to write a rebuttal to be affixed to the evaluation observation. Mr. Henderson said nothing has been changed in Mrs. Logan's file. Mrs. Boykin asked for clarification of the papers provided to board members and asked if it is proper to solicit information from other members of the staff when conducting an evaluation. Mr. Henderson said policy provides that an employee could be evaluated at any time, and teachers who work with individuals on a daily basis sometime provide input. Mrs. Boykin asked if all documents requested by Mrs. Logan have been made available to her. Mr. Casten said they were advised that the documents were lost and there are no documents other than those already in board members' possession. Debate continued on: a) evaluation information that was provided in the packet; b) administrative procedures for documenting and conducting evaluation observations; and, c) the existence and availability of various exhibits /letters that were requested by Mrs. Logan. Mr. Thibodeaux moved, seconded by Mr. Brooks, that the superintendent provide the necessary documentation to support the *unsatisfactory* and *improvement needed* areas of the January 1998 and May 1998 classified personnel evaluation; and if that documentation is not available or does not exist, then all *unsatisfactory* and *improvement needed* be removed. This is to be accomplished within ten working days of this date. Mr. Thibodeaux expressed concern that some attachments were obviously missing from the packets. He asked the superintendent to provide Mrs. Logan with copies of the attachments that she requested which documents why the *unsatisfactory* and *improvement needed* evaluations were made. Mr. Brooks encouraged Dona Amidon, principal at Summer Grove Elementary, and staff to document and conduct performance evaluations in a consistent and proper manner. Mr. Powell called board members' attention to an original document with attachments, and asked staff if the document was ever shared with the employee. Mr. Henderson said it was his understanding that the principal had provided the document to the employee at the time that they conferenced with her in January. Mrs. Amidon acknowledged the documentation introduced by Mr. Powell, and she expressed concern that she was not consulted to respond to Mrs. Logan's charges and/or requests. She further noted that Mrs. Logan was given two exit interviews. Mr. Thibodeaux moved, seconded by Mrs. Pugh, to call for the question. Vote on the motion to close debate carried unanimously. Vote on the original motion carried unanimously. Mrs. Boykin commented that this issue goes back to earlier discussions concerning the CPSB's transfer policy. She said the school board does not have anything in its transfer policy that deals with involuntary transfers; there isn't any reference to length of service for classified employees; and, it is her belief that it could be interpreted that the board is circumventing its newer policy that deals with non-retribution. Mrs. Boykin emphasized the importance of documenting activities.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Vance seconded the motion that carried, and the meeting adjourned at approximately 6:50 p.m.

**February 17, 1999**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, February 17, 1999, with President Willie D Burton presiding and the following board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE JANUARY 20, 1999 AND FEBRUARY 3, 1999 CPSB MEETINGS**

Mr. Powell moved, seconded by Mr. Thibodeaux, approval of the minutes of the January 20, 1999 and February 3, 1999 school board minutes. Vote on the motion carried unanimously.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and staff for revisions to the proposed agenda and consent agenda. Mr. Powell asked that "*Salary Schedules for Coaches*" be pulled from the agenda. He said he had spoken to the superintendent about this item and the superintendent said consideration would be given to this item during the General Fund Budget planning session for the 1999-2000 school year. The following items were postponed until the March 1999 CPSB meeting: "*Approval of School Starting Times for 1999-2000*" (Foster); "*Duty-Free Lunch*" (Powell); and, "*Executive Session - Consent Decree Update*" (Powell).

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following recognitions.

**Booker T Washington High School Choir.** Members of the Booker T Washington High School Choir, under the direction of Arnese Brass, were recognized for their recent participation in the 1998 Walt Disney World Candlelight processional and mass choir celebration in Orlando, Florida (December 1998). Friday, January 29, 1999, was proclaimed by the city as Booker T Washington High School Choir Day in Shreveport, Louisiana. Dr. Horace Maxile, principal, parents, alumni and other visitors were recognized.

**National ESPN ESPY Award Winner.** Laura Lilley, student at C E Byrd High School, is one of five National Scholastic Sports essay competition winners. This activity is sponsored by ESPN and locally by Time Warner Cable. Laura's essay was written on Cal Rippen, Jr., professional athlete. She received an all expense paid trip to New York City, New York to attend a pre-show dinner with the winners and the ESPY awards show at Radio City Music Hall. She will also be featured on a special segment of *Scholastic Sports America*, a weekly television program devoted to the achievements of high school students. Principal R Lynne Fitzgerald, relatives, Evelyn Valore (Time Warner representative), alumni and other visitors were recognized.

### **VISITORS**

Ida Hall, parent, expressed concern about initiation activities for new band students at Huntington High School. She presented pictures of her bruised son as a result of hazing and strongly encouraged the board to address and discourage school violence.

Kathy Grimsley, parent of a Walnut Hill Elementary/Middle School student, spoke against the proposed time changes for schools.

Eboni Williams, tenth grader at Southwood High School, informed the board of the need for band instruments at the school.



Bryan Williford, Southwood High School student, said new band instruments are needed at Southwood. He showed pictures of damaged instruments and encouraged the board to allocate funding for purchases.

Becky Mire, band booster club parent at Southwood High School, emphasized the need for new band instruments at the school. She asked the board and staff to designate funds for the band program.

Mark Poole, band instructor at Southwood, echoed the sentiments of the students regarding the need for band instruments. He noted that the band has grown and instruments are damaged and rusted because of age. Mr. Poole asked the board to allocate funds in its budget for purchase of band instruments.

Andrea Brown, band student at Southwood, asked the school board to make an investment in the lives of students and allocate funds for new instruments.

Ann Fowler, chairperson of Elementary Schools Citizens for Quality Education Committee, shared responses with CPSB members and staff of a needs survey of Caddo's principals and teachers for Louisiana's new education accountability plan. Mrs. Fowler said schools have real needs and parents, the community and everyone should be involved in meeting the needs of the schools.

Shirley Enani, president of Caddo Association of Educators (CAE), expressed the association's appreciation of the board's endorsement of the *Read Across America* proclamation and invited school board members to participate in scheduled reading activities on March 2, 1999. She further expressed CAE's support of salary increases for teachers and said permanent raises should be incorporated into support personnel salary schedules.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), encouraged the board to: attract and retain certified teachers; review Caddo's hiring procedures; address the teacher/pupil ratio; count special education students as a whole; include enrichment teachers counselors, coordinators, etc. in the staffing formula; improve discipline in schools; and, seek input from employees when considering matters that affect them.

Dawn Anderson, president of A+PEL, expressed concern that the government plans to require school employees to pay into the Social Security program as well as the Louisiana Retirement System. She asked the school board to place on its March 1999 agenda the adoption of a resolution objecting to this order.

## **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by Mr. Powell, approval of the consent agenda as amended. 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 aluminum bleachers for Captain Shreve practice field; athletic lockers for girls' programs at Fair Park, Green Oaks, North Caddo, Northwood, Woodlawn and J S Clark; and, wiring for technology at various schools. A copy of the tabulation bid sheets marked *Exhibit A, seven pages, February 17, 1999* " is filed in the official papers of the board.

**Authorization to Bid.** Staff recommended that authorization to bid asbestos abatement be approved for materials listed by the AHERA three-year re-inspection as requiring removal as soon as practical. This bid is to be funded by the revised FY 1999-2000 Capital Projects Budget.

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

**Revision of the 1998-99 General Fund Budget.** Staff recommended approval of the revised budget, as included in the mailout. The revision includes increased tax revenues, increased state MFP funding, and other receipt adjustments. Expenditure adjustments reflect all CPSB approved changes to date and funds for an increase of \$300 to the Teacher Salary Schedule and a \$.24 per hour

increase for support employees on the Professional/Non-Administrative and Administrative Salary Schedules.

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

**Revision to the 1998-99 Capital Projects Fund Budget.** Staff recommended approval of the revised 1998-99 Capital Projects Fund Budget. The revision reflects additional tax revenues and a transfer in from the Child Nutrition Program fund. Expenditure adjustments include board action to date.

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

**Revision of 1998-99 Capital Construction Fund Budget.** Staff recommended approval of the revised 1998-99 Capital Construction Fund Budget. The revision reflects an adjustment for administrative expenses associated with the bond issue.

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

**Revision of Policy, DID - Inventories.** Staff recommended approval of the revised policy. The policy will reflect that inventories will be maintained by the superintendent and principals; and, the definition of fixed assets is added to the policy in order to establish a basis for inclusion of items in the Fixed Asset Inventory System.

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

**Novell School License Agreement for Primary and Secondary Education.** Staff recommended that the Caddo Parish School System is authorized to enter into the Novell School License Agreement for Primary and Secondary Education offered by Novell, Inc. This agreement would allow Caddo public schools to purchase Novell Netware and related Novell software products on a per student basis in lieu of the customary user count at significantly reduced prices.

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

**8(g) ECE Block Grant (January - June 1999).** Staff recommended approval of the 8(g) ECE Block Grant as outlined in the mailout. Total funding \$33,916 has enabled Caddo to employ one full time teacher and one full time aide to serve 20 children.

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

**Comprehensive School Reform Applications (CSR).** Staff recommended approval of the Comprehensive School Reform Applications as included in the mailout. The program is funded through the Federal Appropriations Act (FY98). Its goal is to encourage schools that need to improve student achievement, especially Title 1 schools, to adopt sound comprehensive school reform models.

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

**Approval of Test Security Policy.** Staff recommended approval of the test security policy as included in the mailout. A copy of the document is filed in the official papers of the board.

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

**Revision of Title IV Budget (Safe and Drug-Free Schools).** Staff recommended approval of the revised budget as included in the mailout. A copy of the document is filed in the official papers of the board.

#### **Agenda Item No. 24**

**Authority for Superintendent to Sign Teacher Contracts for the 1999-2000 School Year.** Staff recommended that the superintendent be authorized to sign teacher contracts for the next school year. The superintendent is acting on behalf of the board and in compliance with the requirements of R.S. 17:413 and policy GCB in requesting approval to sign all contracts.

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

**Approval of Resolution for Continued Employment.** Staff recommended that the CPSB approve the resolution for continued employment as included in the mailout. The resolution directs the superintendent to write letters of reasonable assurance of continued employment and to relieve the school board of unemployment compensation expenses during the summer.

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

**Learning Center for the 21st Century Planning Grant Proposal.** Staff recommended approval of the proposal as included in the mailout. Hamilton Terrace Learning Center and Oak Terrace Alternative School are submitting a grant proposal for funding to assist in addressing the educational needs of middle and high school students who may need assistance as the result of no social promotion and being unsuccessful in the upcoming accountability program.

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

**Revision of Teacher Salary Schedule.** Staff recommended that the teacher salary schedule be increased by \$300 and that current employees receive retroactive adjustments to the beginning of their 1998-99 work year.

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

**Approval of Proclamation -Read Across America.** Staff recommended the adoption of the *Read Across America* proclamation as included in the mailout. *Read Across America* will be observed on Tuesday, March 2, 1999, in honor of Dr. Seuss's 95th birthday and the schools, community, parents and concerned citizens are encouraged to become involved in reading to children.

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

**Elementary Assistant Principals.** Staff recommended approval of additional positions of elementary assistant principals at Sunset Acres Elementary School, Shreve Island Elementary School, Summer Grove Elementary School and Southern Hills Elementary School. These schools have enrollments of six hundred or more students as of October 1, 1998.

### **Agenda Item No.34-A**

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Study, 1999-2000 School Year

Caren Shoemaker, Coordinator, Caddo Career and Technology Center

Sabbatical Leave for Rest and Recuperation, Remainder of Spring Semester 1998-99 School Year

Daisy Wheeler, Teacher, Ridgewood Middle School

Leave without Pay (Personal), February 18 - March 15, 1999

Rodney Mosby, Mechanic, Transportation Department

### **Agenda Item 34-D**

**Revision of Support Personnel Salary Schedule.** Staff recommended that the Professional/Non-administrative and Administrative Salary Schedule be increased by \$300 annually and that current employees receive retroactive adjustments to the beginning of their 1998-99 work year.

### **Agenda Item 34-E**

**Settlement of Workers' Compensation Claim.** Staff recommended approval of the settlement of the Workers' Compensation Claim as well as the lawsuit on Ms. Wanda Feeheley for a lump sum payment of \$36,000.

### **Agenda Item 34-F**

**Caddo Education Excellence Fund Distribution.** Staff recommended the acceptance of the recommendation of the Caddo Educational Excellence Fund Committee for distribution of funds to schools. Investments were received for instructional enhancements in Caddo schools from Harrah's of Shreveport and Casino Magic. The total interest earned is \$158,946.26 and will be disbursed among the district's 74 schools using the following three-tiered approach: a) student population up to 600 (40 schools) will receive \$1,877; b) student population 601 - 1200 (28 schools) will receive \$2,377; and, student population 1201 up (6 schools) will receive \$2,877.

### **PERSONNEL RECOMMENDATIONS**

The president said the personnel recommendations would be considered separately. Mr. Thibodeaux moved, seconded by Dr. Hitchcock, approval of the superintendent's recommendation for supervisor of science. The superintendent recommended that Jack Freeman, Jr. be appointed supervisor of science and the terms of contract are February 18, 1999 - June 15, 2001. Mr. Freeman will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mrs. Pugh said she has difficulty in voting for the recommended person because she believes the board is being unfair to the other supervisory subject areas. Mrs. Pugh noted that some subject areas are divided for the males; but, the female supervisors are heavily loaded. Vote on the motion carried with board members Vance, Pugh, Mims and Brooks opposed. Board members supporting the motion were Guin, Thibodeaux, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock. The superintendent recognized and introduced Mr. Freeman to the board and audience.

Mr. Vance asked the superintendent to explain the promotional procedure for the purchasing agent position. The superintendent capsulized the process from announcing the vacancy to making a recommendation to the CPSB. He said the recommendation that he brings to the CPSB is, in his opinion, the best-qualified person for the job. Mr. Vance said he understands the role of the Interview II Committee, but he is concerned about an employee with 20 plus years of experience and suggested that the CPSB needs to go into closed session for further discussion. Dr. Hitchcock moved, seconded by Mr. Thibodeaux, that the board accept the superintendent's recommendation. Mr. Powell called for point of order and said the board needs to suspend the rules if the board is going into executive session. The president ruled that a motion is on the floor and the board has to follow through. Mr. Mims said he expressed his concerns to the superintendent but he, too, encouraged the board to go into executive session. Legal counsel advised that the board needs to comply with the law and a two-thirds vote is required in this instance. The president said the board could delay consideration of this item or could vote to go into executive session. Mr. Mims moved, seconded by Mr. Brooks, that the CPSB carry this item into the executive session part of today's meeting. Dr. Hitchcock called for point of information and said it would seem that there is a modification of the agenda and the board needs to suspend the rules before it moves on the motion on the floor. Mr. Mims moved, seconded by Mr. Powell and Mr. Brooks, to suspend the rules for the purpose of making a motion to go into executive session. Vote on the motion to suspend the rules carried with Mr. Thibodeaux opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock. Mr. Mims moved, seconded by Mr. Brooks, that this item be considered in executive session at the end of other items on the agenda for ten minutes. Vote on the motion carried unanimously.

### **COBRA ADMINISTRATION AGREEMENT**

Mr. Vance asked how many employees are involved and if this is a new or substitute plan. The superintendent said this is a reaction to change in federal law. Randy Watson, insurance manager for the CPSB, said the agreement would not require any additional or new employees. In order to ensure that the CPSB is in compliance with regulations, staff is proposing consolidation of the process. Most of the process will be shifted to the contract company and the \$10,000 is to get Caddo in current compliance. Initial notices have to be sent to all members currently on the insurance plan.

Mrs. Boykin moved, seconded by Mrs. Armstrong, that COBRA Compliance Systems, Inc. be appointed the third party administrator for Caddo's COBRA plan administration. Vote on the motion carried unanimously.

### **RECOMMENDATION FOR ANNUAL INDEPENDENT AUDIT FIRM**

Mr. Vance asked staff for their rationale in recommending another independent audit firm. The superintendent said staff was going with the lowest bid and is recommending a five-year proposal. He said the bids were close between the two firms, but KPMG LLP and Basil Brown, CPA had the lowest bid. The superintendent noted that staff did not have any problems with Allen, Green and Company, LLP; they provided good service; and, this is strictly a business deal. He said the CPSB has done business with KPMG in the past and staff believes this is again the best arrangement for the CPSB. Mrs. Boykin moved, seconded by Mrs. Pugh, to approve the five-year proposal of KPMG LP and Basil Brown, CPA to conduct the annual independent audit for the school system. Vote on the motion carried unanimously.

### **REVISIONS TO ATTENDANCE GUIDELINES FOR STUDENTS POLICY (JE)**

Shirley Enani, CAE president, expressed concern about the wording in the document that addresses guidelines for credit for work and record of absence during suspension (item #3). She suggested that the part in question (. . . *however, students are expected to complete all course assignments during the period of suspension.*) is unrealistic and should not be a part of item three. Board members said Mrs. Enani's concern addresses agenda item 22 that is next on the agenda, and the president called this to Mrs. Enani's attention. Mrs. Enani apologized for being ahead of the agenda. Mrs. Pugh asked Cecil McCune, director of student services, whether or not staff has rectified the information in the documents. She said in one policy to principals it indicates what should be, and in the other document it says *no credit will be given for assignments completed when students are suspended and do not attend an approved alternative program; however, students are expected to complete all course assignments during suspension.* Mrs. Pugh clarified that there is a problem with the policies; one policy says what is expected, and the other policy says what cannot be done. Mrs. Pugh said the policies need to go back to the committee for review. Dr. McCune said the task force that studied the *credit for work completed during suspension when a student is attending an alternative program* felt real strongly that the expectation should be in place for students to complete work that they were missing in class, whether they were in an alternative program or not. He said the concern is that the student would not be behind other students when they return to class. Mrs. Pugh questioned who would evaluate the work done by youngsters while on suspension. Dr. McCune said evaluation of the work was not considered by the committee, with the exception of having the expectation that students will complete the work. Mrs. Pugh encouraged staff to review the document and make it realistic and applicable. Dr. Hitchcock moved, seconded by Mrs. Boykin, that the CPSB adopt Policy JG as submitted to the board from the superintendent. Dr. Hitchcock said he follows Mrs. Pugh's point and suggested that the reference be to the next agenda item (#22). He said Policy JG is a separate item and is not related to the concern being discussed. Mr. Brooks said the document needs to go back to the task force for review. He said the document affects children and their future and the board needs to be sure about what it is adopting. Citing words in Policy JG (third page under *Attendance Policy in High Schools, item 2*), Mrs. Pugh said she has a problem with the policy because staff is putting a burden on the student and in some instances there is no contact. She said the policy will be applied ambiguously in some of the schools and teachers are not going to be eager to accept the responsibility for makeup work. Mrs. Boykin asked if the reference in Policy JG that *students are allowed three days following his return to class to make up work* is consistent with the contents of Policy JE. Dr. McCune said there appears to be some inconsistency and the policy should be clarified and rewritten. The superintendent said staff could review the policies. He said the intent is to be in compliance with the law and to make sure that students who are suspended and do not attend alternative programs cannot come back and expect makeup work. He further stated that the rationale is to make a strong point that it is an expectation that students on suspension should keep up with their classwork. Following more discussion, Mrs. Boykin moved, seconded by Mr. Powell, to postpone agenda items 21 and 22 - *Revisions to Student Discipline Policy (JG)* and *Revisions to Attendance Guidelines for Students Policy (JE)* until the March 1999 CPSB meeting. Vote on the motion carried unanimously. Mr. Powell suggested that the items should be considered together at the March meeting.

## **SALARY SCHEDULE FOR CPSB SWEEPERS (Vance)**

Jackie Lansdale, CFT/SP president, expressed concern about the economic impact on sweepers when their pay schedule was changed. She encouraged the board to review the salary and work schedule for sweepers and substitutes. Mrs. Lansdale further requested the board to make sure that sweepers' job descriptions (duties) are clearly defined; that they have ample time to complete duties assigned within the four-hour work schedule; and/or, that they be compensated if required to work overtime.

Mr. Vance said he understands the adjustments made because of insurance issues, but he expressed concern that custodians are paid biweekly and sweepers are paid monthly. He moved, seconded by Mr. Brooks and Mr. Mims, that the CPSB pay sweepers on a biweekly basis. David Barr, director of classified personnel, informed the board of the approximate number of substitute sweepers. The superintendent said custodians are on a 12-month schedule and staff checked with other parishes and they pay their sweepers on a monthly basis just as Caddo. Mr. Vance acknowledged that staff checked with neighboring parishes, but he asked staff to check with larger parishes that are comparable to Caddo. Mr. Brooks echoed Mr. Vance's sentiments. Dr. Hitchcock referenced a memo from the superintendent of February 11 and said it appears that staff is advocating for paying sweepers on a year-round basis. The superintendent said this is what is currently being done. Dr. Hitchcock asked if it is possible to pay sweepers biweekly on a year-round basis. The superintendent said staff could research the possibility. Dr. Hitchcock asked Mr. Vance if it is acceptable to him to pay biweekly on a year round basis, and Mr. Vance said it would be acceptable. Dr. Hitchcock moved, seconded by Mr. Mims, that this agenda item be deferred and put on the agenda for the March 1999 meeting, and that the superintendent be requested to address the possibility of biweekly pay on a 12-month basis. Mrs. Boykin requested that the superintendent include in his report a comparison; would the proposal increase payroll taxes; consider the impact it would have on other nine-month employees; would they (bus drivers, teacher aides, etc.) have the same option; would it be an additional cost to the school system. Vote on the motion to postpone carried with Mr. Brooks absent for the vote. Board members supporting the motion were Guin, Vance, Pugh, Thibodeaux, Mims, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock.

**Recess.** The president called for a 15-minute recess at approximately 5:05 p.m. The board reconvened at approximately 5:26 p.m.

## **SUPERINTENDENT'S REPORT**

**Personnel Transaction Report and update on CPSB Construction Projects.** The superintendent said updates on these items were included in the mailout to board members.

**Groundbreaking Ceremonies.** The superintendent said the last groundbreaking ceremony was at Southwood High School; the next one will be at Vivian Elementary/Middle School followed by one at Walnut Hill Elementary/Middle School.

**Accountability Forums.** The superintendent said information of three scheduled accountability forums was sent to board members. Forums have been completed at Southwood and North Caddo and another is scheduled at Booker T Washington High School. He thanked staff for spending extra time in preparation and presentation of the forums.

## **UNFINISHED BUSINESS**

**Sweepers.** Mr. Burton asked staff to find another name for the position of sweeper. The superintendent and staff informed the board that a survey was taken of sweepers some time ago and the position's name is what was recommended.

**Social Security Payroll Deductions.** Mrs. Boykin asked staff to provide Dawn Anderson (A+PEL) with a copy of the information on social security that school board members received which was a response from Louisiana's United States legislators (Senator Breaux and Representative McCrery). Mrs. Pugh noted that the CPSB is joining with the Louisiana School Boards Association (LSBA) in drafting a joint resolution addressing social security deductions. She asked staff to provide Ms. Anderson with a copy of the resolution.

## NEW BUSINESS

No new business was introduced.

## ANNOUNCEMENTS AND REQUESTS

**Social Security Numbers.** Mrs. Armstrong asked staff to publicize to schools' staffs that social security numbers are not legally required on student registration forms. The superintendent said staff has sent out this information in the past and would send out more.

**Court Appearances.** Mrs. Armstrong asked staff to investigate the report that employees who are subpoenaed for court cases are docked pay and/or time. Mr. Vance questioned whether employees are docked if they are subpoenaed for school board business.

**Band Instruments.** Mr. Brooks asked staff to look at band needs at all Caddo Parish schools and allocate funds in the General Fund Budget for purchases. Mrs. Armstrong said she spoke to the music supervisor about the list of needs and wants, which was submitted by band directors. She suggested that a more workable plan would be to address band needs and that staff and the board should seek ways to allocate funding to replace instruments on a rotating basis. Mrs. Pugh suggested that staff should take a look at student ownership of instruments.

**Citizens for Quality Education Committee.** Mr. Brooks expressed appreciation for the work being done by this committee. He said some departments are understaffed, and he informed the board that he will be prepared to make a motion that the superintendent be given the necessary central office staffing that he needs in order to take care of school board business during the 1999-2000 school year. He asked the superintendent to apprise him of his staffing needs.

**Huntington High School.** Mr. Brooks expressed concern that the parent from Huntington High School had to be encouraged to bring her concerns to the board relative to band initiations at the school. He also expressed concern that the school's staff reportedly did not follow-up on the parents' concerns.

**March Executive Committee Meeting.** The president announced that he would be out of town on March 3, 1999 attending a LSBA session. He said Mike Powell, first vice president of the CPSB, will be presiding over the Executive Committee meeting in his absence.

**Student Enrollment.** As the board and staff develop the budget for next year, Dr. Hitchcock asked the superintendent to consider counting special education students as one. If this cannot be done, then consider counting the inclusion special education students as one. Dr. Hitchcock said if neither of the first suggestions is workable, then he would like for the superintendent to consider a proposal to up the number over a period of time.

## EXECUTIVE SESSIONS

**Personnel Recommendation.** Mr. Powell moved, seconded by Mr. Thibodeaux, to go into executive session for approximately ten minutes to discuss a personnel recommendation. Vote on the motion carried unanimously and the board went into executive session at approximately 5:53 p.m. The board reconvened at approximately 6:00 p.m. The president said a motion is already on the floor (*see Personnel Recommendations -page five*), and he called for the vote. Vote on the motion to accept the superintendent's recommendation failed with board members Thibodeaux, Milam, Boykin and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Vance, Pugh, Mims, Powell, Burton, Brooks, and Armstrong. The president said the board has indicated that it does not support the superintendent's recommendation and requested clarification of the alternative concerning the purchasing agent position. Board members said the superintendent has to come back to the board with a recommendation. The president asked if the recommendation has to be a different person. Mr. Thibodeaux clarified that the board has said that it does not accept the recommendation at this time; but, the superintendent is obligated to bring a recommendation to the board that he believes is the best person for the position. If it happens to be the same recommendation at the next school board meeting, then the board will consider it at that time.

**Legal - Roger Merritt, et al, v CPSB, et al. No. 96-2701, U S District Court, Western Division of LA. Shreveport Division.** Mrs. Pugh moved, seconded by Mr. Powell, that the CPSB go back into executive session to hear litigation for approximately 15 minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 6:02 p.m. and reconvened at approximately 6:35 p.m. Mr. Powell moved, seconded by Mr. Brooks, approval of the settlement agreement as presented, and authorize the superintendent to negotiate and resolve the one remaining issue, which is the plaintiff s attorney fees and costs. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mrs. Pugh seconded the motion that carried, and the meeting adjourned at approximately 6:36 p.m.

---

James E Foster, Ed.D; Secretary

---

Willie D Burton, President

### **March 3, 1999**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, March 3, 1999, at 3:30 p.m. with First Vice President Michael E Powell, III presiding and Jerry Tim Brooks present. President Willie D Burton was in Alexandria, LA today attending a board meeting of the Louisiana School Boards Association (LSBA). Other school board members present were Ginger Armstrong, Judy D Boykin, Phillip R Gain, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, and Michael J Thibodeaux. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### **ANNOUNCEMENT**

**Nutrition News.** Jackie Solomon, director of child nutrition programs, announced that Caddo Parish students would be participating in a team nutrition event (*Health Walk*) on Saturday, March 6, 1999, at 8:30 a.m. at Mall St. Vincent. The theme for this activity is "*Healthy Eating Helps You Make the Grade.*" Board members and staff were invited to participate in the event. Packets with highlights of child nutrition programs for 1998-99 were distributed, and child nutrition staff was recognized.

### **SPECIAL PRESENTATIONS**

**Community Support for Schools.** Mac Griffith, vice chair of Education and Workforce Development for The Greater Shreveport Chamber of Commerce and president of Schumpert Medical Center Foundation, said this effort between the Chamber and the Caddo Public School System has been underway for the past couple of years. He commended CPSB's staff for working with the Chamber in recognizing that education is the prime economic development tool needed in Shreveport. Dr. Phillip Rozeman, physician and member of the education committee, gave a slide presentation and spoke of the Chamber's interest in improving Caddo public schools. Some highlights noted were: a) the business and education communities have collaborated in an effort to help teachers help children learn; b) seven Caddo public schools have been selected for initial participation in this effort (one high school, two middle schools, and four elementary schools; c) Willis-Knighton, the Chamber, and CPSB have developed a concept for rewarding excellence in schools that succeed as it relates to accountability standards (awarding educational grants, peer recognition via media coverage, incentives, etc); d) the business community proposes to offer financial support in the area of professional development of teachers, etc. Dr. Rozeman said he believes that accountability will work if the fear of accountability is driven out with education and communication. He further noted that the plan would work if measurement is aimed toward improvement. Mr. Milam asked if it would be appropriate to have at least one CPSB member serving on the committee. Mr. Powell said Mr. Thibodeaux served on the committee when he was president of the CPSB. Mr. Thibodeaux informed the board that he gave Mrs. Armstrong's name to the committee.

**Accountability Program.** Kathy Jordan, director of the Region VII Service Center, recognized Claudia Davis (State Department of Education) and local school personnel who were present. She shared packets of information on the testing policy and sample test items with school board members. Via a slide presentation, Ms. Jordan gave an overview of the accountability program and



highlighted the following: a) *Reaching for Results* is a plan that has been in place for several years; b) the state's new testing system will begin this spring (March 1999) in grades four and eight; c) major components of the new testing program are the LEAP for the 21<sup>st</sup> Century Test (CRT) and The Iowa Test (NRT); d) in Louisiana's new state test, a new graduate exit exam will be incorporated starting in 2001; e) the new tests are directly aligned with the content standards; f) by law, these tests must be as difficult as the National Assessment of Education Progress (NAEP) test; g) students will receive one of five achievement ratings (advanced, proficient, basic, approaching basic and unsatisfactory); h) the new testing program is a high stakes tool; i) 10 and 20-year state goals which depict the minimum educational performance level is expected of all schools; j) school performance scores will be calculated for each school based upon that school's performance; k) schools will receive growth labels based upon that school's success in reaching its growth target (exemplary academic growth, recognized academic growth, minimal academic growth, and school in decline); l) the Board of Elementary and Secondary Education (BESE) has recommended that schools will receive monetary rewards when they meet or surpass their growth targets; m) corrective actions will provide schools with more tools and resources to aid in student achievement; n) parents' right to transfer their child to another public school is a part of correction actions; o) the state's role in the accountability process is to provide support; p) students with disabilities will participate in the new testing program, etc. Ms. Jordan and Ms. Davis responded to board members' inquiries and concerns relative to the new testing program. Board members Milam and Thibodeaux expressed immense concern about the tight timeframe for instructing students on subject content matter, administering the test and grading the tests. Mr. Powell requested clarification of Ms. Jordan's reference to transferring students via correction action for school systems under federal order. Ms. Jordan said federal mandates couldn't be overcome. Referencing accountability, Mrs. Pugh expressed concern as to who has taken inventory to know that Caddo has prepared its teachers to teach the new content standards. Ms. Jordan said this is primarily a district concern and the district has an accountability plan. Mrs. Pugh asked who would parents hold accountable, and Ms. Jordan said parents will make decisions based on the accountability at a particular school. The superintendent said some of the information on student mobility is of great concern and he hopes more information is in the packet. Mr. Brooks expressed concern about available funds to start the new testing program. Mrs. Armstrong asked if students receiving failing test grades would be able to take the failing grades to another school. Mrs. Jordan said the student must pass the exam before being promoted and transfers have to take place before a specified date. Mr. Mims expressed concern about testing beginning on a Monday. Mr. Guin expressed concern about student transfers for school systems under federal mandate. He suggested that because of unsatisfactory performance ratings, students would begin fleeing from one school to another. Mrs. Boykin raised questions about the testing plan in Kentucky and about NAEP. Ms. Jordan explained the differences in the plans (input and output measurements). Ms. Davis said NAEP has been around for years and it comes from the U S Department of Education and a governing board sets the parameters for development. Mrs. Boykin expressed concern that board members and teachers' interests and/or concerns are not a consideration for the test developers.

## **INSTRUCTIONAL PRESENTATION**

**Teaming in the Middle School.** Roy Thomas, director of middle schools, introduced Judy Moncrief, principal at Caddo Middle Magnet, who presented a video presentation on middle school teaming. The teaming concept provides smaller learning environments in which teachers integrate certain subjects in a thematic approach. Some advantages of the concept are that: teachers meet the needs of pupils; time is more effectively used; common planning periods are scheduled; communication is improved between teachers and students; morale is more positive; professional materials are shared with team structures; and, student schedule changes for instructional purposes are team decisions. The video was produced and written by Caddo Middle Magnet faculty members and it showcased students, parents, and teachers.

**Recess.** The first vice president called for a seven-minute recess at approximately 5:20 p.m. The committee reconvened at approximately 5:35 p.m.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE MARCH 17, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the March 17, 1999 CPSB meeting. The agenda was revised to reflect the following: 1) "*Revisions to Student Discipline Policy (Attendance Section) (JG)* " and "*Revisions to Attendance Guidelines for Student Policy (JE)* " were combined;

2) "Approval of School Starting Times for 1999-2000" and "Executive Session - Consent Decree Update" were postponed until the April 1999 CPSB meeting. "Middle School Horticulture Beautification Program " (Armstrong) was added to the agenda. As a result of the recent fire at Sunset Acres Elementary School, Mr. Brooks requested that "Copier for Sunset Acres Elementary School" be added to the agenda if this item isn't already being considered by staff with other requests of the school.

**Baseball Field for C E Byrd.** Mr. Powell asked the superintendent if a fence is being built on Broadmoor Middle Laboratory baseball field, which is temporarily being used by C E Byrd. The superintendent said staff would take care of this matter.

**Social Security Numbers.** Mrs. Boykin asked what is staff's response to Mrs. Armstrong's request to send information to schools about the provision of social security numbers on student forms. The superintendent said information has gone out and additional information will follow. He informed the board of a related issue that came to him earlier today and he has notified the school to take care of the matter. Mrs. Boykin asked why are the social security numbers requested, and if students are issued student identification numbers. Clay Slagle, technology manager, said the social security number is a data element and the State Department uses the information particularly if parents are receiving other family assistance. He further noted that the child nutrition department (free and reduced lunches) perhaps uses the numbers. Mrs. Boykin asked the superintendent to investigate this concern and tentatively schedule an agenda item for the April 1999 school board meeting. She said the CPSB might need to develop a policy that deals with this issue.

**Horticulture Beautification Program.** Mrs. Armstrong expressed concern that this program was discontinued in Caddo public schools and asked staff to consider reinitiating this program at the middle school level.

**Retired Educators Proclamation.** Mrs. Pugh asked the superintendent to provide her with his plans, by Monday (March 8, 1999), for publicizing this recognition. She further inquired about Caddo's plans to recognize retired educators.

**Emergency Preparedness Plan.** Mr. Powell expressed interest in exploring ways to reorganize a department to develop an emergency plan. He said Mr. Vance has an interest in this matter also, and he will bring it back to the CPSB in April.

**Consent Agenda.** The Executive Committee categorized items 10-13, 16-17, 19-20 as consent agenda. Mr. Brooks moved, seconded by Mr. Powell, to adopt the agenda with the proposed consent agenda added. Vote on the motion carried unanimously.

The first vice president polled the audience for input on proposed agenda items.

Ed Hearron, director of high schools, informed the board of staff's efforts to improve plans for handling emergencies (hazardous substances) at schools. The superintendent said the school system has a manual and it is updated annually.

**Turner Incident.** Mrs. Pugh asked the superintendent what has been done relative to the situation of a student walking home from school. The superintendent said he is still receiving information from the school, and there is documentation that clarifies school policy and the parent's rights. Mrs. Pugh said she would not like for the policy to be in a manual that is too comprehensive and inhibits talks to parents.

**Cafeteria Workers.** Mr. Brooks informed the CPSB that he received several calls from cafeteria workers (females) about their back pains as a result of their having to lift heavy objects. He asked staff to look into this concern and perhaps assign some duties to the custodial staff.

**School Meals.** Mr. Brooks expressed concern that some students are not allowed to eat in school cafeterias because they have no money. He asked staff to investigate this concern and make sure that all students who want to eat at school are able to do so. The superintendent asked Mr. Brooks to talk with him more about this concern.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell seconded the motion that carried unanimously, and the meeting adjourned at approximately 5:59 p.m.

### March 17, 1999

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, March 17, 1999, with President Willie D Burton presiding and the following board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Miles Hitchcock, SCD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, Michael J Thibodeaux. Johnny Vance, Jr arrived at approximately 3:40 p.m. and Phillip R Guin was absent. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mrs. Pugh called for a moment of silent prayer and led the Pledge of Allegiance.

### CONSIDERATION OF MINUTES OF THE FEBRUARY 17, 1999 CPSB Meeting

Mrs. Boykin moved, seconded by Mrs. Pugh, approval of the minutes of the February 17, 1999 CPSB meeting. Vote on the motion carried unanimously.

### ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA

The president polled school board members and the superintendent for revisions to the proposed agenda and consent agenda. "*Revisions to Student Discipline Policy (Attendance Section) (JG)* and "*Revisions to Attendance Guidelines for Students Policy (JE)* " and "*Middle School Horticulture Beautification Program* " (*Armstrong*) were delayed until the April 1999 CPSB meeting. "*Non-Financial User Agency Agreement -City of Shreveport*" was pulled from the agenda. "*BESE Meeting Schedule* " was added to the agenda under the Superintendent's Report.

### SPECIAL RECOGNITIONS

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following special recognitions:

**Class 5A Girls' Basketball Champions.** Members of the Southwood High School girls' basketball team were recognized as the Class 5A girls' basketball champions. The *Lady Cowboys* won their third straight 5-A basketball championship and fourth title in five years by defeating Ouachita with a score of 45-43. The *Lady Cowboys* are: Tia Moore, Alana Beard (MVP), Sherrell Faultry, Christy Crittenden, Nicosia Jackson, Amy Hodge, Mandy Weaver, Jenna Thomas and Karanda Lewis. Steve McDowell is the head coach; Kyle Tanner is assistant coach; Kendria Smith and Krystle Watson are team managers; and, Kathryn Gallant is school principal. Parents, school staff and other supporters were recognized. A framed certificate of recognition was presented to the team's coach.

**LSBA Artwork Contest Winner.** Mattie Cannon, third grader at South Highlands Academic and Performing Arts Elementary Magnet, was recognized for being the 1999 second place winner in the artwork competition sponsored by the Louisiana School Boards Association (LSBA). The artwork was on exhibit at the Riverfront in Alexandria on March 4-5, 1999. Judy Johnson is Mattie's art teacher and Pam Byrd is school principal. Mattie's parent(s) and other supporters were recognized. Mattie was presented with a framed certificate of recognition for this honor.

**Crisis Response Team Training.** The superintendent said on January 15, 1999 Crisis Response Team training was offered to all schools; more than 30 school professionals participated; and, participants were: **Northwood:** Tree Snow, Kenneth Welch, Deborah Mazen, Debra Elkins, Susan Matthews and Vera Landrum; **Captain Shreve:** Eleanor Shuping, Rissa Shearer, Curley White, Sharon Burford and Judy Dominquez; **C E Byrd:** Paula Leonard, Norma Paris, Rhonda Failey, Katherine Mika, Christie Renn, Gale Gucker and Debra Hill; Southwood: Heidi Evans, Kimberly Brun, Regina Washington, Michael Welch, Cynthia Batten, Clara Hemmings and Brenda Davenport; **Booker T Washington:** Jeannie Jenkins, Roy Murry, Burnadine Anderson, Dwight Collier, Joyce Wagner and Artis Welborn. Crisis Response manuals were shared with board members.

## VISITORS

Gwendolyn F Burton, parent, informed the board of her concern for the lack of a parishwide policy for dismissing students from school. She said her elementary child left Turner Elementary/Middle School without proper supervision and there was grave concern for her safety, as well as for other students. Ms. Burton asked staff to implement safety procedures at all schools and to investigate the lack of response received from the administrative staff at the school. (Note: The superintendent informed the board that the referenced incident has been investigated; written statements have been received from all persons involved; and, the data will be made available to board members and the parent.)

Louise C Burton expressed concern about the aforementioned incident at Turner Elementary/Middle School that involved her great-granddaughter. She acknowledged receipt of correspondence from CPSB members Dr. Hitchcock and Mr. Powell and said she was disturbed about the lack of sensitivity and response shown by the school's administrative staff. Ms. Burton said there are other issues of concern about this matter, and everyone should be made aware of school procedures for dismissing students from school.

Prentiss Smith, parent, also shared his concerns about school safety at Turner and about the lack of response from the school's administrator. He suggested that the lack of diversification in administrative staffing at Turner and Huntington High School should be reviewed.

Ann Pearson, parent, asked for the CPSB's assistance in getting her stepdaughter enrolled at Huntington High School. (Note: Roosevelt Shelby, director of attendance and census, was asked to assist Ms. Pearson.)

Shirley Enani, president of Caddo Association of Educators (CAE), saluted retired educators; expressed CAE's delight in Fair Park High School seeking external grants to aid instructional programs at the school; encouraged partnerships between the schools, parents, and community-at-large; and, requested that a copy of the personnel transaction report be shared with everyone receiving mailout packets.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFTSP), said public education should be a top priority with the LA Legislature in 1999-2000. The federation expects the Legislature to improve public schools by raising instructional standards, reducing classroom sizes, insuring a safe school environment and providing necessary resources to enhance the quality of public education. Further, to raise salaries to the southeastern average, fund public schools first, and educate the voters on funding needs. Ms. Lansdale said the federation opposes initiatives and referendums relative to tenure changes, implementation of vouchers, etc.

Clara Cannon, parent, spoke in favor of the suggested time changes for schools. She said high school students would be more alert if school starts at a later hour.

## CONFIRM THE CONSENT AGENDA

Mr. Powell moved, seconded by Mr. Mims, approval of the consent agenda as proposed. 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 classroom furniture and equipment for new classroom wings; library furniture and equipment; uniforms for maintenance and transportation departments; HVAC, Phase II improvements at Captain Shreve, Project 2000-203; air condition library replacement at Shreve Island, Project 2000-226; classroom wing for West Shreveport, Project 1999-104; Title IX improvements (athletics at various schools), Project 1999-323; and, agriculture lease at Herndon, Project 1999-038. A copy of the tabulation bid sheets marked "*Exhibit A, 13 pages, March 17, 1999*" is filed in the official papers of the board.

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

**Request by Youth Enrichment Programs for 1999 Summer Program** Staff recommended approval of the agreement with Youth Enrichment Programs (YEP) for the 1999 summer program. The agreement provides for the use of Barret Elementary and Riverside Elementary during the period June 7 - August 13, 1999. A copy of the agreement is filed in the official papers of the CPSB.

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

**Contract for Professional Services With Dr. Webb Sentell Psychologist, Dr Bruce McCormick, Psychologist, and LSU Medical Center.** Staff recommended approval of the aforementioned contracts for professional services. The contracts between the CPSB and Drs. Sentell and McCormick are for consultation, treatment and provision of psychological services, and crisis intervention. The contract with LSU Medical Center is to provide otolaryngological services.

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

**LEAP 21: Summer School and Remediation Pilot Program** Staff recommended approval of the LEAP 21: Summer School and Remediation Pilot Program as included in the mailout. The request is for a summer remediation grant for 4th and 8th grade students.

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

**Retired Educators' Proclamation.** As a result of retired educators' dedicated contributions to their respective communities, Governor Mike Foster is proclaiming Thursday, March 18, 1999, as LA Retired Teachers' Day. Staff recommended approval of the proclamation whereby the CPSB supports the governor's declaration, and also proclaims March 18 as Retired Educators' Day in Caddo Parish.

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

**Approval of Security Coordinators for Southern Hills Elementary and South Highlands Academic and Performing Arts Magnet** Staff recommended approval of security coordinators at Southern Hills Elementary School and South Highlands Academic and Performing Arts Magnet School. The cost (salary plus benefits) to add each security coordinator for the remainder of this school year is approximately \$4,000. To add two coordinators, the cost will be \$8,000.

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

**Teacher/Support Personnel Input on Administrative Programs (Powell).** Staff recommended approval of the use of the principal performance survey form that was included in the mailout. The survey is essentially the same survey form that is used by the State Department of Education in the principal internship program.

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

**Learning Grant for the 21<sup>st</sup> Century Planning Grant Proposal (Burton)** The CPSB approved the Learning Grant for the 21<sup>st</sup> Century Planning Grant Proposal, as included in the mailout. The grant proposal is for a learning center at Fair Park High School. The proposed program is guided to advance the enhancement and attainment of core performance of all participants; to promote parental and community involvement in the shaping of educational delivery; and, to reduce juvenile delinquency, drug abuse and violence.

### **Agenda Item No. 24-A**

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Study, 1999-2000 School Year

John Gardner, Principal, Mooringsport Elementary  
Suzette McNew, Teacher, Youree Drive Middle School

Diane Pietz, Teacher, Keithmle Elementary/Middle School

Sabbatical Leave for Rest and Recuperation, Remainder of the 1998-99 Spring Semester and Fall Semester of the 1999-2000 School Year

Beverly Lattin, Teacher, Caddo Heights Elementary

Leave Without Pay (Personal), February 1, 1999 - January 31, 2000

Roy Gipson, Bus Driver, Green Oaks High School

**Requests of the Board.** Gregory French, teacher aide at Youree Drive Middle School, requested leave without pay for March 15-26, 1999 to travel to the Holy Land.

D Aubrey Wells, bus driver, requested leave without pay for August 20-30, 1999 to go on an Alaskan Cruise.

## **PERSONNEL RECOMMENDATION**

The superintendent said this item is in regard to the position of Purchasing Agent, as included in the mailout. He said the recommendation for consideration by the CPSB is Odis L Jones. Mrs. Pugh moved, seconded by Mr. Brooks, approval of the superintendent's recommendation as included in the mailout. Mr. Thibodeaux noted that the recommendation is different from what was presented at the February 1999 CPSB meeting. He asked the superintendent if the name presented today is his first recommendation. The superintendent said his recommendation was for a different individual at the last school board meeting based upon what he considered to be the best qualifications of the two and the future of the school district. He said his feelings in this regard haven't changed. The superintendent further noted that his rationale for changing the recommendation is the CPSB's 8 to 4 vote against his initial recommendation. The superintendent said he met again with the Interview 11 Committee and based on information received and the 8-4 vote against his first recommendation, he made another recommendation for someone who has been with the parish for a number of years. Mr. Thibodeaux said he does not know either individual, but it appears that the superintendent's mind was changed for political reasons. Mr. Thibodeaux said he believes this is unfair to the original person who was recommended; it is unfair to the person being recommended today; and, it is grossly unfair to the school system. Dr. Hitchcock said he would not support the motion; he does not know either individual; he is not voting against the individual; and, he felt very strongly at the February 1999 meeting that the CPSB should accept the superintendent's recommendation. Dr. Hitchcock said he just heard the superintendent say that his opinion has not changed and because of this, he believes the superintendent is telling the board that in his view, this recommendation might not be the number one pick for the school system. Mr. Brooks spoke in support of the motion and recognized the recommended individual's years of service to the school system. The president cautioned the board about channeling the debate toward an individual's character and ruled that this line of discussion should cease. Mrs. Pugh said she made the motion with the understanding that today's recommendation comes to the board from the superintendent. She said at the previous meeting the recommendation was denied and the superintendent was told to bring another recommendation to the board. Mr. Vance expressed concern about the superintendent's response to another board member's inquiry suggesting the change is due to political reasons. He said the superintendent is hired to do a job and he personally does not appreciate the position the superintendent is taking as the leader. Mr. Vance said the CPSB should take a look at what is in the best interest of the school system; and, if the superintendent does not believe that today's recommendation is what is best for the school system, then he should stand up for his beliefs. The superintendent said this is what he is doing. He said he brought a recommendation at the last school board meeting and it was defeated 8 to 4; another recommendation is brought today as directed which is currently before the board; and, he never mentioned the word politics. Mr. Powell said he doesn't personally know either individual but CPSB members have moral obligations to the communities to do what is right for the school system, to put the children first, and politics aside. He said he hopes that no

school board member will question the motives of another board member, and he encouraged the board to move forward. The president called for the vote on the motion that carried with board members Thibodeaux and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Mims, Pugh, Powell, Burton, Brooks, Milam, Boykin and Armstrong. The superintendent recognized Odis L Jones and introduced him to school board members and the audience. Mr. Jones will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed.

## **RESOLUTION REGARDING LOCAL COLLECTION OF SALES & USE TAXES**

The superintendent said legislation has been proposed that would shift the collection of Caddo Parish Sales & Use Taxes from local control to the State Department of Revenue. He said staff believes that the change would have a serious and unfavorable effect on the school system as well as other local governments, as outlined in the mailout. Mrs. Boykin said she is aware of the restructuring of the body that collects taxes in an effort to be more efficient and to collect on behalf of the different bodies. She said at one point staff made a presentation to the CPSB that showed they were able to collect a certain percentage and that there was improvement in the performance of that body. She asked staff to provide her with copies of the information so that it could be shared with local legislators. Mr. Brooks asked staff to provide him with pertinent tax information - how much comes to the Caddo Parish School Board; how much is received from various agencies, etc. Mrs. Boykin moved, seconded by Mr. Milam, approval of the resolution supporting local administration and collection of sales and use taxes as recommended by staff and included in the mailout. Vote on the motion carried unanimously. A copy of the resolution is filed in the official papers of the CPSB.

## **DUTY-FREE LUNCH**

Shirley Enani (CAE) informed the board of CAE's pleasure at the progress being made to provide teachers with duty-free lunch periods. She said CAE supports the staffing of additional teacher aides to provide the necessary relief.

Jackie Lansdale (CFT/SP) expressed support of staff's efforts to provide duty-free lunch periods for teachers and encouraged the board to take further steps to make sure that more unencumbered time is provided.

Mr. Powell moved, seconded by Mr. Brooks, that the CPSB adopt the duty-free lunch policy for teachers. To accomplish this policy, the CPSB authorizes the hiring of up to 40 full time teacher aides to be assigned to schools by the superintendent in order to facilitate duty-free lunch. When the teacher aides are not performing lunchroom duties, such aides will be assigned to instructional duties by the principal at such schools. Mr. Powell said this approach would allow the superintendent to have the flexibility of up to 40 full time teacher aides. Additionally, the school system could have some longevity with hiring full time aides, and they will have benefits. Mr. Brooks spoke in support of the motion and said teacher aides should be staffed at all schools. Mrs. Armstrong asked staff to include elementary teachers in K-8 schools in this program. Mr. Thibodeaux said he has mixed feelings about this motion because he does not feel that spending \$200,000 for staffing employees primarily for duty-free lunch is as high a priority as other needed items. He made a motion to amend the motion that all aides employed for the purpose of duty-free lunch that the administrator of that school would be responsible for sending to the superintendent or his designee a specific job responsibility for that person. The president ruled that the motion to amend the motion dies for lack of a second. Vote on the motion carried with Mr. Thibodeaux opposed. Board members supporting the motion were Vance, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

## **SALARY SCHEDULE FOR CPSB SWEEPERS (Vance)**

Jackie Lansdale informed the CPSB of some of the results of a survey CFT/SP conducted of Caddo's sweepers. She reported that 75 percent of the sweepers responding to the federation's survey indicated that they prefer to work 12 months and be paid over 12 months. Further, the sweepers prefer to be called *custodians*.

Mr. Vance acknowledged the superintendent's rationale for maintaining the current pay schedule and said the CPSB needs to consider the points; however, the board needs to be sensitive to employees' needs. He expressed concern about the insurance element and encouraged the board to honor the superintendent's recommendation that was in the mailout. The president said there is no motion on the floor and the meeting will move forward. Mr. Powell clarified that the recommendation in the mailout is to keep the current schedule intact. The president reiterated that Mr. Vance did not make a motion, and the meeting will proceed.

## **SUPERINTENDENT'S REPORT**

**Personnel Transaction Report and Update on CPSB Construction Projects.** The superintendent said information on these items was included in the mailout.

**BESE Schedule.** The superintendent said the agenda for the upcoming monthly BESE meeting has been placed at board members' stations. BESE will hold its meeting on March 23-25, 1999. The superintendent called the board's attention to the first meeting on Tuesday, March 23, 1999, at 4:00 p.m. at the Sci-Port Discovery Center. On Wednesday, BESE will meet as a Committee of the Whole at 9:00 a.m. in the Bossier City Council Chambers; and, the regular meeting will be on Thursday, March 25, 1999, at 9:30 a.m. at the Bossier City Council Chambers. Mr. Milam encouraged staff to offer Caddo's facilities for future meetings. The superintendent said this issue was discussed but on the date scheduled by BESE, Caddo has 100 teachers scheduled to assemble in the boardroom in the morning and again in the afternoon for inservice on testing and accountability education reform; there was a conflict of space. Mr. Milam said he was unaware of the discussion and he encouraged staff to work with BESE in future planning.

## **UNFINISHED BUSINESS**

**Learning Grant for the 21St Century Planning Grant Proposal (Burton).** Mrs. Boykin asked if the grant writers gave consideration to setting aside money for employees' benefits and other items. Mr. Burton said he would have someone contact Mrs. Boykin relative to her concerns.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**LSBA Election.** Mr. Burton announced that he was elected by a wide margin to the LSBA Board of Directors at the recent LSBA convention in Alexandria, March 4-6, 1999. He thanked school board members for their support.

**Staffing Diversification.** Citing the changes in student enrollment (racial composition) at schools, Mr. Brooks asked staff to take into consideration the visitors' concerns relative to the racial composition of administrative staff at all schools.

**Recess.** The president called for a 15-minute recess at approximately 4:40 p.m. The board reconvened at approximately 4:55 p.m.

Mr. Brooks excused himself from the meeting at approximately 4:55 p.m.

## **EXECUTIVE SESSION**

**Student Appeal.** Mr. Powell moved seconded by Mr. Mims, for an executive session for up to 20 minutes for the purpose of hearing a student appeal. Vote on the motion carried unanimously. The board went into executive session at approximately 4:56 p.m., and reconvened at approximately 5:13 p.m. Mr. Vance moved, seconded by Dr. Hitchcock, to uphold the recommendation of the superintendent. The president said the superintendent's recommendation is that Jordan Campbell Patton be returned to Youree Drive Middle School beginning at the fourth quarter of the 1998-99 school year. Vote on the motion carried with Mr. Milam opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Boykin, Armstrong and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mrs. Pugh seconded the motion that carried, and the meeting adjourned at approximately 5:15 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President



**April 7, 1999**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, April 7, 1999, at 3:30 p.m. with President Willie D Burton presiding and Mike Powell and Jerry Tim Brooks present being a quorum. Other school board members present were Ginger Armstrong, Judy D Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATION - MIDDLE SCHOOL PROGRAM PROPOSAL INFORMATION**

The superintendent introduced Jack Sharp, president of the Biomedical Research Foundation (BRF), who made introductory remarks and said the committee is present to offer a proposal to the CPSB with regard to a middle level charter school. He acknowledged Centenary College, the Biomedical Research Foundation, members of industry and the community who have worked on the proposal in consultation with members of the CPSB and staff. Mr. Sharp said the committee is proposing a math/science technology middle school, which is a charter school response to the Governor's Vision 2020. He said the group believes that there is a great need to deal with changes occurring around us and in the workplace. He introduced Dr. John Turner, chairman of the Department of Education at Centenary College, who outlined the proposal via a slide presentation. School board members and staff were provided with a printed copy of the presentation. The proposal highlighted the following: a) **needs** - for unskilled/skilled workforce; shift from 20th century manufacturing-based economy to 21st century knowledge-based, information-based economy; innovation and rapid change; competitive workforce; b) **challenge** - to produce graduates ready to perform in a technology-driven world; c) **BRE's interest** in a charter school; d) **Math Science Charter Middle School** -planning process/schedule; e) **Math Science Charter Middle School** - mission to organize a charter middle school that is a science and mathematics demonstration school in which all academic subjects will be taught in a technologically enriched environment; f) key elements - targeted students, diverse student population, longer school days/year with the latest technology and innovative teaching practices; recruiting proposal, summer continuing education academies for district teachers, technology-related learning opportunities and programs for parents/guardians and community members, partnership with Caddo public schools, phasing in grades beginning in August 2001; g) key dates - beginning with preliminary MST cross acceptance by all partners, including BESE; establishing working committees (curriculum design, administration, governance, financial feasibility, architectural design/space, feasibility study, renovations/new construction, opening school with fifth-grade bridge and sixth grade, addition of seventh grade, addition of eight grade, etc.) The group's request of the CPSB is: 1) on April 21, 1999 endorse a charter school partnership with MST to create a demonstration math, science and technology middle school; and 2) endorse the Consortium Committee's pursuit of a full MST feasibility analysis in cooperation with public school officials to be completed by January 2000. The superintendent called school board members' attention to the booklet at their stations that outlines the program and what has been discussed. He encouraged the board to read the material, and said he believes the proposal has a good basis for proceeding. Mr. Powell raised questions relative to the proposed student population, recruiting procedures, and accommodations for special education students. Mrs. Pugh expressed appreciation for the proposal; however, she had concerns about the time frame (April 21, 1999) for the CPSB to act on the committee's request. She said school board members need more information, i. e. start-up cost. Mr. Milam said he was excited about the charter school concept and asked the committee to explain how MFP funds will be utilized. Mr. Thibodeaux said he believes the plan has greater potential than other proposals presented to the school board. He noted that the committee is only asking the school board for permission to go forward with plans to develop the proposal. Dr. Hitchcock commended the committee for its hard work. He said he shares a fellow school board member's concern about start-up cost, but he urged the school board to consider the request favorably to allow the committee to move ahead with plans for development. Mr. Brooks requested more detailed information on the proposal. The president and superintendent thanked the committee for its presentation.

## INSTRUCTIONAL PRESENTATION - LIBRARY TECHNOLOGY

Wanda Gunn, director of elementary schools, made introductory comments about library technology in Caddo public schools. She introduced Dr. Jane Ducote, supervisor/librarians (K-12), who recognized other staffers who contributed to the enhancement of school libraries in Caddo public schools. Dr. Ducote outlined the enhancements in schools' libraries that were made possible through the support and effort of the CPSB, central office staff, schools' staffs and the technical support group. She referenced accomplishments beginning in October 1994 when the CPSB initially approved a plan for long-range plans for the implementation of library technology in the libraries. Highlighted were: approval of the *Technology Master Plan* in April 1997; passage of several propositions in October 1997 by voters for the improvement of public schools; allocation of funds through Proposition 5 (\$ 1 million a year for ten years) for library technology; usage of other funds, *i.e.* Title 1 funds and 8(g) funds; contributions from the Caddo Public Education Foundation, groundbreaking ceremonies for construction projects at several schools, etc. In addition, special recognition is being bestowed on school librarians. Judy Milam, librarian at Eden Gardens Fundamental Magnet, was recently recognized at the state level. The LA Library Association presented the James O Modisette Award to Eden Gardens for excellence in Louisiana elementary school library programs. Librarians seated in the audience were recognized. A visual presentation depicting Caddo's librarians and students utilizing library technology was shown. Melissa Elrod and Dottie Wallace produced and wrote the presentation. The superintendent thanked staff for the presentation.

## EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE APRIL 21,1999 MEETING

The superintendent reviewed the proposed agenda for the April 21, 1999 school board meeting. The agenda was revised to reflect the following additions: "*Social Studies Textbook Adoption K-12* "; "*Math Science Technology Middle School - Charter School Proposal*" (Thibodeaux); "*Title 1 Budget Plans - ECE Program (Informational)* " (Brooks); "*Staffing Formula for Low Performing Elementary Schools* " (Pugh); "*Recommendation for Supplying Elementary Schools With Activity Buildings* " (Pugh); "*School System Emergency Preparedness/Safety Program* " and "*Plans for Alternative Track for Students Who Are Retained*" (Powell); "*Report on Building Six*" to be included in the update on CPSB Construction Projects (Pugh); and, "*Employee Grievance*" (Foster). The **Executive Committee** categorized agenda items 9, 10-A, 11-15, 17-19 and 20 as consent agenda.

After reviewing the proposed agenda, the following requests were made.

Referencing agenda item ten (*Bids*), Mrs. Pugh asked if it is possible to increase the number of schools being air-conditioned during the summer months from three to at least six. The superintendent said staff would take a look at her request.

Mr. Mims requested the superintendent and staff to look into the feasibility of the CPSB purchasing a small portion of property at the west corner of the Eden Gardens Fundamental Magnet School campus.

Mr. Brooks asked the superintendent to entertain dialogue with staff, community representatives, and him to discuss the principalships at Hillsdale Elementary School and Bethune Middle School before a recommendation is submitted to the board for action on April 21.

Mr. Vance asked the superintendent to provide him with an update on the handicap ramp drainage project at Pine Grove Elementary and on the replacement of an antenna at Green Oaks High School. He further requested information on staff's plans for tracking students on social promotion -- are the students in classrooms with other middle school youngsters; have they dropped out, etc. Referencing the charter school proposal presented today, Mr. Vance requested clarification of the procedures for the CPSB to receive and consider charter school proposals.

Mr. Brooks asked Willie Henderson, assistant superintendent for human resources, to update the superintendent on the results of his recent meeting with citizens and staff on the assignment of principals at Hillsdale Elementary and Bethune Middle School.

Mrs. Pugh asked the superintendent, in his working with the partnership concept for Math Science Technology Middle School - Charter Program, to keep the CPSB briefed on activities from the staff level. Referencing the added agenda item relative to the staffing formula for low-performing elementary schools (K-5), Mrs. Pugh recommended the same staffing process as quoted in the 1983 consent decree.

Mr. Milam asked staff to keep school board members informed of upcoming General Budget planning sessions for the 1999-2000 school year.

Mr. Thibodeaux asked if upcoming General Fund Budget planning sessions for school board members could be scheduled to begin at 4:30 p.m. instead of 3:30 p.m. CPSB members expressed no opposition to the request.

**Louisiana Festival.** Mrs. Pugh reminded school board members of the *Louisiana Festival* activity sponsored by Dottie Bell, teacher at Hollywood Middle School, which will be held at the Louisiana State Exhibit Building on Thursday, April 8, 1999, beginning at 3:30 p.m. School board members were encouraged to attend and to be present by 4:30 p.m.

**Consent Agenda.** Mr. Powell moved, seconded by Mr. Brooks, approval of the agenda with the consent agenda, as proposed by the president. Vote on the motion carried unanimously. The president polled the audience for input on the proposed agenda, but no one came forth to speak.

**Travel Allowance for CPSB Members.** Mr. Brooks said the economy has changed greatly since the policy regulating travel allowances for school board members was adopted by the CPSB. He said the policy needs to be reviewed and updated in the very near future.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion that carried unanimously, and the meeting adjourned at approximately 4:56 p.m.

### **April 21, 1999**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, April 21, 1999, with President Willie D Burton presiding and the following board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Miles Hitchcock, ScD, arrived at approximately 3:50 p.m. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE MARCH 17, 1999 CPSB MEETING**

Mr. Vance moved, seconded by Mrs. Pugh and Mr. Milam, approval of the minutes of the March 17, 1999 CPSB meeting. Vote on the motion carried unanimously.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for revisions to the proposed agenda and consent agenda. The following items were postponed: "*Revisions to Student Discipline Policy (Attendance Section) (JG) and Revisions to Attendance Guidelines for Students Policy (JE)*"; "*Social Studies Textbook Adoption K-12*"; "*Middle School Horticulture Beautification Program*" (Armstrong); "*Staffing Formula for Low-Performing Elementary Schools*" (Pugh); "*Recommendation for Supplying Elementary Schools With Activity Buildings*" (Pugh); "*School System Emergency Preparedness/Safety Program*" (Powell); and, "*Executive Session(s): Consent Decree Update*" (Powell). "*Title 1 Budget Plans - ECE Program (Informational)*" (Brooks) was deleted from the agenda.

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following special recognitions:

**1999 Regional Spelling Bee Competition.** This competition is sponsored annually by *The Times* and Callie Jamar, student at Youree Drive Middle School, is the 1999 regional winner. Callie is now eligible to compete in the 72nd Annual National Spelling Bee competition in Washington, D C, May 30 - June 5, 1999. Callie's parent(s) and Jan Holliday, principal at Youree Drive Middle School, were recognized.

**Horatio Alder Award.** Emily Gillespie, student at Captain Shreve High School, is the recipient of the Horatio Alger Award. Emily is commended for her humanitarian efforts and was recipient of a \$2,000 U S savings bond. Emily's father, Dr. James Gillespie (principal at Riverside Elementary School) was recognized. Dr. Sandra McCalla is principal at Captain Shreve High School.

**Louisiana Mudbugs Team.** *Mudbugs* are young athletes with physical or visual disabilities. Brad Burford, student at Captain Shreve High School, and Bill Samuels, adaptive physical education teacher, traveled to Canada on March 25 to represent Louisiana at the Windsor-Ontario International Indoor Games. Brad participated in a variety of educational and social activities. Brad's parents were recognized. Dr. Sandra McCalla is principal at Captain Shreve High School.

**Basketball City Champions.** The 1999 *girls' basketball city champions* are students at Youree Drive Middle School and had 20 wins and one loss overall. Team players are: Sharina Anderson, Janica Arterberry, Morenike Atunrase, Rachel Blackman, Crystal Boylston, Hanna Brumley, Mallory Dixon, Jessica Foster, Monique Gilbert, Jasmine Hall, Lindsey Morris, Monique Reese, Kelsey Ward, Danielle Wilkins and Tori Tynes. John W Wagon is the team's coach and Jan Holliday is principal at Youree Drive. Parents of the students were recognized.

The 1999 *boys' basketball city champions* are students at Linwood Middle School. Team members are: Aaron Anderson, Reginal Baylor, Revus Baylor, Donald Covington, Aaron Ferguson, Cedric Jackson, DeLarrious Marshall, Tamien Marshall, Anthony Oliver, Tremaine Richmond, Brandon Smith and Edwin Winzer. Byron Horton is the coach and James Windham is principal at Linwood Middle School. Parents of the students were recognized.

**AAU Youth Excel National Winner.** Robin Kalinsky, student at Captain Shreve High School, is the Amateur Athletics Union Excel winner. Robin represented the Shreveport Regional Sports Authority and received a \$5,000 scholarship to the college of her choice and a trip to Walt Disney World. Robin's essay told of obstacles that she was able to overcome in her life. She is 100 percent deaf in her left ear and has approximately 50 percent hearing in her right ear. Her parents were recognized and Dr. McCalla is principal at Captain Shreve.

**USA Weightlifting.** Three students from Caddo won medals at the recent USA National Weightlifting Championships held in Savanna, GA. The students were sponsored through the Shreveport Regional Sports Authority USA Weightlifting Center. Emily Fortenberry, sophomore at Southwood High School, is the 1998 AAU outstanding lifter for girls ages 14-15, and she earned a spot on the USA Junior National Squad. Kendrick Ferris, seventh grader at Broadmoor Middle Laboratory School, won a bronze medal at the competitions. Chris Henry, a freshman at Southwood High School, won a silver medal at the competitions. Parents and Coach Kyle Pierce (LSU-S) were recognized as well as Principals John Dilworth (Broadmoor Middle Laboratory School) and Kathy Gallant (Southwood High School).

**Cajun Quiz Bowl.** The 17th Annual Cajun Quiz Bowl tournament was held at the University of Southwestern Louisiana and Caddo Magnet High School captured the coveted Hamilton Bowl Trophy. Varsity team players are: Matthew Colvin, Gautam Agarwal, Chris Jones, Jason Crye, Charles McCollum, Grant Swicegood and Donald Jackson. Junior Varsity members are: Erin Calhoun, Trent Dupuy, Jordan Lewis, Stephen Milligan, Robert Atkins, Clay Critcher, Angela Huddleston, Peter Raish, Wes Cannon and Wesley Worsham. Parents. Coaches Cathy Flinch, Thad Pardue, and Principal Mary Rounds were recognized.

**Academic Pentathlon Team.** Louisiana Academic Pentathlon Team winners placed second overall in team competition at the state level and represent Youree Drive Middle School. *Seventh grade* members are: Rachel Blackman, Margaret Glass, Andrew Heacock, Derrick Hughes, Daniel Kemp, Daniel McBride, Josephine Pham, Murrell Stansell, Steven Thoma, James Woodward and Fang Zhang. *Eighth grade* members are: Michael Jones, Alex Kennedy, Zack May, Tara Meis, James Michiels, Jason Norman, Sarah Raborn, Eric Rippetoe, Stephen Scarlato Meaghen Schmidt, Nicki

Simpson and Veronica Wartes. Pentathlon coordinators are Bobby Escude' and Deborah Griffith. Jan Holliday is principal at Youree Drive Middle School.

**Modisette Award.** Judy Milam, librarian at Eden Gardens Fundamental Elementary Library, is the 1999 Modisette Award winner. The James O Modisette Award recognizes excellence in Louisiana library programs. The award was presented to Mrs. Milam for the school's library media program at the annual conference of the Louisiana Library Association. Mark Milam, Caddo Parish School Board member, is Mrs. Milam's spouse. Donna Baker is principal at Eden Gardens.

Framed certificates of recognition were presented to the honorees. The superintendent and president congratulated the recipients for their accomplishments.

## **VISITORS**

Henry Price, art supervisor for Caddo Public Schools, and Pam Atchison, representing the Shreveport Regional Arts Council, informed the board of upcoming ArtBreak activities. The VIP tour and luncheon is scheduled for Thursday, April 29, 1999, at 11:00 a.m. at Expo Hall. The awards program will be held on Sunday, May 2, 1999, at 4 p.m. School board members and staff were encouraged to support ArtBreak. Ms. Atchison commended the CPSB for embracing the arts.

Doris Stevens, parent, expressed concern about racism in Caddo public schools, particularly at Huntington High School (athletic department). She said she is seeking justice for the injustices done to her son.

Sara Ebarb, principal at Forest Hill Elementary, and Dona Amidon, principal at Summer Grove Elementary, thanked the board for staffing elementary schools with assistant principals. They encouraged the board to continue in this direction and to find funding for other educational needs.

Dr. Debbie Brown, principal at Fairfield Elementary, informed the board of the need to staff enrichment teachers at elementary schools.

Priscilla Pullen, principal at Newton Smith Elementary School, commended the board, superintendent and staff for their quick response to prepare the school for classes following the damaging storm that struck during spring break.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), informed the board of pending legislation that will come before the Legislature on Thursday, April 22. She expressed concern about the number of non-certified teachers in the schools and about the rate of pay for long-term substitute teachers. Mrs. Lansdale encouraged board members and staff to contact area legislators to inform them of their concerns and/or interests.

Shirley Enani, president of Caddo Association of Educators (CAE), asked the board to adopt the proclamation declaring Teacher Appreciation Day, Tuesday, May 5, 1999, and to decree this day as Teacher Appreciation Day in Caddo Parish. She requested that CAE be provided a copy of the personnel transaction report that is listed on the agenda in future mailouts. (See Proclamation -page ten.)

Debbie Hart, president of Associated Professional Educators of LA (A+PEL), informed the board of the results of a survey of teachers from across the state that A+PEL conducted regarding the length of time that is used for non-instructional teacher directed activities. She asked the board to direct the superintendent to review the recommendations that A+PEL listed in the report that was submitted to the Louisiana Legislative Education Committee.

Susie Dupree, parent, expressed opposition to C E Byrd playing baseball on the campus at Broadmoor Middle Laboratory School. She thanked the board for assigning Principal John Dilworth to Broadmoor.

Parrish Forest, student at Broadmoor Middle Laboratory School, expressed concern that Broadmoor's campus is being turned over to C E Byrd High School for baseball practices and games. She said students at Broadmoor are suffering because of the intrusion, and they are being denied the right to use Broadmoor's athletic field for track and other activities. She asked the CPSB to find C E Byrd another place for baseball practice.

Betsy Malone, parent of a Broadmoor Middle Laboratory School student, said parents feel that they have to make the needs of Broadmoor students a priority. She also expressed the need for a canopy for students to walk under on rainy days.

John Dilworth, principal at Broadmoor Middle Laboratory School, said the situation between Broadmoor and C E Byrd has been going on all year; he has attempted to work with the superintendent and staff to resolve the matter; the feelings of the parents, students and staff have been articulated; and, he, too, objects to C E Byrd having a baseball field on Broadmoor's campus. (Mr. Brooks asked to be recognized under *Announcements and Requests* to discuss this matter.)

Marvin Johnson, teacher at Green Oaks High School, spoke in support of changing the starting time for schools at the high school level. He said students move around like zombies from lack of sleep during the first hour of class.

Diana May, Southwood High School parent, spoke in opposition to the change in starting times for schools.

Karen Cowley, parent, spoke in support of the change in starting times for schools. She commended staff for considering the change.

Rosemary Day, president of Captain Shreve's Parent Teacher Student Association, spoke in support of the change in starting times for schools. She noted that schools should be in business to enhance the academics.

Amy Nolan, teacher and dance line sponsor at Captain Shreve High School, spoke in support of changing the starting time for high school students. She said academics should be the first priority.

Alexander Mijalis, student at Captain Shreve High School, spoke in support of the time change for starting school at the high school level. Alexander said students who get more sleep perform better in class. He challenged the CPSB to write a new page of history; change the way things have been run for years; and, set an example and standard for other school boards to follow.

Prentiss A Smith, parent, said he is ambivalent about the proposed time changes for starting school. He expressed appreciation for staff's efforts to enhance academics, but encouraged the board to seek more input from parents and students.

Kathy Grimsley, parent, expressed concern about the starting time for classes at Walnut Hill Elementary/Middle School. She said an earlier starting time would negatively impact working parents' schedule and the amount of quality time that is spent with children at home will be reduced.

Courtney Rawls, student at Captain Shreve High School, spoke in support of changing the starting time for high schools. She said the change would help students academically.

Gary Lash, parent, encouraged the CPSB to make a consistent decision about the baseball field for C E Byrd High School, and to do what is best for parents at C E Byrd and Broadmoor Middle Laboratory School. He said the board should come up with a solution that is workable for both groups.

Laurie Tannehill, parent, said parents from C E Byrd worked hard to make the baseball field at Broadmoor look nice. She encouraged the board to keep the promises that it makes to parents and students.

The superintendent announced that Mrs. Mimie Cherry had called to say that she was recovering nicely from her fall and is presently undergoing physical therapy.

#### **CONFIRM THE CONSENT AGENDA**

Mrs. Pugh moved, seconded by Mr. Vance and Mr. Mims, approval of the consent agenda as proposed. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

## **Agenda Item No. 9**

**Personnel Recommendations.** The superintendent made the following personnel recommendations: (1) Marilyn Caldwell be appointed assistant principal at Summer Grove Elementary, and the terms of contract are April 22, 1999 - June 15, 2001; (2) Janie Moran be appointed assistant principal at Southern Hills Elementary, and the terms of contract are April 22, 1999 - June 15, 2001; (3) Cindy Frazier be appointed assistant principal at Sunset Acres Elementary, and the terms of contract are April 22, 1999 - June 15, 2001; and, (4) Clara Hunton be appointed assistant principal at Shreve Island Elementary, and the terms of contract are April 22, 1999 - June 15, 2001. Each promoted 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 computer furniture for C E Byrd, Caddo Career & Technology Center, Captain Shreve, Fair Park and North Caddo; student lockers for new classroom wings at Pine Grove, Southwood, Vivian, Walnut Hill, Werner Park, West Shreveport and Youree Drive; musical instruments for all middle and high schools; tractor/front end loader for maintenance department; high school varsity athletics equipment/supplies for C E Byrd, Southwood and Booker T Washington; middle school and 9th grade athletics equipment/supplies; paper supplies for child nutrition department; relocation of home side 50 yard line pole and lighting at North Caddo, Project 1999-324; replace gym floor at Youree Drive, Project 2000-207; replace floor tile and carpet at various schools; roofing replacement at Walnut Hill, Project 214A; roofing replacement at Westwood, Project 2000-214B; replace restroom fixtures at Oak Park and Summerfield, Project 2000-220; cafeteria air conditioning at Creswell, North Highlands, Riverside, Project 2000-222; replace A/C window units at Arthur Circle, air conditioning in-school suspension class at Fairfield and six window units for Westwood, Project 2000-224; HVAC improvements at Turner Elementary/Middle and air condition fan coil room 109/110 at C E Byrd, Project 2000-225; fire hydrants for North Caddo, Project 2000-229; gymnasium lighting at North Caddo, Project 2000-231; and, dehumidification at Summer Grove Library, Project 2000-234. A copy of the tabulation bid sheets marked "*Exhibit A, 28 pages, April 21, 1999*" is filed in the official papers of the board.

## **Agenda Item No. 11**

**Request and Authorization for State Mineral Board to Advertise Mineral Lease** Staff recommended that the resolution requesting and authorizing the State Mineral Board to advertise for bids and to perform all other acts which may be required for the lease of Section 29, Township 20 North, Range 14 West on behalf of the CPSB be approved.

### **RESOLUTION**

WHEREAS, Section 29, Township 20 North, Range 14 West, containing 2.00 acres, more or less, is located in Caddo Parish; and

WHEREAS, an informal proposal has been received for an oil, gas and mineral lease from Caddo Parish School Board covering this property, which is more fully described and outlined on the attached exhibit, and that company will submit an application in accordance with procedures of the State Mineral board; and

WHEREAS, it is in the interest of the Caddo Parish School Board that the leasing of this land for oil, gas and mineral exploration be conducted by the State Mineral Board of Louisiana;

NOW, THEREFORE, BE IT SOLVED by the Caddo Parish School Board in regular session convened that it requests and authorizes the State Mineral Board to advertise for bids and to perform all other acts which may be required under the Statutes and Constitution of the State of Louisiana for the lease of the above described property on behalf of the Caddo Parish School Board, with the following restrictions:

- A. No actual wells or excavations will be located on, or mined on, or drilling or mining operations conducted on the property;
- B. No pipelines, tank batteries or other facilities and equipment associated with oil, mineral or gas exploration and development will be placed on the property;
- C. Primary term for the lease shall be 120 days;
- D. Any oil, mineral or gas development and/or exploration under the provisions of the lease shall not interfere, hinder or disrupt the educational programs or activities under the direction of the Caddo Parish School Board.

The above is a true and correct copy of a resolution passed by the Caddo Parish School Board in regular session on April 21, 1999, 1999.

/s/  
Secretary Caddo Parish  
School Board

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

**CPSB Resolution for Full Funding of MFP.** Staff recommended approval of the CPSB resolution for full funding of Minimum Foundation Formula (MFP). A copy of the resolution is filed in the official papers of the board.

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

**Even Start Family Literacy Grant.** Staff recommended that the Even Start Family Literacy Grant (1999-2000) be approved as submitted. The purpose of the program is to develop and extend literacy skills in both parents and children. Even Start funds requested for 1999-2000 are \$133,872, and funding comes to the district through the Louisiana Department of Education.

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

**Continuum of Care Homeless Assistance Program Grant (1999-2000).** Staff recommended that the Continuum of Care Homeless Assistance Grant (1999-2000) be approved as submitted. The grant will provide \$87,714.65 for school year 1999-2000. The funds supplement services to homeless children and youth provided to the district and Title 1 in Region VII.

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

**Stewart B McKinney Homeless Children and Youth Program Grant (1999-2000).** Staff recommended that the Stewart B McKinney Homeless Children and Youth Program Grant (1999-2000) be approved as submitted. The grant will provide \$62,000 to Caddo in 1999-2000 and will supplement services to homeless children and youth provided by the district and Title 1.

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

**Request for New JROTC Elective (JROTC-8).** Staff recommended approval of JROTC-8 (*Leadership Education Training - 8*) as a new elective. The elective is designed to develop seniors into hands-on practical leadership in the operation of the high school JROTC program.

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

**8(g) Superior Textbooks, Library Books, and/or Reference Materials, 1998-99.** Staff recommended approval of the 8(g) Superior Textbooks, library books, and/or reference materials 1998-99 as included in the mailout. The intended impact of these materials is to improve student achievement by giving students access to current information sources.



## Agenda Item No. 20

**Contract With LSU Medical Center for Occupational Therapy Field Work Experience and Internship.** Staff recommended approval of the special education agreement as provided in the mailout. The interagency agreement with Louisiana State University Medical Center, Department of Occupational Therapy, School of Allied Health Professions will allow the school system to provide internship experience for LSUMC occupational therapy students.

## Agenda Item No. 29

**Proclamation - National Teachers' Day (Burton).** The board adopted the proclamation proclaiming Tuesday, May 4, 1999, as *National Teacher Day* and urged that the CPSB observe this day by taking time to recognize and acknowledge the impact of teachers on our lives. A copy of the proclamation is filed in the official papers of the CPSB. (*See Proclamation -page ten*)

## Agenda Item No. 20

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Study, Fall Semester 1999-2000 School Year

Karen Eason, Teacher, Shreve Island Elementary

Sabbatical Leave for Study, 1999-2000 School Year

Floyd Webb, Teacher, Cherokee Park Elementary  
Carolyn Burks, Teacher, Pine Grove Elementary  
Val Chandler, Teacher, Herndon Magnet  
Joseph LeBlanc, Band Director, Youree Drive Middle

Leave Without Pay (Personal), February 8, 1999 - June 4, 1999

Daryl Gates, Teacher, Midway Middle School

Sabbatical Leave for Study, Fall Semester 1999-2000 School Year

Nyla Dowd, Teacher, Vivian Elementary

Leave Without Pay (Personal), April 15, 1999 - April 14, 2000

Janet Cubadac, Security Department

**Requests of the Board.** Chenita McDonald, teacher at Southwood High School, requested a two-week unpaid leave May 17-28, 1999 to work on research for a Doctoral degree at Louisiana Tech University.

Daisy Wheeler, teacher at Ridgewood Middle, requested to rescind her sabbatical leave for rest and recuperation for the remainder of the 1998-99 school year.

Lola May, teacher at Northwood High School, is on sabbatical leave for rest and recuperation for the 1998-99 school year. Her health has not improved and she plans to retire. Mrs. May asked the board to waive the requirement for repayment of monies paid to her while on leave.

## PERSONNEL RECOMMENDATIONS

The superintendent recognized and introduced the promoted administrators to the CPSB and audience as identified under *consent agenda item nine*.

## **PILOT INTERDISCIPLINARY TEAMING PROGRAM FOR DONNIE BICKHAM MIDDLE SCHOOL**

Mrs. Boykin requested that this item be removed from the consent agenda. She said she would save her comments for discussion under *Announcements and Requests*. Mrs. Boykin moved, seconded by Mr. Vance, approval of the Pilot Interdisciplinary Teaming Program for Donnie Bickham Middle School. Vote on the motion carried unanimously. An abstract of the program is filed in the official papers of the board.

## **APPROVAL OF SCHOOL STARTING TIMES FOR 1999-2000**

Sandra McCalla, principal at Captain Shreve High School, expressed strong support of changing the starting time for high schools to 8:30 a.m. She said the change would be a positive on the academic life of high school students. She also said the majority of Captain Shreve's students and teachers support the change.

Mr. Brooks said staff should review this issue and consider the total picture of its impact on everyone. He moved, seconded by Mrs. Armstrong, to deny the request to change the starting times for schools. Mr. Brooks said students should go to bed earlier if more sleep is needed, and consideration should be given to parents' needs *i. e.* daycare provisions, work schedules, etc. Mrs. Armstrong echoed Mr. Brooks's sentiments and also expressed concern about the need to adjust bus schedules if school-starting times are changed. Dr. Hitchcock said if the motion fails, he will offer the superintendent's motion to change the starting time for schools. He expressed concern about the inequities in existing starting times and said research and the superintendent's investigation is enough for him to try the proposed schedule change. Dr. Hitchcock encouraged school board members to heed the advice of professional educators. Mr. Thibodeaux spoke in support of changing the starting times for schools. He said time allocated for football practice and/or extracurricular activities appears to be too lengthy and consideration should be given to making adjustments. Mr. Powell said there are some inequities in the starting times for schools and it's nice to hear talk about changing something for the benefit of academics. He noted that there are educational and medical studies to backup the change, and asked school board members to support the motion. Mrs. Boykin said students have difficulties in staying alert in the mornings, and she believes that it would make sense to try something new. She, too, agreed that practice for extracurricular activities lasts too long. Mr. Milam said he had not received much input on this subject and the topic has been publicized well. He said he believes that the CPSB should decide towards the academics, and he encouraged fellow board members to support the motion. Mrs. Armstrong asked if the existing inequities in school starting times have been resolved. The superintendent said adjustments were made throughout the year to narrow the gap at the elementary level, but there are still elementary schools where students are picked up late and teachers have to remain. Also, some of the larger elementary schools have about four dismissal times, *i.e.* for walkers, carpools, buses, daycare, etc. Mr. Vance asked if all of the high schools were polled about the proposed time changes, and the superintendent said there was about a fifty-fifty split on an informal poll of principals. Mr. Vance said he believes that the key to this issue is academics and research shows evidence to support the recommendation. Mr. Vance asked if there is documented proof of academic improvement as a result of later starting times and if consideration has been given to piloting this plan. The superintendent said staff should conduct its own research over a period of time, and this cannot be done in one year. He suggested that an evaluation could perhaps be completed after three years to give staff an opportunity to see what has been accomplished for students' performance. Mr. Brooks said he would like to hear the results of all of the schools surveyed. Mr. Mims encouraged the board and staff to look at this proposal as a pilot program, and the superintendent said it would probably take three years to see if it works. Mr. Guin asked if staff has examined the busing situation; will parents be informed in advance of the starting date of school the schedule for transportation pickups and drop-offs. The superintendent said the director of transportation is aware of what is being proposed and is waiting for the board's decision to finalize a plan. Further, staff will be ready for the first day of school. Mr. Guin said he has not heard a lot of teachers in his district speak in favor of the change; however, he would be willing to give the plan a try.

Shirley Enani, president of CAE, said the association recognizes the fact that change will require adjustments for all, but research supports the concept that high school students perform better as a result of a later starting time. She said the transportation dilemma is workable; the change will meet the needs of the students; and, it will provide uniformity in the length of the workday for all teachers and students.

Vote on the motion failed with board members Brooks and Armstrong supporting the motion. School board members opposed were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Boykin and Dr. Hitchcock. Dr. Hitchcock moved, seconded by Mr. Powell, to adopt the superintendent's recommendation for school starting times for the 1999-2000 school year. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock. Staff recommended the following school starting and ending times for the 1999-2000 school year: *Elementary schools 8:00 - 3:00; Middle schools 7:30 - 2:30; and, High schools 8:30 - 3:30.*

**Recess.** The president called for a 15-minute recess at approximately 5:46 p.m. The board reconvened at approximately 6:00 p.m.

### **MATH SCIENCE TECHNOLOGY MIDDLE SCHOOL - CHARTER SCHOOL PROPOSAL (Thibodeaux)**

Shirley Enani, CAE president, said the proposal has great potential and CAE supports the charter.

Jackie Lansdale, CFT/SP president, said the proposal lacks detailed information, i. e. who will teachers be working for; how will they be evaluated; what about tenure status; how will students be selected; will the CPSB be able to support the program if the partnership closes. Mrs. Lansdale asked the board to wait before approving the continuation until the group is able to provide the school board with a good plan; further, that teacher organizations be included in the planning process.

Mr. Thibodeaux moved, seconded by Mr. Milam, to approve the request for staff to continue planning for a math/science technology middle school as presented on April 7, 1999 (Executive Committee meeting). Mr. Thibodeaux said the CPSB is not being asked to approve a charter school; it is being asked to allow staff to continue in seeking information. Mrs. Pugh said she hopes that this motion will emphasize to staff the importance of updating board members on their efforts in a timeline manner so that it will know what is happening. She noted that the partnership agreement needs to be made with the board and not with the staff. Mr. Vance expressed concern about the manner in which this proposal was presented to the board and suggested that the board needs to be consistent and put out a Request for Proposals (RFP). He said he is not against the proposal, but he has a concern about the lack of consistency in this instance. Mr. Powell expressed concern that today's dialogue is not about a charter school, but is about opening a new school that is not truly a Caddo Parish school. He said he could support the concept, but he has some of the same concerns as expressed by Mr. Vance. Mr. Powell said other proposals will be coming to the CPSB and he would like for the CPSB to have a procedure in place. He said the motion talks about developing a new middle school; it doesn't reference a charter school; it refers to a presentation (April 7, 1999) that was a charter school in partnership with Centenary, the Board of Elementary and Secondary Education (BESE), the CPSB, etc. Mr. Powell said the proposal needs pursuit, but there are also questions about student population and the site of the proposed school. He said the proposal is not specific enough and it does not follow a fair and open procedure. Mrs. Boykin said in prior process, the CPSB was looking for a plan that would stand alone, and since that time the board now realizes that it is very difficult to start up a school from scratch. She said if the board is changing its direction and is going to partner with anyone, then the CPSB needs to change its previous process. She expressed concern about the language in the proposal, and said if the school board is going to offer a partnership, then it has to be made available to any and everyone who comes with a charter application. Mr. Thibodeaux said the CPSB couldn't ask for RFPs every time somebody wants to make a request. He noted that this group came to the board for consideration instead of going directly to BESE. Further, he believes that it would be to the board's advantage to have any group interested to come through the CPSB instead of the school board erecting walls between the parties. Mr. Thibodeaux reiterated that the request is not for approval for a charter school, but to continue planning. Mr. Brooks said this group should go through the same process as other applicants and the school board needs to be consistent. Dr. Hitchcock said it seems that the CPSB pretty much has the door open for groups to present proposals to the school board. He noted that the board has an obligation to taxpayers to review each proposal; to be very thorough; to make sure that it is sound; and, then vote for the ones that are good and against the ones that are unsound. He said the motion seeks to give the CPSB the information it needs to make a decision. Dr. Hitchcock said he has some concerns about a partnership as opposed to a true charter school; however, it merits consideration. Mr. Powell made a substitute motion, seconded by Mr. Mims, that the CPSB reissue a RFP to

announce to the public that it is again going to consider any charter school proposal that is out there; and, that the CPSB use the same procedures for scrutiny and place; the same criteria used before; and, that it goes through the same process with staff reviewing all of the charters and bringing it back to the board for its consideration. Mr. Powell said he wants to give board members an opportunity to get the information that they need and give every group an opportunity to submit a proposal. Mr. Mims spoke in support of the substitute motion, and said he needs additional information. Mrs. Boykin said she does not object to staff working with the presenters for the middle school charter school, however, she feels that the business before the board is premature and the motion is an unnecessary part of the process at this time. Dr. Hitchcock clarified his position about the substitute and original motion and said he has no problem with opening the RFP process again. Mr. Brooks asked if previous person(s) applying for a charter with the CPSB would be able to reapply. The president said any group could present a proposal to the CPSB. The superintendent said staff has not received a proposal from the middle school group. He clarified that the only thing that has changed is that this group took an additional step to come to the CPSB and inform it of their thoughts, and to seek permission to proceed. He said this group will still be required to submit a RFP; it will receive the same scrutiny as other proposals; and, if the board decides tonight not to take action, then the group could proceed with the RFP like any other group. Mr. Thibodeaux said if a motion is not needed, then he would request to withdraw his motion. The president said the motion belongs to the board. Mr. Vance said the school board could direct the superintendent to work with any group. He said he wishes the CPSB would withdraw the motions and just deal with RFPs. Mrs. Pugh said her concern is that the superintendent did not give the CPSB any of the details concerning the partnership and until the board comes to this point then she does not think that it should say that it wishes to be a partner until it knows what the agreement entails. Mr. Powell said if there would be a clear signal to the public that the CPSB is open to any charter school proposal coming forward, then he would be glad to agree to withdrawing all motions. He expressed concern that there might be the perception that the CPSB has turned this group down, and school board members said this is not the case. The president polled the board relative to its pleasure to withdrawing the original and substitute motions, and no opposition was expressed. The president said all motions are hereby withdrawn.

#### **PROCLAMATION - NATIONAL TEACHERS' DAY (Burton)**

The president said this item was added to the consent agenda, but there was no motion in the mailout; therefore, the CPSB needs to suspend its rules to consider this item. Further, when addressing the CPSB as a visitor, Mrs. Enani (CAE president), said the observance would be on Tuesday, May 5, and this date should be corrected. Mr. Vance moved, seconded by Mr. Powell, to suspend the rules so that the CPSB could consider a proclamation recognizing *National Teachers' Day*. Vote on the motion carried unanimously. Mr. Powell read aloud the proclamation recognizing *National Teachers' Day*. He moved, seconded by Mr. Mims, that the CPSB hereby proclaim Tuesday, May 4, 1999, as *National Teachers' Day*. Vote on the motion carried unanimously. A copy of the document is filed in the official papers of the board.

#### **SUPERINTENDENT'S REPORT**

**Personnel Transaction Report.** The superintendent said a copy of this report could be included in the mailout for other recipients of mailout packets. Dr. Hitchcock said Mr. Powell asked that this item be added to the agenda, but the board does not take any action on the item. He asked if this item could become a CPSB request for the superintendent to mail this information to school board members without putting it on the agenda. The president said this item is a part of the agenda and is a board decision. Mr. Powell said he does not have a problem with Dr. Hitchcock's request; that the item was added to the agenda so that school board members could ask questions if needed. He further noted that his main purpose in adding it to the agenda was to keep the board updated. The president said this item would need to be added to the agenda for consideration at another meeting. Dr. Hitchcock said the board did not vote to add this item to the agenda and it might be just as simple to ask the Executive Committee to remove it at their next meeting.

**Update on CPSB Construction Projects (Include Resort on Building Six) (Pugh).** The superintendent said information was included in the mailout. Mrs. Boykin asked how much of the \$450,000 is coming out of next year's budget; how much would be money that was already set aside. Keith Norwood, director of school plant, said it is all new money. Mrs. Boykin asked if the renovation and relocation project is on target and Mr. Norwood answered in the affirmative. He noted that the transition is divided into four phases and is subject to actual construction, installation

of telephones, technology, partitioning walls, etc. Mrs. Boykin said the move has taken a long time and she hopes that staff will start moving other staff very quickly. The superintendent said it has taken so long because staff wanted to have things in place before people move in. Mrs. Boykin requested more details on the progress. Mrs. Armstrong asked if the wall partitions would be permanent walls. Mr. Norwood said a definite answer could not be given at this time; however, staff is working with the architect and special education staff to meet the needs of each department for confidentiality purposes. Mr. Powell said it appears that the cost projections are different. Mr. Norwood said that originally staff projected approximately \$50,000 just to make modifications for special programs (504/ADA) and they were relocated last year. Staff is now looking at relocating the entire special education department from the Caddo Career and Technology Center and in meeting their current needs for technology, air conditioning, walls for privacy, etc.

**C E Byrd Baseball Field.** The superintendent said information was included in the mailout to school board members. Mrs. Boykin asked John Dilworth, principal at Broadmoor Middle Laboratory School, to elaborate on his concerns relative to C E Byrd's baseball team playing and practicing at Broadmoor. Mr. Dilworth said initially he wasn't too concerned, but by September he became concerned because his understanding was that Byrd would use the field for one year. He said he observed that money was being spent and parents were working on Saturdays to improve the field. He said he had concerns about: a) the cooperation between the two schools relative to scheduling games for after school hours; b) the tremendous traffic problem on the campus and students are exposed to rainy weather because there is no canopy for them to walk under; c) Broadmoor students losing the ability to practice track; and, d) security and/or safety concerns because of more visitors on the campus, etc. Mr. Dilworth said he is loyal to the superintendent and the superintendent has been loyal to him; however, now he has to be loyal and honest to the people he represents - the children, faculty, staff, and parents. He said the baseball plan has not been good for Broadmoor. Mrs. Boykin moved, seconded by Mrs. Pugh, that the Byrd High School baseball team be permitted to play for the remainder of the spring 1999 baseball season only at Broadmoor Middle Laboratory School as previously agreed to. Further, that Byrd High School baseball team not be permitted to play at Broadmoor Middle Laboratory School campus after the current spring 1999 season. Further, that the superintendent find somewhere other than Broadmoor Middle Laboratory School campus for Byrd to play for next season, and further that the superintendent continue efforts to find a suitable permanent location other than Broadmoor Middle Laboratory School for Byrd High School to have a home baseball field. Mrs. Boykin said this issue should be brought to closure. Mrs. Pugh encouraged the board to support the motion. She said the superintendent's recommendation will not stand because it is beyond his line of authority in terms of contract time; and, the board needs to resolve the issue even if it means acquiring more property at some point. She questioned whether the CPSB has been authorized by the Metropolitan Planning Commission Zoning Board to do the work that is being done at Broadmoor; and, she would like to see documentation to show that the CPSB is in compliance with city guidelines. Mr. Powell said it's important that the CPSB deal with the situation and move forward. He said the CPSB did not approve the construction of a baseball field at Broadmoor. Further, the CPSB has priorities, i.e to focus on academics; to provide safe and secure campuses; to give administrators control over their campus activities; to develop an atmosphere conducive to learning; and, to motivate students to have a sense of pride in their school. Mr. Powell said the school is old; the student population has outgrown the physical plant; there is a village of transportable buildings on the campus; and, a bond issue was passed to construct a building to alleviate the problem. He said Byrd needs a baseball field and the board needs to make a conscious effort to get out and find a field for Byrd. He also expressed concern about the relationship between Broadmoor, the feeder school, and C E Byrd High School. Mr. Thibodeaux said the CPSB does not normally approve a baseball field; that this is normally done by the superintendent. He said he received a drawing from school plant staff showing where a canopy and drive will be located when funded. He said Broadmoor is not the permanent solution to the problem; Byrd would love to have their own home; but, the adults in this situation have acted poorly and he is disappointed that the baseball field can't remain at Broadmoor for at least another year. Mr. Thibodeaux said there will be a location somewhere for Byrd, but it will be substandard or ultra expensive to the CPSB. He further noted that the property at individual schools belongs to all of the taxpayers. He asked the board to give the superintendent an opportunity or leeway to use the field for at least one more year. Mr. Thibodeaux said the CPSB morally has an obligation to reimburse the parents for the work and money that they have put into the baseball field; and, he has a problem with spending a lot of money for an athletic field because there are other priorities. Mr. Mims said the parents had no authorization from the zoning board to construct a baseball field at Broadmoor, and he supports the motion because staff will have a problem getting authorization to build a permanent baseball field on Broadmoor's campus. Mrs. Armstrong asked if the motion's intent is to find a permanent home for Byrd's baseball field by the

spring of the next school year, and the president answered no and clarified the motion as stated above. Vote on the motion carried with Mr. Thibodeaux opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

**Plans for Alternative Track for Students Who Are Retained.** The superintendent said information was included in the mailout.

**Budget Meeting.** The superintendent announced that a General Fund Budget work session is scheduled for Wednesday, April 28, 1999, at 4:30 p.m. in the boardroom.

**Senior Recognition Program.** The superintendent announced that the annual *Senior Recognition Program* would be held Thursday, April 22, 1999, at 7:00 p.m. at the Holidome. School board members were invited to attend.

**Teacher of the Year Luncheon.** The superintendent announced that the *Teacher of the Year Luncheon* would be held on Tuesday, April 27, 1999, at 11:30 a.m. at the Sheraton-Pierremont for all nominees, finalists and winners in the *Caddo Teacher of the Year Program*. School board members were invited to attend.

**Inservice Session/Luncheon for CPSB Members.** The superintendent announced that an inservice session for all CPSB members is scheduled for Tuesday, May 11, 1999, 11:00 a.m. until 2:00 p.m. at the Caddo Career and Technology Center. School board members will hear presentations from various divisions within the school system, and hopefully this will aid board members in fulfilling requirements for inservice points as required by the state.

## **UNFINISHED BUSINESS**

**Survey.** Mr. Powell said the board adopted a computer form and policy for allowing teachers and school staffs to do surveys at the end of the school year, and he asked the superintendent to apprise the board of the results of the surveys. Mr. Powell clarified that teachers and staffs were going to be able to confidentially complete a form that would be submitted to instructional directors so that they could review the results and meet with the principals. The superintendent said the information has been sent to the schools with forms for teachers to fill out. Mr. Powell said some teachers informed him that principals were asking teachers to sign the forms and present them to the office. The superintendent said this response is contrary to his directions and if he would identify the school, then he would see that the matter is corrected.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Substitute Teachers.** Mr. Brooks asked the superintendent and staff to consider recommending to the board a proposal to increase the daily rate of pay for substitute teachers who have been serving for 20 or more consecutive days from \$50 to \$100 per day.

**Broadmoor Middle Laboratory School.** Mr. Brooks asked the superintendent to conduct a survey at Broadmoor Middle Laboratory School relative to the need for building a canopy for students to walk under on rainy days; identify construction needs and the cost.

**Textbooks.** Mr. Milam asked the superintendent and staff to assess the cost for placing extra sets of textbooks in middle school classrooms so that students can leave their assigned textbooks at home -particularly in the areas of math, science, language arts and social studies.

**Safe Bus Resort.** Mr. Milam asked staff to provide the CPSB with a safe bus report, not necessarily next month.

**Visiting Teachers.** Mr. Milam asked staff to provide CPSB members with a report on the two teachers hired by the CPSB to visit homes to check with parents on children who aren't coming to school or are having problems. He said the report could be presented sometime during the summer.

The superintendent asked if this involves attendance facilitators. Mr. Milam said these were teachers from individual schools whose specific assignment is to go out and visit homes, not attendance facilitators. The superintendent said there were a couple of low-performing schools that requested additional staff and some wanted to make contact with parents at home. Mr. Milam said visiting homes is the major responsibility of these teachers. Mr. Thibodeaux said the teachers were called parent coordinators. The superintendent said staff would do an investigation.

**Alert Signal.** Mr. Milam expressed appreciation for the *emergency manual* that was prepared by staff. He asked staff to consider adopting a code or signal to alert teachers of intruders on school premises and/or approaching classrooms. The superintendent said most schools, if not all schools have a code that goes out over the intercom to alert teachers. He further noted that the *emergency manual* is updated annually; staff is talking about scheduling additional safe school committee meetings this year; and, he sent out a memo today to all principals regarding what happened in Colorado for them to review the emergency procedures and make sure that the procedures are in place. He said principals also have in their possession the *Crisis Response Manual* that was presented at the last school board meeting.

**LSBA.** Mrs. Boykin informed the school board that she received a letter from LSBA informing her that there is a meeting at the Capitol at 9:00 a.m. on Thursday, April 22, 1999, and there are pieces of legislation that they are concerned about.

**Resolution.** Mrs. Boykin said the CPSB passed a resolution at its last school board meeting concerning the collection of local revenue dollars and there is a bill in Baton Rouge that wants to collect the funds at the state level. She said there is a companion bill to House Bill 252 that actually creates the process or enacts legislation. House Bill 1510 is the one that puts the procedures in place for that, and she's uncertain of the status of the legislation at this time. She said Representative B L Shaw's name is on the legislation and she encouraged school board members to ask him about his thinking on this bill should they be in his presence.

**Proposals.** Mrs. Boykin asked staff to provide her with brief information on how they determine which proposals to accept and/or reject, i.e. 4x4, teaming concept, etc. She noted that the board added three teachers today to a school through a proposal presented today, and she isn't certain what the review process will be. The superintendent said last year the board approved Donnie Bickham having an eight-period day and as staff got into the program they discovered that they did not have ample staff to make it work. He said staff is proposing to have an Interdisciplinary Team Pilot at Donnie Bickham, which will enable a group of teachers to work with the same group of students. In response to the superintendent's comments, Mrs. Boykin requested that the board be updated on the progress of this program. She further asked if the board will be hearing from additional schools next month, and the superintendent said no.

**Voting Board.** The president asked staff to repair the voting lights in the boardroom by the next school board meeting.

**School Psychologist.** Mr. Mims asked the superintendent to provide him with the cost of staffing and/or contracting a professional psychologist for the CPSB. Mr. Brooks echoed this sentiment and suggested that staff needs the position filled so that other staff could be relieved of having to visit schools when there is a crisis. The superintendent said a person is already employed to investigate various concerns at schools.

**Board Requests.** The president noted that some of the requests being made by school board members could be made personally to individuals and to the superintendent. He encouraged school board members to reduce the number of requests being made at school board meetings by using the phone to call persons in authority to ascertain information. He further noted that requests made at school board meetings should be of interest to the entire board and not just to an individual school board member.

**Emergency Services.** Mrs. Pugh referenced a press conference that was called this morning by the Mayor and Chief of Police and said city officials are interested in a widespread coordination of all available emergency services. She asked Roy Murry, director of security, and Ron Festavan, assistant superintendent of support services, to be in contact with the interim chief of police and other public officials to discuss the development of plans to coordinate citywide emergency services in case of a crisis.

## EXECUTIVE SESSIONS

**Student Appeal Hearing.** Mr. Powell moved, seconded by Mr. Brooks, for the CPSB to go into executive session for up to 20 minutes for the purpose of hearing a student appeal. Vote on the motion carried unanimously, and the board went into executive session at approximately 7:35 p.m. The board reconvened at approximately 7:59 p.m. Mrs. Armstrong moved, seconded by Mr. Powell, to uphold staff's recommendation. Staff recommended that Joshua Carter, student at Keithville Elementary/Middle School, be referred to Oak Terrace Alternative School for the remainder of the 1998-99 school year. Vote on the motion carried with board members Vance, Burton and Thibodeaux opposed. School board members supporting the motion were Guin, Powell, Mims, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock. Mrs. Pugh had excused herself from the remainder of the meeting prior to the board reconvening.

**Employee Grievance.** Mr. Powell called for point of personal privilege and informed the CPSB that he had provided representation for someone who has the same name as a person mentioned in the documentation; therefore, out of an abundance of caution, he is abstaining from participation in this matter.

**Recess.** The president called for a five-minute recess at approximately 8:00 p.m. The board reconvened at approximately 8:15 p.m.

CPSB's legal counsel said the president asked him to clarify the basis for the appeal. He said the employee's legal counsel, Ted Casten, told him that they are not contending that the employee was subject to the tenure laws, and he is not contending that there was a failure to follow the tenure laws with respect to his dismissal. His appeal is based on the allegation that he was denied due process in the application of the sexual harassment policy in the investigation stages. Mr. Casten concurred with the statements made by the school board's legal counsel. Mr. Vance said he wants to make sure that the CPSB is in a legal meeting and he asked for clarification of the purpose of the hearing; what is expected to come out of the hearing. Legal counsel said the employee is present appropriately and is going through the grievance procedure. Mr. Brooks moved, seconded by Mr. Guin, for the CPSB to go into executive session for approximately 30 minutes to hear an employee's grievance. Vote on the motion carried unanimously and the board went into executive session at approximately 8:16 p.m. The CPSB reconvened at approximately 9:44 p.m. Mr. Thibodeaux moved, seconded by Mr. Milam, to continue this hearing on Wednesday, April 28, 1999, following the budget meeting and prior to that time that CPSB members be presented all of the written evidence having to do with this case. Mr. Festavan suggested that staff be allowed to contact the plaintiffs in this case and to have them appear before the board. Mr. Casten asked the board to provide him with a copy of the original allegation against the employee. The president asked staff to provide Mr. Casten with whatever information is needed. Mr. Brooks said all pertinent information should be made available to all interested parties. The president suggested that more time be allowed for reconvening the hearing. Mr. Thibodeaux asked that he be allowed to change the date in his motion to the first school board meeting in May (May 5, 1999), immediately following the *Executive Committee* meeting; and, no opposition was expressed by CPSB members. The president called for the vote on the corrected motion that carried with Mr. Mims and Mr. Powell abstaining. Board members supporting the motion were Guin, Vance, Thibodeaux, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock. Mr. Casten asked when could he get the additional information from staff, and the president said hopefully by sometime next week. Mrs. Boykin asked what is going to be the question before the board at the May 5 meeting; is the board going to decide guilt or innocence or the deficiency of policy or whether or not the grievance exist for lack of due process. Is this going to become a tenure hearing. The president said he does not believe that this issue will become a tenure hearing. Mrs. Boykin said she wants a clear understanding of what is expected of the board. The president said the grievance hearing for Mr. B J Mason would resume on May 5, 1999.

**Adjournment.** There being no further business, Mr. Powell moved to adjourn. Dr. Hitchcock seconded the motion that carried, and the meeting adjourned at approximately 9:50 p.m.

---

James E Foster, EdD, Secretary

---

Willie D Burton, President



**May 5, 1999**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, May 5, 1999, at 3:30 p.m. with President Willie D Burton presiding and Mike Powell and Jerry Tim Brooks present being a quorum. Other board members present were Ginger Armstrong, Judy D Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE MAY 19, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the May 19, 1999 school board meeting. Mrs. Pugh requested that "*Staffing Formula for Low-Performing Elementary Schools*" be deleted from the agenda. She said she understands that the school system might be getting 40 teachers from federal programs and provisions are in the budget for additional teachers. She encouraged the staff to do what is appropriate in this regard. The superintendent said additional funding might be coming from the state. Staff requested that "*Request Approval for New Elective (Freshman Orientation) at Huntington High School*" be changed to reflect *Woodlawn High School* instead of *Huntington*. The **Executive Committee** categorized agenda items 10-A (1-28), 13-15, 17-26, 28-33 and 39-A as consent agenda.

**Revisions to Student Discipline Policy (Attendance Section) (JG) and Revisions to Attendance Guidelines for Student Policy (JE).** Mr. Powell asked if this is the same item as presented at former CPSB meetings, and the superintendent answered in the affirmative. Mr. Powell asked the superintendent to provide in the mailout documents that show the changes that were made from his prior recommendation, if there are any differences.

**Recommendation for Supplying Elementary Schools With Activity Buildings (Pugh).** Mr. Powell asked what schools are included in this item, and if the recommendation will have an impact on the budget. Mrs. Pugh said the budget will be impacted, and she will be making a motion authorizing the superintendent to construct student activity centers; first at Judson Fundamental Magnet School which is the only school left undone in the 1986 renovation program. She further noted that the superintendent and staff should set aside money from the Capital Projects budget to construct activity centers at Judson and at other elementary schools that are landlocked. Mr. Powell noted that the Capital Projects Budget is normally approved in December, and the superintendent concurred. Mrs. Pugh said a modification to the budget could be made at any time. Mr. Powell asked the superintendent if there are additional funds in this year's Capital Projects Budget and if sufficient funds are available for a project of this magnitude. The superintendent said sufficient funds are not available in the budget that was approved in December; but, staff is in the process of looking at the schools and prioritizing them, and Judson would be at the top of the list.

**School Uniforms at Donnie Bickham Middle School (Guin).** Mr. Powell said he had asked staff to look at developing some type of policy or procedure for schools to follow if there was some indication from schools that they wanted to go toward mandatory school uniforms. He asked if school uniforms at Donnie Bickham would be voluntary or mandatory. The superintendent said uniforms at Donnie Bickham would be mandatory, and the school surveyed parents to make sure that they have a representative amount of input. Further, this plan would be for the beginning of the next school year; and, he finds the proposal favorable. Mr. Powell asked if there are other schools considering mandatory uniforms. The superintendent said this is the only request that has been submitted; but, there are other schools with uniforms already in place and staff is receptive to other proposals. Mr. Powell asked if the budget could be affected for those who could not afford uniforms, and the superintendent said there has been no discussion about a budget item for this issue. Mr. Brooks said he would be proposing a plan for mandatory uniforms at Hillsdale Elementary School at the next school board meeting. Mrs. Pugh questioned why the board has to act on a school uniform policy for Donnie Bickham when other schools have implemented dress codes. The superintendent said that to the extent that an entire school would be involved, he believes that school board approval would be significant. Mrs. Pugh asked if the policy is being made mandatory by giving board approval, and the superintendent answered yes. Mrs. Pugh asked if there is record of the school board making the policy mandatory for Broadmoor, and is it not in force at this time. The superintendent said that

at the time that Broadmoor had its school uniform procedure developed, the state said that it could not be mandated. This was changed two or three years ago by the legislature and with the way that legislation is written, it would be appropriate to have school board action if the entire school is involved.

**Kings Highway Christian Church/C E Byrd High School Student Parking Lot Agreement.** Mr. Powell asked if this item is on the agenda in case an agreement is worked out with the church. The superintendent said it is on the agenda in the event that staff can come to an agreement, and action can be taken on May 19.

**Bids - Fluorescent Ballasts for All Schools.** Mrs. Armstrong referenced the lighting retrofit program item that is included in the General Fund Budget and asked if the fluorescent ballasts for all schools that is listed under *Bids will* be done in conjunction with one another. The superintendent said it would not be doubling up; they will complement each other. Dr. Hitchcock asked why is staff ordering this type of ballast if the CPSB is changing out lights; does this represent a start in a newer direction. The superintendent said it is a start in that direction; each school has a different requirement; but the package is being put together so that they will all benefit from the retrofit. Dr. Hitchcock asked if the change will fit with newer technology, and the superintendent answered in the affirmative.

**Request Approval for New Elective (Freshman Orientation) at Woodlawn High School.** Mr. Thibodeaux asked if this is a new course, and if credit will be offered for freshman orientation. Ed Hearron, director of High Schools, said it is a class for at-risk students; a remediation type class. Mr. Thibodeaux asked that information be included in the mailout.

**Request Approval for Enriched Credit (Forensic Science).** Mr. Thibodeaux asked if this course is a part of the law program, and Mr. Hearron said the course is already a part of the law program at Huntington High School. Staff is asking for enriched credit for the course.

**Social Studies Textbook Adoption K-12.** Mr. Thibodeaux asked if the books are available for school board members to review, and staff answered yes.

**Consent Agenda.** Mr. Powell moved, seconded by Mr. Brooks, approval of the agenda as presented, in addition with the proposed consent items that have been marked. The motion died for lack of a second. Mr. Brooks asked that "*Request Approval of Enriched Credit (Forensic Science)* " (Item #28) be removed from the consent agenda. Mr. Powell moved, seconded by Mr. Brooks, approval of the agenda as presented in addition in the motion is to cover the proposed consent items with the one deletion off consent as mentioned by Mr. Brooks. Vote on the motion carried unanimously.

## **CPSB WORK SESSION (PRESENTATION OF THE PROPOSED AGENDA AND CONSENT AGENDA)**

The president polled the audience for input on the proposed agenda.

**Adoption of the 1999-2000 General Fund Budget.** Ron Adams asked school board members to consider favorably budget items for band instruments and pay increments for coaches. He informed the board of a proposition whereby a partnership between the CPSB, City of Shreveport, Hibernia Bank, the Caddo Career and Technology Center could be joined when considering plans for the purchase of property for schools' needs and/or expansions.

Sabra Scoggins, parent, spoke in support of the expanded dyslexia program in the Caddo school system. She said a proposal is included in the budget for a study skills class for C E Byrd High School that will affect dyslexia students. Ms. Soggins said this program would really benefit dyslexia students and other high school students.

Jonathan Scoggins, junior at C E Byrd, encouraged the board to approve funding for the study skills class at C E Byrd High School.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion that carried unanimously, and the meeting adjourned at approximately 4:05 p.m.

**May 5, 1999**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:15 p.m. on Wednesday, May 5, 1999, with President Willie D Burton presiding and the following board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles E Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 11I, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

Mr. Burton said the purpose of the special school board meeting is for the CPSB to hear staff's recommendation regarding the termination of a probationary teacher and to continue the hearing of an employee's grievance.

### **EXECUTIVE SESSIONS**

**Probationary Teacher Termination.** Mr. Powell moved, seconded by Mr. Brooks, for the CPSB to go into executive session for up to 30 minutes for the purpose of hearing about a probationary teacher's termination. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Armstrong and Dr. Hitchcock. The board went into executive session at approximately 4:16 p.m. and reconvened at approximately 4:23 p.m. Mr. Thibodeaux moved, seconded by Mr. Powell, to uphold the recommendation of the superintendent for the removal of Ms. Tangela Salone. Vote on the motion carried unanimously.

**Recess.** The president called for a five-minute recess at approximately 4:24 p.m. The board reconvened at approximately 4:32 p.m.

**Employee Grievance.** The president said the board is continuing the grievance hearing of Mr. B J Mason. Mrs. Pugh moved, seconded by Mr. Mims, that the CPSB sustain the superintendent in his recommendation and based on her understanding of documentation, if the grieved individual is exonerated, he has the right to apply for employment in the Caddo Public School System at a later date. Based on documentation received regarding the case and from the understanding that the case was brought to the attention of the superintendent by the parents, Mrs. Pugh said until she receives information to the contrary, she supports the superintendent's recommendation. Further, if the former employee takes this case beyond the CPSB level and he is exonerated, then he has the right to apply to the CPSB for re-employment. Mr. Powell said he is recusing himself from participating in this item and in voting on this motion because he may have represented someone related to someone who is listed in some of the documents. Mrs. Boykin said the case has been presented to the CPSB as a grievance and she capsulized the grievance provisions as stated in the school board's policy. However, she requested clarification and asked if the case is a grievance or an appeal hearing. The superintendent said the case is a grievance at Level IV. Further, it is a procedure that the school board and staff needs to study and review. Mrs. Boykin said she wasn't sure if the board has the authority to study and review the procedure because the CPSB made changes to its grievance policy to line up with some provisions of state law that deals with grievances. Mrs. Boykin asked staff what is the employee actually grieving. The superintendent said he understands that the employee is grieving the *due process*. He also stated that he believes that Caddo's grievance policy goes beyond the interpretation of state law in respect to everything coming to the board. The superintendent said staff receives grievances that have nothing to do with school board policy, *i.e.* because someone didn't get promoted. Mrs. Boykin said she is concerned that school board members didn't have all of the documentation before them by which they could make a decision, such as a transcript of the proceeding from both sides. Legal counsel reminded the board that a motion is on the floor. He said this case is a grievance as defined by policy, and additional information was provided to board members as previously requested. Mrs. Boykin expressed concern about the way the grievance policy is being applied and again referenced the absence of a transcript of the case. Legal counsel advised that the policy does not require a verbatim transcript, but a summary of what occurred at the superintendent's level. Mr. Brooks voiced concern about staff's hastiness to present and resolve the case. The president requested

clarification of the employee's grievance and said the grievance presented at the last meeting is that due process was not followed. Mr. Brooks said staff needs to straighten out this matter, and further expressed concern that he did not have any more information than what was presented at the April school board meeting. Mr. Guin said he reviewed the school board's policy concerning grievances and found that the answer given by the attorney is the only thing that the school board has the authority to act on relative to a non-tenured teacher. He said the matter is basically a grievance and is based on due process. Mr. Guin said his vote is on whether or not the process was followed. Ted Casten, attorney for the employee, said he understood that today's meeting is to continue the hearing. The president said a motion has been made to uphold the superintendent's recommendation in lieu of an executive hearing. Mr. Casten asked if he would have an opportunity to address the board. The president said if the motion passes, Mr. Casten would not have an opportunity to address the board. Mr. Casten said this is not what was told them at the last hearing. Dr. Hitchcock moved, seconded by Mr. Thibodeaux, to call for the question. The president said a two-thirds vote is required. Vote on the motion to end debate failed with board members Vance, Burton, Brooks and Boykin opposed. Mr. Powell abstained; and, school board members Guin, Pugh, Thibodeaux, Mims, Milam, Armstrong and Dr. Hitchcock supported the motion. Mrs. Pugh asked the president if any other speakers were on the monitor at the time that the motion was made, and the president answered no. Mrs. Armstrong asked if it has been established that the school board is now in a grievance and not a hearing. Legal counsel said this is a grievance and he apprised the board of its right to ask questions, or to seek information. Mrs. Boykin asked staff and legal counsel to clarify the documents (from both sides) that would have been presented to CPSB members for review. Legal counsel said school board members would have received a packet that included information that was presented at the superintendent's level at that point and time; upon which the superintendent acted upon; and, a summary (transcript) of what occurred at the superintendent's level. Mrs. Boykin asked if the packet would include information from the person bringing the grievance. Legal counsel said it would be included if information from the grievant was presented to the superintendent along the way; also, if information was presented at the superintendent's level. Mrs. Boykin informed the board that she does not feel that she has what she needs to vote on this matter on the basis of a grievance. Mr. Thibodeaux clarified his motion and said he just requested more information. Also, he received the information and is satisfied. Vote on the motion carried with board members Burton, Brooks and Boykin opposed; board members Vance and Powell abstained; and, board members Guin, Thibodeaux, Pugh, Mims, Milam, Armstrong and Dr. Hitchcock supported the motion.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mr. Thibodeaux seconded the motion that carried, and the meeting adjourned at approximately 4:57 p.m.

---

James E Foster, EdD, Secretary

---

Willie D Burton, President

### **May 19, 1999**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, May 19, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Phillip R Guin, Miles Hitchcock, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Judy D Boykin arrived at approximately 3:36 p.m. Also present were James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE APRIL 21, 1999 and MAY 5, 1999 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Milam and Mr. Brooks, approval of the minutes of the April 21, 1999 and May 5, 1999 CPSB meetings. Vote on the motion carried unanimously.

### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for revisions to the proposed agenda and consent agenda. The following items were postponed: *"Kings Highway Christian*

*Church / C E Byrd High School Student Parking Lot Agreement "*; *"Middle School Horticulture Beautification Program "* (Armstrong); *"Revisions to Attendance Guidelines for Students Policy (JE) "*; and, *"School System Emergency Preparedness/Safety Program "* (Powell). The superintendent informed the CPSB that *"Revisions to Student Discipline Policy (Attendance Section) (JG) "* would be considered at today's meeting. Mrs. Armstrong made a motion, seconded by Mr. Brooks, to suspend the rules for the purpose of adding an item to the agenda and presenting a motion instructing the superintendent of the Caddo Parish School System and all necessary staff to do a complete review of all regulations on a local, state, and national level that require forms to be filled out, records kept, and other extraneous work required of the classroom teacher, school principals, and other staff to determine if there is any over-lap, and come back with a plan before the beginning of the 1999-2000 school year to eliminate such over-laps and in the event there are no over-laps, with recommendations of how this type load can be removed from the classroom teacher, school principals, and other staff in order that he or she might concentrate their maximum efforts on educating our children. Vote on the motion carried unanimously. The president said the item would be added to the agenda (#38) preceding the *Superintendent's Report*.

## **SPECIAL RECOGNITIONS**

Students and staff of the Caddo Public School System have distinguished themselves by outstanding performances. On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following special recognitions:

**Louisiana Reading Association 1998-99 Young Author Winners:** Melissa Murphy, first grader at Shreve Island, placed second in the poetry category; Andy Sappington, first grader at Riverside Elementary, placed second in the fiction category; Kenneth Goines, special education third grader at University Elementary, placed second in the poetry category; and, Kimberly Mighell, fourth grader at Shreve Island, placed third in the poetry category.

**Talent Search National Competition Winner.** Daniel Glover, student at C E Byrd High School is the Talent Search National Competition Winner. He won a \$1,000 scholarship and a camcorder was donated to C E Byrd High School.

**Vocational Industrial Clubs of America.** The Louisiana State skills competition winners are as follows: Anthony James, Architectural Drafting (C E Byrd); Misty Booth, Dental Assisting (Northwood); Jason Dennis, Graphic Communication (Fair Park); Charles Rothenberger, HVACR (Northwood); Orien Hymes, Job Skill Demo A (C E Byrd); Terrence Smith, Job Skills Demo B (Woodlawn); Cory Robertson, Major App. Tech (Captain Shreve); Morgan Robert, Precision Machining (Southwood); Brian Smith, Related Tech Math (C E Byrd); Mike Graf, Technical Drafting (Woodlawn), Jessica Williams, Open/Closing Team (Huntington); Colandra Dias, Open/Closing Team (Woodlawn); Edwenia Brown, Open/Closing Team (Woodlawn); Leigh Perdue, Opening/Closing Team (Caddo Magnet); Brian Smith, Open/Closing Team (C E Byrd); Clint Coates, Opening/Closing Team (Caddo Magnet); Brandon Larson, Open/Closing Team (Caddo Magnet); Jadebrey Brown, Health Occupation Know Team (Caddo Magnet); D'Shannon Darby, Health Occupation Know Team (Booker T Washington); Chere Felton, Health Occupation Know Team (Caddo Magnet); Ruth Strather, Health Occupation Know Team (Captain Shreve); Brian Stevens, 3D Visualization and Animation (Northwood); Brandon Litton, 3D Visualization and Animation (Huntington); and Jaimi Spells, State Parliamentarian (Northwood).

**Louisiana Vocational Industrial Clubs of America.** Donald Vaughan (Caddo Career Center) is recipient of the *Director's Award*. Kevin Ypya (Caddo Career Center) is the *"Education Administrator of the Year. "*

**Louisiana Future Business Leaders of America (FBLA) Leadership Conference Winner.** Darryl Cenales, student at Caddo Magnet/Caddo Career Center, is the winner of this distinguished recognition. Parents and Principals Mary Rounds/Gayle Flowers were recognized.

**1999 Clean Campus Contest.** Yvonne Lee said *McDonalds* and *Shreveport Green* sponsors the Clean Campus awards and a report highlighting the judges' evaluation of the 69 participating Caddo public schools was shared with school board members. The 1999 Clean Campus award winners are: **Elementary category:** Central (Sebron DeLoach, principal); Blanchard (Jan Becken, principal); Judson (Leisa Edwards, principal); and, Shreve Island (Dr. Kerry Laster, principal); the **middle school winner** is Youree Drive (Jan Holliday, principal); the **high school winner** is Captain Shreve

(Dr. Sandra McCalla, principal); and, the *Special Seal of Award* went to Jack P Timmons Elementary (*three-year award*). Schools received a \$50 check and a display banner.

**National Youth Service Day Participants.** Administrators and faculty at Linwood Middle School selected eight grade students who are service oriented and based on their character, behavior, and grades. The student ambassadors provided services to others at the school and in the community and they are: Miranda Caldwell, Tiffany Jackson, Natasha Thomas, Chris Clovier, Natasha Payne, Kevin O'Rourke, Cornisha Linnear, LaTonya Johnson, Keela Kortus, Carolyn Taylor, Shannon Bradley, DeToya Reddix, Michael Scott, Roneika Anderson and Rosnique Terrell. Parents of the ambassadors were recognized. Joyce Rodgers is the activity sponsor and Jimmy Windham is school principal.

**National PTA Reflections Winners.** The *Award of Merit* in visual arts category/primary division winner is Carmen Ortiz, student at Riverside Elementary. Patrick Griffith, student at University Elementary won the Award of Excellence in Literature; Category/Intermediate Division. Parents and Principals Dr. J Gillespie and Charlotte Watson were recognized.

**National Science Olympiad Winners.** Judson Fundamental Elementary students received perfect scores on the national test and they are: James Matthews, fifth grade; Lee Gibbs, fourth grade; Patrick Hillard, fourth grade; Molly Martin, fourth grade; and, Shakara Petteway, fourth grade. David Larmar is the sponsor and Leisa Edwards is principal. Parents of the honorees were recognized.

**Green Oaks Teaching Profession Magnet Scholarship Foundation Recognitions/Presentations.** The foundation was established this school year for the purpose of assisting graduating seniors in the teaching magnet program at Green Oaks High School to enroll in and pursue a degree in education. Each recipient received a \$1,000 award and they are: LeTerrance Williams (*The Lueburda Fleming Jamison Scholarship*); Deanna Taylor (*The Lerlind Roseman Hanchey Scholarship*); Roland Moore (*The Dr. Katy Lee Posey Scholarship*); Bobbie Jean Barret (*The Hibernia National Bank Scholarship*); and, Paul Pugh, Jr (*The Green Oaks Foundation Board Scholarship*). Eursla D Hardy, president of the foundation, assisted in making the presentations. Other foundation board members and relatives were recognized. Emma Farmer is the coordinator of the Teaching Profession Magnet Program, and Wilmer Godfrey is the principal. Mr. Brooks commended the foundation for its outstanding contributions to students and the field of education.

**1997-98 8g Exemplary Projects.** Kathy Barberousse, art teacher at University, authored "*Leap Through Math and Science* " grant, and Virginia Nordyke, retired educator, wrote "*Bridge to the Future: Reading and Technology.* " Charlotte Watson is principal at University Elementary and Leisa Edwards is principal at Judson Fundamental.

**Louisiana PTA Educators of Distinction.** The following educators were recognized as *educators of distinction* at the recent Louisiana PTA convention that was held in New Orleans, and they are: Judy Ball Johnson (South Highlands), Barbara Gilpin Schlidt (Capain Shreve), and Lynne Carey Givens (University). Family members and Principals Pam Byrd, Dr. Sandra McCalla, and Charlotte Watson were recognized.

**National Association of Social Workers.** Bonita Hearne, social worker serving out of the attendance department, was recently recognized at the Louisiana Chapter of the National Association of School Social Workers Conference in Baton Rouge, Louisiana. She received the special *leadership award* for creative school social work.

**Chancellor - Southern University.** The president recognized Dr. James Brown, newly-appointed chancellor at Southern University Shreveport-Bossier Campus. Dr. Brown greeted the board and superintendent and capsulized his plans for networking with community groups in an effort to best serve the university and Shreveport-Bossier area. He emphasized the need to develop programs that are essential for the global community and pledged his commitment to collaborate and work with others to build a better place for everyone.

Framed certificates of recognitions were presented to each honoree.

## VISITORS

Lula Martin, parent, encouraged the board and staff to find a permanent baseball field for C E Byrd High School by the next school board meeting.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), asked the board to develop and write a policy for implementing and enforcing duty-free lunch periods for teachers.

Shirley Enani, Caddo Association of Educators (CAE), thanked the board for implementing duty-free lunch periods for teachers. She introduced the CAE officers for 1999-2000 and they are: Emma Shepherd, president; Dr. Mike McCoy, president-elect; Stella Griffin, Margaret Jordan and Priscilla Savanna, area vice presidents; Sandra Robinson, recording secretary; Belinda Miciotti, treasurer; Willie JC Critton, administrator-at-large; and, Shirley Enani, immediate past president.

Billy D West, parent, spoke to the board about his concerns for the social classes and morality of children in the community. He suggested the coordination of wholesome activities for youths through various agencies such as alternative programs, i.e. Unified Family Alternative Services.

Debbie Hart, area director for A+PEL, invited board members and staff to attend a free workshop this summer at LSU-S on June 22, 1999. Presenters at the workshop are from across the country and are professionals. The workshop will provide information on services of private educators and charter schools.

## CONFIRM THE CONSENT AGENDA

Mr. Vance moved, seconded by Mr. Powell, approval of the consent agenda as proposed. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### Agenda Item No. 9

**Personnel Recommendations.** The superintendent made the following personnel recommendations: (1) Charlotte Bailey be appointed principal at Hillsdale Elementary School, and the terms of contract are August 9, 1999 - June 15, 2002; (2) Judy Butcher be appointed elementary supervisor, and the terms of contract are July 1, 1999 - June 15, 2002; (3) Kenneth Coutee be appointed principal at Bethune Middle School, and the terms of contract are August 9, 1999 - June 15, 2002; (4) Shirley Pierson be appointed principal at West Shreveport Elementary School, and the terms of contract are August 9, 1999 - June 15, 2002; (5) Gladys Rhinehart be appointed principal of Queensborough Elementary, and the terms of contract are August 9, 1999 - June 15, 2002; and, (6) W Eddie Smithey be appointed principal at Mooringsport Elementary School for the 1999-2000 school year. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for janitorial paper supplies for all schools; janitorial can liners (trash bags) for all schools; fluorescent ballasts for all schools; projector lamps for all schools; periodicals for all schools; video projection systems - Staff Development Center; M & S digital duplicator supplies for 1999-2000; filters-heating, ventilating and air conditioning for maintenance department; library supplies for all schools; first aid supplies for all schools; computer supplies for all schools; janitorial supplies for all schools; network services - business educational classrooms; fire safety, sprinklers and doors, Project 1999308B; technology upgrades at C E Byrd, Caddo Career and Technology Center, Captain Shreve, Fair Park and North Caddo, Project 1999-317B; landscape of playground - Central Elementary, Project 2000-205A; Title IX improvement - Caddo Stadium resurface track facility widen lanes and improve track, Project 2000-206; locker room modifications at Bethune, J S Clark, Linear and Northwood, Project 2000-211; home and guest locker rooms at Northwood Stadium, Project 2000212; locker room renovation at C E Byrd, Project 2000-213; technology center expansion at Caddo Career and Technology Center, Project 2000-215; cafeteria freezer at Caddo Heights and Atkins, Project 2000-217; electrical upgrade/wiring for technology at Atkins, Forest Hills, Green Oaks, Herndon, Mooringsport and Booker T Washington, Project 2000-221; cafeteria air-conditioning at Southwood, Summer Grove and University, Project 2000-223; replace steam lines and valves at Creswell and flush valves at Woodlawn, Project 2000-227; replace boiler at Linear, Project 2000-228; fire safety alarms, sprinklers and doors (T.B.A.), Project 2000-230 and paving parking at Herndon, Linwood and Shreve Island, Project 2000-216. A copy of the tabulation bid sheets marked "*Exhibit A, 44 pages, May 19, 1999*" is filed in the official papers of the board.

**Agenda Item No. 13**

**Levy of 1999 Proper Tax Millage.** Staff recommended that the resolution levying millage on the 1999 tax roll for Caddo Parish be approved.

**RESOLUTION LEVYING MILLAGE ON THE 1999 ASSESSMENT ROLL FOR CADDO PARISH**

By Johnny Vance, Jr

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 1999 tax roll:

- I. Parishwide
    - A. For General Fund
      - 9.41 mills Constitutional Tax
      - 18.80 mills Operation and Maintenance Tax
      - 12.37 mills Operation and Maintenance Tax
      - 1.50 mills Technology Tax
      - 21.79 mills Employee Salaries and Benefits Tax
    - B. For Construction Fund
      - 7.53 mills Special Building, Repair and Equipment Tax
      - 6.28 mills Special Renovation Tax
    - C. For Bond and Interest Fund
      - 6.30 mills Bond and Interest Tax
- Total      83.98 Mills  
=====

Resolved, further, that the Assessor of Caddo Parish is hereby requested to assess the taxes herein above levied.

Resolved, further, that a copy of this resolution be sent to the Legislative Auditor.

Seconded by Michael E Powell, III

On roll call vote this 19th day of May 1999, the foregoing resolution was adopted as follows:

- |       |                      |                       |
|-------|----------------------|-----------------------|
| Yeas: | Ginger Armstrong     | Mark Milam            |
|       | Judy D Boykin        | Alvin Mims            |
|       | Jerry Tim Brooks     | Michael E Powell, III |
|       | Willie D Burton      | Mildred B Pu2h        |
|       | Phillip R Quin       | Michael J Thibodeaux  |
|       | Miles Hitchcock, ScD | Johnny Vance, Jr.     |

Nays:            -0-

I hereby certify that the above resolution levying the property tax millage for 1998 was adopted by a vote of 12 yeas, and -0- nays being a majority.

/s/  
James E Foster, Superintendent  
Caddo Parish School Board

**Agenda Item No. 14**

**Sales Tax Commission Budgets.** Staff recommended that the Caddo- Shreveport Sales and Use Tax Commission's 1999-2000 Operating Budget and Capital Outlay Budget be approved. The estimated amount of the school board's share of the Operating Budget is \$282,560. The Capital Outlay Budget is based on fees collected from taxing bodies other than the school board or city.



**Agenda Item No. 15**

**Approval to Purchase Property on Kings Highway.** Staff recommended that the CPSB approve the purchase of property on Kings Highway adjoining the C E Byrd High School property.

**RESOLUTION APPROVING PURCHASE OF LAND ON SOUTH SIDE OF KINGS HIGHWAY ADJACENT TO BYRD HIGH SCHOOL FROM C E BYRD HIGH SCHOOL ALUMNI ASSOCIATION**

**WHEREAS**, on December 22, 1994, the C E Byrd High School Alumni Association acquired ownership of a certain parcel of land on Kings Highway adjacent to Byrd High School with the municipal address of 707 Kings Highway; and

**WHEREAS**, the association has removed the structure formerly located on the property leaving only a vacant lot remaining; and

**WHEREAS**, the C E Byrd High School Alumni Association has offered to sell the property to the Caddo Parish School Board for the same price and consideration it paid for the property, and the purchase of the property is believed to be in the best interest of C E Byrd High School and the Caddo Parish School Board.

**NOW, THEREFORE BE IT RESOLVED**, that the Caddo Parish School Board is authorized to purchase from the C E Byrd High School Alumni Association for the price and consideration of \$11,200.00, the following described property:

Lot forty-five (45) and the West two feet (W.2') of lot forty-four (44), lying next to and adjoining lot forty-five (45), BON AIR SUBDIVISION, a subdivision of the City of Shreveport, Caddo Parish, Louisiana, as per map of record in book 100, page 198, of the conveyance records of Caddo Parish, Louisiana, together with all buildings and improvements thereon, said property being known by Caddo Parish Tax Assessor's geographic No. 17-13-07-050-0072 and having the municipal address of 707 Kings Highway, Shreveport, Louisiana

**BE IT FURTHER RESOLVED** that the President, Willie D Burton, and Superintendent James E Foster, be and are hereby authorized to perform any and all acts necessary and requisite to complete the transaction and acquire the above-described property for and in the name of the Caddo Parish School Board.

**CERTIFICATE**

**I HEREBY CERTIFY** THAT THE ABOVE IS A TRUE AND CORRECT COPY OF A Resolution passed by the Caddo Parish School Board in a regular meeting, held on May 19, 1999 for which meeting due public notice was given and a quorum present.

Shreveport, Louisiana, this 19th day of May 1999.

/s/  
James E Foster, Ed.D, Superintendent  
Caddo Parish School Board

**Agenda Item No. 17**

**Request for School Bus Transportation by North Louisiana Teamworks.** Staff recommended that the request for school bus transportation by North Louisiana Teamworks be approved for its summer program, June 7 - July 15, 1999, as included in the mailout. The program consists of instruction in basic reading skills, computer education, violence prevention education, art and music education, and physical education.

**Agenda Item No. 18**

**Renewal of Concessions Contract for Caddo Schools Stadium.** Staff recommended that the renewal of the contract between S & S Concessions and the CPSB for concession rights at Caddo

Schools Stadium be approved for the period July 1, 1999 - June 30, 2004. The band booster clubs requested a renewal of the contract.

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

**Caddo Community Action Agency, Inc, Head Start Summer Child Development Enrichment Program.** Staff recommended that the renewal of the agreement between Caddo Community Action Agency, Inc. and CPSB for the Head Start Summer Child Development Enrichment Program at Bethune Middle School be approved for eight weeks, June 1 - July 30, 1999.

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

**Request for Approval of 1999 YEP Facilities Usage Contract.** Staff recommended that the facility usage agreement between Youth Enrichment Programs (YEP) and CPSB be approved for the period August 23, 1999 - June 2, 2000. The agreement provides for the continuation of the YEP after school program and stipulates the payment of regular services, building use and air conditioning fees by YEP.

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

**Request for School Bus Transportation by Shreveport Public Assembly and Recreation (SPAR).** Staff recommended that the request for school bus transportation by Shreveport Public Assembly and Recreation (SPAR) be approved for its summer playground program for the period June 15 - August 7, 1999. The program consists of recreational, wellness, cultural enrichment and educational activities.

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

**Child Nutrition Programs Budget Revisions.** Staff recommended that the CPSB adopt the revised 1998-99 Child Nutrition Programs Budget revisions as included in the mailout. The revised budget reflects a projected ending balance of approximately \$470,590 on June 30, 1999.

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

**Team Nutrition Summer Institute Grant Proposal.** Staff recommended approval of the Team Nutrition Summer Institute Grant proposal as included in the mailout. The purpose of the team application is to allow for stronger support and implementation after the Team Nutrition Summer Institute and during the school year.

#### **Agenda Item No. 24**

**Consolidated Application (Titles 1, 2, 4, 6 and Class Size Reduction Grant).** Staff recommended that the consolidated application be approved as submitted. Additionally, in this year's application is the new federal initiative for reduction in class size via the hiring of additional classroom teachers in select schools, grades 1-3.

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

**Budgets for Red River Partners a Work 1999 Grant Awards.** Staff recommended approval of the budgets for Red River Partners @ Work 1999 Grant Awards as included in the mailout. Budgets included are: *School/Teacher Venture Grants; Academy Implementation Grants; Connecting the Elementary Classroom to the Workplace;* and, *High Schools That Work.*

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

**Louisiana LEARN/8g Subgrant Program.** Staff recommended that the CPSB approve the Louisiana Learn Grant as included in the mailout. The program this year combines Louisiana LEARN funds and 8g Innovative Grant funds to focus on high quality staff development in K-8 lowperforming schools. Caddo proposes to apply for subgrants in (1) Louisiana LEARN - 8g Innovative Professional Development (\$297,089), and (2) Teacher Subgrants (\$1,000 per teacher).

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

**Approval of Elementary Science Program Grant Proposal.** Staff recommended approval of the elementary science program grant proposal as submitted and included in the mailout. The grant will provide teachers with an opportunity to plan and implement instructional strategies needed to develop concepts from the local, state, and national standards and benchmarks; will demonstrate organizational techniques in setting up laboratory program; will provide teachers with background knowledge necessary to improve their confidence in doing hands-on/minds-on activities in the classroom; and, explore strategies for linking major components of schooling and the relationship between the teacher and students.

### **Agenda Item No. 30**

**LEAP 21: Early Intervention Pilot Program Grant.** Staff recommended approval of this grant as outlined in the mailout. This program is designed to assist seventh grade students who have been identified as scoring below the 25% quartile of the IOWA Test of Basic Skills in Spring, 1999.

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

**Authorization to Submit Safe Schools/Healthy Students Initiative Grant.** Staff recommended that they be authorized to submit a grant application for funding under "*Safe Schools/Healthy Students Initiative*" providing that the entire proposal be reviewed and approved by the CPSB before implementation, if funded.

### **Agenda Item No. 33**

**Social Studies Textbook Adoption K-12.** Staff recommended approval of the adoption of the social studies textbooks for middle and high schools as mailed to school board members. The Elementary K-5 Social Studies Textbook Adoption Committee unanimously voted to approve the Harcourt-Brace Social Studies series (copyright 2000). A list of Social Studies textbooks for middle and high schools were distributed to school board members and is filed in the official papers of the board.

### **Agenda Item No. 37**

**School Uniforms at Donnie Bickham Middle School.** The CPSB approved the motion to allow administration and staff to proceed with plans to mandate school uniforms at Donnie Bickham Middle School for the upcoming 1999-2000 school year.

### **Agenda Item No. 39**

**Requests for Leaves.** The superintendent recommended approval of the following leaves as requested.

Sabbatical Leave for Study, 1999-2000 School Year

Murdis Dodd, Assistant Principal, Ridgewood Middle School  
Linda Moore, Teacher, Walnut Hill Elementary/Middle School  
Karen West, Teacher, Mooringsport Elementary  
Sheila Ybarbo, Teacher, Pine Grove Elementary

Sabbatical Leave for Study, Fall Semester 1999-2000 School Year

Laurie Norton, Teacher, Summer Grove Elementary

Sabbatical Leave for Rest and Recuperation, Fall Semester 1999-2000 School Year

Julia Strickland, Teacher, Herndon Magnet

Leave Without Pay (Personal), 1999-2000 School Year

Pam Bond, Teacher, Mooringsport Elementary

Maria Gibbs, Teacher Aide, Captain Shreve High  
Shawn Gard, Teacher Aide, Hillsdale Elementary

Sabbatical Leave for Rest and Recuperation, 1999-2000 School Year

Carolyn Bennett, Teacher, Turner Elementary/Middle School

\*Staff **did not** recommend approval of the following leave.

\*Leave Without Pay (Personal), August 20 - December 31, 1999

Dorothy Carr, Secretary, Caddo Exceptional

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced the promoted administrators to the CPSB and audience as identified under *Consent Agenda item nine*.

## **BID**

### **Relocation of Special Education Administration Center and 15 T-classrooms, Project 2000-201.**

Mr. Brooks moved, seconded by Mr. Mims, approval of the bid for relocation of special education administration center and 15 T-classrooms, Project 2000-201 as recommended by staff. Mr. Thibodeaux said the original cost over and above the lease rate for relocating the center was approximately \$50 to \$75,000, based on information provided by staff, the city and the fire marshal. He expressed concern that the cost has now grown to \$719,000 and this will only take care of most of the renovation cost and very little of the relocation cost. Mr. Thibodeaux said the CPSB does not own the building, it is only leasing the facility with an option to purchase in a few years. He also expressed concern about the proposed size of employees' offices, and said the staff spends the majority of their time during the day in schools with students. He further expressed concern that over \$400,000 would be coming from the Capital Projects Fund. He said this money is being put into a building that does not house school children. Mr. Thibodeaux made a motion, seconded by Mr. Milam and Mr. Powell, to postpone this item until June 2, 1999 for the purpose of allowing the superintendent to find areas that can be cut in this budget for the purpose of moving to Building Six. Mr. Vance asked the superintendent if he is in agreement with the proposed motion. The superintendent said he discussed this matter with Mr. Thibodeaux prior to coming into today's meeting and it would be more expeditious if staff could proceed with the project. He further noted that staff has until June 7, 1999 in order to keep to the timeline. The superintendent said there are more expenses than anticipated and he proceeded to elaborate on the improved economy in this area. He further noted that he does not feel that the project could be done any cheaper than what is being proposed, and his preference would be for staff to proceed with the project. Mr. Vance asked how would the delay affect the bid process and the superintendent said the bids have already come in and the contractors will not have to re-bid. Mrs. Boykin asked how would the recommendation on June 2 differ from the one being proposed today. The superintendent said staff would have to review construction plans. Keith Norwood, director of school plant, said a number of things raised the cost of this job and he updated the board on staff's concerns about full height walls versus partitions. Mr. Norwood reported that when staff studied this option it did not seem to save the cost very much. He said staff has considered a number of ways to cut cost i.e. the privacy versus partition issue, and staff did not see substantial savings; plus, the engineer contacted the fire marshal regarding requirements for electrical revisions and they were not willing to forgo the cost. Further, part of the increased cost is due to the timeline to be ready for occupancy in August. Mr. Norwood said his recommendation is for staff to proceed with renovation and relocation plans. Dr. Hitchcock asked why is the project worth the additional cost to have it completed by the start of school. The superintendent said it would expedite services provided to students, schools, and teachers. Dr. Hitchcock said his request is that staff and the board look at providing the minimum amount. He said he is not interested in the CPSB spending a lot of money for special education staff, but is interested in spending money for a facility where parents could meet (in privacy) and have their concerns heard; and, he is interested in serving children. Mrs. Boykin asked how much of the cost is related to expediting the project. Mr. Norwood said the engineer's cost estimate on the project was quite a bit less than the actual bid price and it is his opinion based on trends that the longer you wait, cost continues to rise. Mrs. Pugh asked if the board would be able to have a cost estimate on a change order regarding the timeline if the board backs off. Mr. Norwood answered in the affirmative. Mrs. Pugh asked where is staff placing the greatest amount

of weight in making a decision; is staff trying to provide staff with a facility or is staff looking at the possibility of reducing the special education department. Mr. Norwood said staff was attempting to meet the current needs, and the space is growing. Debate continued on issues related to: a) technology wiring; b) cost of time constraints on the project; c) modular walls and furniture; d) future use of Building Six; d) affects the delay would have on bids, etc. Dr. Hitchcock said if the motion passes, he would like for the superintendent to come up with another option. He said the options discussed are to build offices that are private ceiling to wall; or buy modular partitions and new modular furniture. He suggested that another option is to have modular partitions and use the same furniture. Mr. Thibodeaux referenced the sources of funding for the project as included in the mailout and asked for clarification. Mr. Norwood summarized the funding sources as outlined. Vote on the motion to postpone carried with board members Vance, Burton and Boykin opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Powell, Brooks, Milam, Armstrong and Dr. Hitchcock.

### **PUBLIC HEARING FOR THE 1999-2000 GENERAL FUND BUDGET**

The president declared the floor open for public input on the proposed 1999-2000 General Fund Budget.

Jackie Lansdale, CFT/SP, said the budget should include a pay increase for all school employees. She said the federation applauds the board and staff for addressing critical needs areas, especially in low-performing schools. Ms. Lansdale expressed concern about the under funding of professional development; and, said adjustments of pay for coaches and other academic sponsors should reflect equity.

Shirley Enani, CAE, said the association supports the proposed 1999-2000 General Fund Budget with the understanding that consideration should be given to supplemental pay increases to all activity sponsors. She asked what administrative procedures establishing criteria would be followed since new funding is included in the proposed budget concerning the employment of teachers in the critical shortage certification areas.

No other speakers addressed the board, and the president declared the public hearing closed.

### **ADOPTION OF 1999-2000 GENERAL FUND BUDGET**

Mr. Brooks moved, seconded by Mrs. Boykin, to accept the 1999-2000 General Fund Budget. Mr. Brooks made a motion to amend the original motion, seconded by Mrs. Boykin, that the CPSB add \$180,000 to the 1999-2000 General Fund Budget for staffing of ten library aides. Mr. Thibodeaux made a substitute motion, seconded by Mrs. Armstrong, that the aides earlier designated as lunch room monitors will serve the balance of their day before and after lunchroom duty as aides in the library. Mr. Thibodeaux said this would allow for 40 aides instead of ten; it gives every school an aide; it specifies specifically what the aides will be doing in the school; and, it saves the CPSB the cost of ten additional aides. He said adjustments could be made if after one year it is determined that larger elementary schools need a full time aide. Mrs. Armstrong spoke in support of the substitute motion, and said she would like for Keithville Elementary/Middle School to receive an aide. Dr. Hitchcock asked the CPSB to leave some flexibility to the principal, and if there is a pressing need in the library, then the principal could balance that need with others. Mr. Thibodeaux said the CPSB could leave the flexibility to allow the elementary director of the school to speak to the principal. Dr. Hitchcock said he would like for principals to have some latitude if there are pressing needs on the campus. Mr. Vance expressed concern about the aide's qualifications and their ability to address the educational and technological needs of children. Mr. Powell said the board previously approved 40 aides and gave the superintendent the flexibility to place them where needed; and the board should remember the implications when implementing the placement of the aides. Mr. Powell asked how many combined (K-8) schools are in Caddo's school system, and the superintendent said there are six K-8 schools and 42 K-5 schools. Mr. Powell said he did not want the board to be under the misconception that if the board says it will do 40 aides for elementary schools, then they would go to every school. Mr. Powell said the previous motion was structured to give principals flexibility, yet, the board needs to do something for libraries. Mrs. Armstrong said librarians are inundated with duties and they need relief. Further, needs at K-8 schools should be addressed. Mrs. Boykin said the substitute motion would restrict previous CPSB action by removing the principals' flexibility to place the aides where needed. Mrs. Pugh asked what is the schedule for lunch hours at elementary schools, and the superintendent said it depends on the size of the school. Schedules vary from 10:30 a.m. - 1:00 p.m. Mrs. Pugh said if

the board is going to do anything effective, it should think about the timeline. She suggested that if the CPSB is going to impact some of the schools by providing assistance in low-achieving schools, then the 40 aides should be left available so that principals could make assignments where needed. Further, if the CPSB is working toward providing aides in the libraries, then it should be addressed separately. Mr. Thibodeaux asked the board to allow him to withdraw the substitute motion, and he asked Mr. Brooks to consider withdrawing his amendment and allow the superintendent to bring a recommendation back to the board of what is needed for each school. No objection was expressed to Mr. Thibodeaux withdrawing the substitute motion. The president said the substitute motion is hereby withdrawn. Mr. Powell said staff positions should be considered in the budget and if the motion passes relative to the ten aides for the libraries, then the superintendent will determine where the aides will serve best. Mr. Powell spoke in support of allocating funds for the ten aides, and said the board could consider another group next year. Dr. Hitchcock asked the superintendent why didn't staff recommend the aides positions as a part of the budget development. The superintendent said there are more requests for items in the budget than available funds; staff prioritized the items; staff thought they presented a good recommendation with most of the funds going to the classrooms; and, staff has a concern for the need to provide assistance in the library. He said that once the Legislature indicates the level of funding, then a recommendation could be presented. The superintendent said considering the ending balance, staff did not feel that they could recommend any more staff, which is a recurring cost. Dr. Hitchcock said he agrees that help is needed in libraries, but there seems to be a difference in priorities. Mr. Milam moved, seconded by Mr. Brooks, to call for the question. Vote on the motion to close debate carried with Mr. Vance opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock. Vote on the amendment carried with board members Vance, Thibodeaux and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong. Mr. Powell inquired about funds for the 42 additional teachers that were to be hired with federal monies that are scheduled to come in on July 1. The superintendent said staff did not include money, which has not been received in the budget. He further noted that indication is that the money should arrive around July 1, and the teachers would be used in elementary grades 1-3. Mr. Powell moved, seconded by Mr. Milam, that the 42 new and additional teaching positions listed in the budget for enrichment for elementary schools, that the number remains the same but the qualification of the teachers be modified so that when new federal funding comes in for the reduction of teacher/pupil ratio in K-3 on July 1, that at that time the money allocated in the budget would roll back into the General Fund; and, these positions then be allocated to the elementary schools on that basis. Mr. Powell said there are additional teachers in the budget, and he believes it is important to reduce the pupil/teacher ratio. Mr. Milam said Caddo already has one charter school and other applications are being considered. He said these schools will take away from the student enrollment and MFP funds will also be declining. The superintendent said he disagrees with the proposal; enrichment teachers are needed in elementary schools; class reduction money can only be used for certified teachers in grades 1-3; and, he supports elementary principals' requests for enrichment teachers. Dr. Hitchcock asked the superintendent where did the recommendation for providing enrichment teachers in every school originate. The superintendent said elementary principals have been making this request for some time and this year, staff felt that there is an opportunity to make the first step. Dr. Hitchcock said he shares fellow board members' concern for prudence and he believes it is a matter of priority. He said enrichment teachers should be placed in the schools and federal funds should be used to reduce the teacher/pupil ratio in early elementary grades. Mrs. Boykin said principals have some flexibility on where to assign staff. She noted that teachers in grades K-3 are being increased, but this does not prohibit principals from reassigning teachers. Mr. Mims moved, seconded by Mr. Pugh, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the amendment carried with board members Vance, Burton, Thibodeaux and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Pugh, Mims, Powell, Brooks, Milam, Boykin and Armstrong.

Mr. Powell requested clarification of the \$300,000 budget item relative to coaches' pay schedules. He expressed concern about the lack of equity in the plan. He asked if the CPSB pulls this item from the budget and asks staff to take a more comprehensive look at athletics and academics (other extracurricular activities), how long would it take for staff to respond. The superintendent said staff complied with the board's request in this regard, and if the board is going to treat other entities, then they should be considered separately. Mr. Powell said originally there was a concern about the schedule and specifically about the equity within the schedule and between the sports. He asked if staff could take a broader look at the equity between sports and other activities i. e. debate and band and in two or three months come back to the board with information. The superintendent said it

would be possible to come back with something in two or three months, but the recommendation would not result in any increase in anyone's salary for next year. Mr. Powell moved, seconded by Mr. Brooks, to pull the coaches' schedule back out of the budget in order to look at the equity within the schedule itself; but, importantly and additionally the board would consider the academic sponsors from debate to band, and all parts in between; and staff would bring this to the board within the three month time frame and the board could take another look at that time and make an amendment possibly to the budget at that time. Mr. Brooks spoke in support of the motion and said he wants every sponsor to get the same compensation. Mrs. Pugh asked Mr. Powell if middle schools are to be considered, and Mr. Powell said the motion includes both middle and high school schedules. Referencing concerns that arose from the Arthur Andersen Study, Mrs. Boykin encouraged the board to review the whole matter. Mr. Powell clarified that he is talking about the overall salary schedule and his intention is not to delete the new position of *athletic coordinator* (under Title IX) from the budget. He asked that this one position be extracted from the overall scheme of the coaches' pay. Debate ensued on: a) the funding for the athletic coordinator's position at the high and middle school level; b) advertising for the new athletic coordinator's position; c) compensation and duties of the athletic coordinator, etc. Mr. Thibodeaux moved, seconded by Mrs. Armstrong, to amend the amendment to include the athletic coordinator in the motion. Mr. Thibodeaux said the board has not approved the job description for the athletic coordinator. Vote on the amendment to the amendment carried with board members Burton, Mims, Brooks and Dr. Hitchcock opposed. Board members supporting the amendment to the amendment were Guin, Vance, Thibodeaux, Pugh, Powell, Milam, Boykin and Armstrong. Vote on the amendment, as amended, carried with board members Vance and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong. Mr. Powell moved, seconded by Mrs. Pugh, approval of the General Fund Budget as amended. Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong.

**Recess.** The president called for a 15-minute recess at approximately 6:29 p.m. The board reconvened at approximately 6:54 p.m.

### **REQUEST APPROVAL FOR NEW ELECTIVE (FRESHMAN ORIENTATION) AT WOODLAWN HIGH SCHOOL**

Mr. Thibodeaux expressed appreciation for some of the lofty goals outlined in the course description; however, he said he does not think Carnegie units should be given for freshman orientation.

Jackie Lansdale, CFT/SP president, said the federation is excited about the course and she hopes to see other schools adopt the course offering. Ms. Lansdale said the course directly attacks some of the issues that freshmen students face, *i.e.* study skills, writing skills, communication skills, and conflict resolution.

Mr. Mims moved, seconded by Mr. Brooks, approval of *Freshman Orientation* as a new elective at Woodlawn High School, as included in the mailout. Mr. Mims asked the board to support the motion, and Mr. Brooks concurred with the request. Mrs. Armstrong asked if the goals in the course description could be addressed in perhaps a week of intense orientation. Carter Bedford, principal at Woodlawn, said 100 percent of Woodlawn's faculty supports this initiative. He said the four components outlined in the course description requires more time to address, and time is required to acclimate the students to high school. Mrs. Armstrong expressed appreciation for the rotation of teachers. Vote on the motion carried with Mr. Thibodeaux opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

### **REQUEST APPROVAL OF ENRICHED CREDIT (*FORENSIC SCIENCE*)**

Mrs. Boykin moved, seconded by Mr. Thibodeaux and Mr. Vance, approval of the request that enriched credit be given to *Forensic Science* being taught in Huntington High School's Law and Business Magnet Program. Mr. Brooks said he wants to make sure that all high schools have enriched courses and that they all work well. He expressed concern that some of the principals are not making requests of the board for these types of courses. Vote on the motion carried with Mr.

Powell absent for the vote. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

### **REVISIONS TO STUDENT DISCIPLINE POLICY (ATTENDANCE SECTION) (JG)**

Shirley Enani, CAE president, said if the purpose of the changes in the policy is compliance with state law, then the revisions to the policy must include language and provisions that could be consistently applied.

Dr. Hitchcock moved, seconded by Mr. Brooks, to adopt the revised policy (JG), as included in the mailout. Mrs. Pugh expressed concern about the implementation of the policy at the school level, and asked if students and parents' questions and concerns have been answered relative to students returning to class and receiving credit for classwork done while on suspension. She asked if the policy would be implemented equally throughout the parish, and the superintendent answered in the affirmative. Mrs. Pugh said two schools have voiced their concerns when there was a conflict in understanding. She asked if an inservice would be conducted for principals and teachers to explain the policy. The superintendent said if there are misunderstandings, they can be readily clarified, and issues of concern have not been brought to his attention. Referencing page 14 under the heading *Attendance Policy in Elementary and Middle Schools*, Mrs. Armstrong asked questions about the provisions for receiving excuses from parents/guardians and exceptions for receiving excuses. She noted that there are discrepancies between items one and two, and she believes more clarification is needed. Roosevelt Shelby, director of attendance and census, explained the practice relative to staff receiving excuses for absences. He noted that a note from a practicing physician must substantiate excuses for absences. Referencing item three under the aforementioned heading, Mr. Thibodeaux asked staff to explain the reference to students' ability to receive credit for assignments completed during the period of suspension, if the assignments are the same as those from the classes from which the student was suspended, and the student attends an approved alternative program. He asked who would give the approved alternative school program the exact class assignments, if the teacher is not obligated to provide the assignment to the student. The superintendent said it is the student's responsibility to get the class assignment. Mr. Thibodeaux said he does not believe that a student should have to depend on another student to get the assignment. Mr. Thibodeaux said the policy needs further revision and he asked the board not vote on the motion. The president expressed concern that it appears that the student is being punished academically for a behavior problem. Cecil McCune, director of student affairs, said a task force of teachers and principals worked on the revisions and teachers feel that they should not have to provide assignments for students who misbehave in class and are suspended. Mr. Guin noted that the policy reads that students will not be given credit for makeup work. The superintendent said makeup work is a separate issue from work being completed after a student has attended an alternative program. Mr. Guin asked couldn't provisions be made in the policy for the teacher to provide the necessary information for the student to get the work while at the alternative program, or the student doesn't do the work and they do not receive credit. Referencing the guidelines included in the mailout, the superintendent said they were established at the beginning of the school year, they have served the system well, and was adopted into the policy. Mrs. Pugh asked legal counsel for his comments. Legal counsel said the policy was sent to his office and he raised the same question as Mr. Thibodeaux. He further noted that his view is that there should be coordination between the school and the alternative school regarding relative class assignments. His disagreement with the policy is that it did not provide for coordination and it will cause confusion. Mr. Brooks said the policy needs to be reviewed again and the committee needs to have a long-range vision. Mr. Thibodeaux made a substitute motion, seconded by Mr. Brooks and Mrs. Pugh, to send the student discipline policy JG back to the superintendent and ask that the CPSB get a crystal clear policy that explains exactly how a student can or cannot receive credit for work missed when suspended. Mrs. Boykin said the guideline states that some classroom activities and lessons cannot be completed outside of the classroom, and she asked what is the scenario when this happens. Dr. McCune said the task force did not address the specifics on what happens relative to letter or percentage grades, but the idea is that in such a scenario, the student could not get credit for this work, therefore, they would possibly receive a failing grade. The president asked what happens if a student misses a test while assigned to an approved alternative school. Dr. McCune said a test missed would be considered makeup work and would not be allowed, so the student would receive a failing grade. The president said he believes that students are being penalized for being suspended and again by receiving a failing grade if the test is missed. Mrs. Armstrong said, in this section, students are disturbing the learning environment, and though clarification is needed in the policy, students should be penalized for disruptive behavior in the class. Vote on the substitute motion carried with Mr. Vance and Dr. Hitchcock opposed;



Mr. Powell was absent for the vote; and, board members Guin, Thibodeaux, Pugh, Mims, Burton, Brooks, Milam, Boykin and Armstrong supported the motion.

### **RECOMMENDATION FOR SUPPLYING ELEMENTARY SCHOOLS WITH ACTIVITY BUILDINGS (Pugh)**

Mrs. Pugh moved, seconded by Mr. Mims, that the CPSB direct and authorize the construction of an activity center at Judson Fundamental Magnet School during the 1999-2000 fiscal year at a cost up to \$400,000 based on estimates, to come from the General Fund ending balance which is the current budget that was just adopted. Further, that a performance and activity center be constructed at South Highlands Elementary Magnet School at a cost of up to \$400,000 during the 2000-2001 fiscal year; and, further that an activity center be constructed at Atkins Elementary School at a cost of up to \$400,000 during the 2001-2002 fiscal year. During the next two years, staff will develop a list of schools for placement of activity centers at all other schools in the future. The superintendent expressed concern about placing this amount of money on the general operating fund to come out of the ending balance. He said he believes it would be more accurately placed in the Capital Outlay budget, and this process begins in December for the following year. He suggested that construction projects should remain in the Capital Outlay budget, which is normal procedure. Dr. Hitchcock expressed concern that the board voted earlier tonight to delete funds from the budget for enrichment teachers in schools, and part of the rationale was because of the concern for finances. He expressed concern that a motion has been made to spend general operating funds for capital projects without the recommendation of the committee that drafted the list of capital projects. Dr. Hitchcock said he does not disagree with the needs referenced in the motion, but he does not feel that this is the prudent way to do business. He urged the board to defeat the motion. Mrs. Pugh said this is not a recurring cost and the teachers would have been a recurring cost. Further, once the superintendent learns of MFP funds and funds for the 40 teachers that the federal budget will bring to the system, which would be 82 teachers in 2002, the board may have to decide if there would be a reduction in force. Mr. Vance asked if the 40 teachers have already been assigned, and the superintendent said they have not because the system has not yet received the funds. Mr. Vance asked what is the status of the ending balance after tonight's revisions. Ben Wreyford, director of finance, said it would be approximately 1.6 million dollars with the revisions made tonight. Vote on the motion carried with Mr. Powell absent for the vote; board members Thibodeaux, Boykin and Dr. Hitchcock opposed; and board members Guin, Vance, Pugh, Mims, Burton, Brooks, Milam and Armstrong supported the motion.

### **REVIEW OF REGULATIONS ON LOCAL, STATE, AND NATIONAL LEVEL**

Mrs. Armstrong moved, seconded by Mr. Brooks, that the CPSB, meeting in regular session on Wednesday May 19, 1999, does hereby instruct the superintendent of the Caddo Parish School System and all necessary staff to do a complete review of all regulations on a local, state, and national level that require forms to be filled out, records kept, and other extraneous work required of the classroom teacher, school principals, and other staff to determine if there is any over-lap, and come back with a plan before the beginning of the 1999-2000 school year to eliminate such overlaps and in the event there are no overlaps, with recommendations of how this type load can be removed from the classroom teacher, school principals, and other staff in order that he or she might concentrate their maximum efforts on educating our children. Mrs. Armstrong's rationale is that principals, teachers, and staff are over-loaded with non-instructional paperwork that takes up valuable instruction and work time. Further, the state is requiring more documentation of benchmarks relative to the accountability plan. She said the CPSB needs to find areas where the reporting and documentation load can be lightened. Vote on the motion carried with Mr. Powell absent for the vote. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

### **SUPERINTENDENT'S REPORT**

**Excellence Awards.** The superintendent announced that on June 9, 1999 at Southwood High School from, 3:30 - 4:30 p.m. a program celebrating schools' excellence would be held. The program is co-sponsored by the CPSB, the Greater Shreveport Chamber of Commerce, and Willis-Knighton Medical Center. The purpose is to recognize schools that have performed well academically during the 1998-99 school year.

**Graduation Activities.** The superintendent announced that graduation activities begin on May 26, 1999 with the first graduation ceremony being for Northwood High School at Hirsch Coliseum. The graduation ceremony is scheduled to begin at 6:30 p.m.

## **UNFINISHED BUSINESS**

**Attendance Policy (JG).** Mrs. Boykin asked if the problem with revising the attendance policy is a difference in philosophy; if grades are being used to punish; is placement used to punish; has the state adopted a position that says the CPSB is not using grades to punish as long as students attend an approved alternative program. Is the CPSB resisting policy in its action in giving credit? Mrs. Boykin asked why is there such a problem to revise a policy for adoption?

**Teachers.** Mr. Vance asked if the 40 teachers have already been placed. The superintendent said the placements have been narrowed down; the money has not been received and staff is not sure of the number they will be able to hire; and, staff is focusing on placing the teachers in the lowperforming schools.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Baseball Field for C E Byrd High School.** Mr. Milam asked the superintendent if he could name a committee to work with staff in finding a permanent baseball field for C E Byrd High School. He suggested that staff and the committee could coordinate their efforts and keep each other apprised of what is being considered through specific contact persons representing both sides. The superintendent said there are delays because of a lot of incoming recommendations that won't work. Further, staff is following up on every lead and suggestion.

**Textbooks.** Mr. Milam asked staff to provide him with the cost of providing extra sets of textbooks for middle school classrooms.

**School Psychologist.** Mr. Mims asked staff to provide him with information on the cost of employing a professional school psychologist.

**Bus Schedules.** Mrs. Armstrong asked staff if Broadmoor is the only school whereby transportation is not provided for students. She expressed concern about the lengthy period of time students attending magnet schools have to ride the bus. She requested staff to revisit the transportation provisions for schools and consider providing transportation to Broadmoor students. The superintendent said when Broadmoor became a laboratory school, transportation was not provided for contract students. Mrs. Armstrong also asked if transportation is provided for students attending the elementary laboratory school.

## **EXECUTIVE SESSION**

**Student Appeal Hearing.** Mr. Brooks moved, seconded by Mr. Milam, for the board to go into executive session for approximately 15 minutes to hear a student appeal hearing. Vote on the motion carried with board members Boykin and Powell absent. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Burton, Brooks, Milam, Armstrong and Dr. Hitchcock. The board went into executive session at approximately 7:56 p.m. and reconvened at approximately 8:01 p.m. Dr. Hitchcock moved, seconded by Mr. Thibodeaux, to uphold the superintendent's recommendation. The superintendent recommended that Shakeydia Antwine, ninth grade student at C E Byrd High School, be referred to Hamilton Terrace for one calendar year for possession of a weapon.

**Consent Decree Update.** Mr. Brooks moved, seconded by Mr. Guin, for the board to go into executive session for approximately 15 minutes to receive an update on the consent decree. Vote on the motion carried with board members Powell, Milam, and Boykin absent for the vote. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Burton, Brooks, Armstrong and Dr. Hitchcock. The board went into executive session at approximately 8:03 p.m. and reconvened at approximately 8:54 p.m.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Guin seconded the motion that carried unanimously, and the meeting adjourned at approximately 8:55 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President

**June 2, 1999**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, June 2, 1999, at 3:30 p.m. with President Willie D Burton presiding and Mike Powell and Jerry Tim Brooks present being a quorum. Other school board members present were Ginger Armstrong, Judy D. Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATION - "SCHOOL SYSTEM PREPAREDNESS / SAFETY PROGRAM"**

Roy Murry, director of security, gave a synopsis of emergency procedures for the Caddo Parish School System. He provided school board members with a written report that summarizes the way staff responds to an emergency or crisis situation. Mr. Murry informed the CPSB that the *Emergency Procedures Manual* is reviewed and updated annually and is distributed to all schools. He further noted that: a) members of the security department have visited every school in Caddo Parish to check emergency procedures plans; b) a committee was formed to develop a plan to be used by each school to deal with violence or other types or crises; c) members of the team received extensive training on school crisis response from the National Organization for Victim Assistance; d) school personnel have attended training sessions; e) sixty-three schools have submitted lists of their Crisis Response Team members to the security department and student services, and others are forthcoming; f) a task force consisting of personnel from the Shreveport Police Department, Caddo Sheriff's Office, Shreveport Fire Department, Office of Emergency Preparedness and CPSB was formed to coordinate crisis response efforts; g) all agencies have been provided floor plans of all schools along with a list of key people at each school; h) the task force is discussing the possibility of installing tele-conference capabilities; and, i) task force members will be attending principals' meetings this month to discuss crisis response and or drill exercises. Mike Powell expressed concern about people's awareness of procedures for contacting key persons at school sites. He also inquired about the school system's response, from policy standpoint, to intruder drills. Mr. Milam said he believes the section addressing *intruders on campus* should be a separate category in the manual. He further noted that all principals should consider school safety a priority. Mr. Brooks emphasized the need for principals to be properly trained to identify potential emergencies and to respond appropriately. Mrs. Pugh raised questions relative to school level contacts - who is first in command at school sites; who makes the decision relative to closing a school in a crisis situation. Mrs. Armstrong expressed concern about the task force response to crisis in rural areas and about the involvement of risk management staff. She further noted that student drills are important. Mr. Vance said crisis teams are needed in every school and security staff should be properly trained. He also noted that at least one person on each crisis team should be properly trained in cardiopulmonary resuscitation (CPR) procedures. The superintendent thanked staff and the task force for their involvement and commitment to create safe environments at Caddo schools. Representatives of the task force were recognized.

### **INSTRUCTIONAL PRESENTATION - "UPDATE ON NORTH HIGHLANDS MULTI-MEDIA PERFORMING ARTS ELEMENTARY"**

Dr. G. Jeane Nichols, elementary director, made introductory comments and introduced Mary Ann Sweeters, principal at North Highlands. Ms. Sweeters summarized the goals for the program, which was implemented during the 1996-97 school year. Ms. Sweeters reported that the school maintained its neighborhood status and incorporated a magnet component, which allowed 100 additional students to enroll from outside of school district lines. Staff persons and parents excitedly

capsulized activities at the school relative to academics, inservice training for teachers, program enrichments (art, music, technology), greater parental involvement, improved test scores, improved communication between staff and parents, improved student morale, etc. A video presentation on student activities at North Highlands was shown. The president applauded the school's staff for the outstanding job that is being done at North Highlands. Mr. Brooks inquired about the student enrollment at the school, and Ms. Sweeters said the student enrollment is nearly 550. Dr. Hitchcock asked about the number of students enrolled from outside of the district. Ms. Sweeters said the allotted 100 slots for students from outside of the school's district is complete. Mr. Vance expressed appreciation for the staff and programs at North Highlands, and noted that plans are in the work for mandating student uniforms for the next school year.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE JUNE 16, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the June 16, 1999 school board meeting. The following items were added: "*Special Revenue Funds Budget*" (Wreyford); "*Resolution -Agreement With Kings Highway Christian Church* " (Foster); "*Enrichment Teachers* " (Burton); "*Employment of a Consultant to Review School Procurement Program* " (Brooks); "*Student Enrollment Projections* " (Powell), and, "*Selection of Architect - Policy and Procedures (CPSB Policy FEB)* " (Pugh). The following items were deleted: "*Revisions to Student Discipline Policy (Attendance Section) (JG) and Revisions to Attendance Guidelines for Students Policy (JE)* " and "*Middle School Horticulture Beautification Program* " (Armstrong). The **Executive Committee** categorized agenda items 10, 17-20, 22, 23, 25-27 and 31-A as consent agenda.

**Enrichment Teachers.** Mrs. Pugh asked staff to provide CPSB members with information relative to justification and assignments for enrichment teachers. Dr. Hitchcock said the president indicated that this item would be for informational purposes; but, he wants the school board to know that he might be inclined to make a motion relative to this item at the June 16 meeting.

**School Uniforms.** Mr. Brooks announced that he would be making a motion at the October 1999 school board meeting that student uniforms will be mandated at all Caddo public schools in district seven.

**Personnel Transaction Report.** Based on previous CPSB discussions and the fact that no board action is required, the superintendent asked if this item could be deleted from future school board agendas. He said the information is being mailed separately to school board members. The president noted that a school board member added this item at an Executive Committee meeting. Mr. Powell said he would need to research the minutes before responding to the request to delete the item from the agenda.

## **CPSB WORK SESSION (PRESENTATION OF THE PROPOSED AGENDA AND CONSENT AGENDA)**

**Approval to Employ a Certified School Psychologist (Mims).** Mr. Thibodeaux asked if information would be included in the mailout stating that this position is something that the school system definitely needs. The superintendent said a board member placed this item on the agenda, but staff will be providing a cost estimate for staffing the position.

**Agreement With Kings Highway Christian Church.** Mr. Powell asked if an agenda item for a resolution addressing the parking situation at C E Byrd High School is needed for the June 16 meeting. The superintendent said the item could be added just in case board action is required.

**Charter Schools.** Mr. Powell asked the superintendent if he anticipates that the board would be presented with a recommendation for approval or rejection of charter schools. The superintendent said staff has met and reviewed the proposals and a recommendation will be in the mailout. Mrs. Pugh expressed concern that the CPSB will be asked to take action on something without having had the benefit of a work session. The superintendent said the proposals were submitted past the due date, and it would be difficult at this time for staff to recommend approval. He further noted that he is concerned about the timeline and other issues, *i.e.* funding. The superintendent said staff would like to continue working with the parties with hopes of making a recommendation for the 2000-2001 school year. He informed the board of his contact with Cathy Matheny (Board of Elementary and Secondary Education - BESE), who informed him that there has been some flexibility relative to

timelines. The superintendent said this and other concerns would be outlined in the mailout. Mr. Milam asked which proposals are being considered. The superintendent identified three identical proposals for different sites from Reverend Buck Magee and one from Reverend E Edward Jones. Mr. Milam inquired about the proposal from the medical group (Biomedical/Centenary), and the superintendent said their interest is to start in 2001. Mr. Brooks said BESE approved one proposal for a charter school, and asked if the CPSB would be providing assistance to the *Right Step Academy* group. The superintendent said BESE approved this charter and categorized it as a Type II proposal; and, by law the CPSB has no responsibility with this program. However, this group could ask to contract some services.

**Special Revenue Funds Budget.** Mr. Powell asked if a public hearing is required. Ben Wreyford, director of finance said a public hearing is not necessary for this budget.

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

Jerry Paige, principal at Cherokee Park Elementary and representing Caddo elementary administrators, read a prepared document to the CPSB asking the board to reconsider allocating funds for staffing enrichment teachers (music, art, physical education) at elementary schools. He outlined state mandates and the necessities for additional staffing to enhance learning and existing programs at the elementary level.

Linda Cox, principal at Southern Hills Elementary, continued with the petition to the CPSB to allocate funding for staffing elementary schools with enrichment teachers.

Responding to inquiries by Dr. Hitchcock, Sara Ebarb, principal at Forest Hill, explained to the board the sacrifices made at the school level relative to a higher pupil/teacher ratio in order to have an enrichment teacher. Mrs. Ebarb emphasized the importance and use of enrichment teachers at a large elementary school. Meredith Haynes, principal at Jack P Timmons Elementary School, capsulized the need for enrichment programs and teachers at smaller elementary schools. Both principals noted the sacrifices being made at their respective schools in order to accommodate the students' needs. Based on the current staffing formula, Mrs. Pugh asked Mr. Paige to inquire of other elementary principals if it has been clarified to them that they would receive a full time enrichment teacher or if they would be sharing a teacher. Mrs. Pugh questioned staff as to why would enrichment teachers be assigned to schools when some school are already enriched by virtue of the consent decree. Mr. Powell asked Mr. Paige to clarify elementary principals' position relative to providing assistance to schools that are not magnet or consent decree. Mr. Paige said the group wants help in all of the elementary schools. Mr. Powell said the need is desperate in some schools and he would like for the board to maximize limited dollars to where they are most needed. He said it would be helpful for the CPSB to know these situations so that it could deal with the dire situations instead of spreading teachers across the spectrum. Mr. Brooks asked staff what would it cost the school system to staff all elementary schools with enrichment teachers. Ben Wreyford, director of finance, said the cost would be approximately 1.6 million dollars. Mr. Brooks expressed the need for the school board to be cautious in its spending and to save money where possible.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion, and the meeting adjourned at approximately 5:03 p.m.

## **June 2, 1999**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:04 p.m. on Wednesday, June 2, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles E Hitchcock, ScD, Mark Milam, Michael E Powell, 11I, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Alvin Mims notified the president that he would be attending a meeting in Baton Rouge today and would not be present for the CPSB meeting. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

The president said the purpose of the special school board meeting is for the CPSB to consider and/or take action on several bid items.

## **BIDS**

**Relocation of Special Education Administration Center, Project 2000-201.** The superintendent recognized Keith Norwood, director of school plant, who gave a brief presentation on the building's design, proposed cost reductions, renovations, etc. Mrs. Armstrong noted that the alternative setting is housed on the second floor, and she asked if the pupil appraisal staff would also be housed on the second floor. Mr. Norwood said the pupil appraisal staff would be on the first and second floors -on different ends of the building. Mr. Norwood said staff's recommendation is basically the same as presented at the May 19 CPSB meeting. He said staff is recommending the base bid, and that the superintendent be authorized to approve change orders totaling \$32,800 to reduce the cost to \$686,200. Mr. Norwood identified the additional savings and sources of funding as outlined in the handout material. The budget has been reduced from \$719,000 to \$686,200. He further noted that: a) the contractor has provided options for materials which will equal use with a cost savings to those specified; b) the contractor and architect have proposed a phasing of the work to allow the contractor complete access to the work without disrupting occupied spaces with the option of extending the completion date past August 13, 1999 which will provide additional cost reductions; and, c) a cost comparison of demountable partitions by the architect shows permanent walls to give a definite initial cost savings. Mr. Norwood noted that regardless of the system, the initial cost of electrical and communications service should remain fairly equal. Mrs. Armstrong asked if the savings would taint the original bid process. Mr. Norwood said no, the reason being that the difference in the bid tabs is about \$80,000 and staff is proposing about half of that in changes. Mr. Thibodeaux expressed appreciation for the savings and asked if any other projects were delayed in order to release money for this project, and Mr. Norwood answered no. For cost comparison, Mr. Norwood informed the board that he inquired about the purchase price of the building across the street (2150 Midway). He reported that the building is slightly larger than Building Six and the asking price is \$950,000, which is \$400,000 higher than what is being paid for Building Six. Mr. Norwood said the cost for renovating the building across the street is uncertain, but staff believes that they received a good value on Building Six despite the renovation cost. Mr. Milam expressed concern about the building insulation for Building Six being reduced from 8" to 3". He said not only is there a concern for acoustics, but more so for energy savings. Mr. Milam said he would be prepared to amend the motion to restore the \$2,300 to the project's cost to provide 8" insulation. The president polled the audience for input on this agenda item.

Heidi Evans, former teacher, informed the board of the importance of maintaining confidentiality and privacy, which is a federal mandate (*IDEA '97 - Louisiana Bulletin 1508, Louisiana Bulletin 1706*)

Jean Batwell, former teacher, outlined the reasons for needing to occupy Building Six before the opening of school in August 1999. She said early occupancy would insure that materials are in place; the best services would be available to accommodate students and parents; and, staff would be in a better position to meet reporting deadlines.

Mr. Powell moved, seconded by Mr. Brooks, approval of the recommendation of staff on the bid for the special education administrative center, Project 2000-201. Mr. Powell expressed appreciation for the financial savings and emphasized that this project affects students, and it's time for the CPSB to move forward. Mr. Milam made a motion to amend the motion to restore the \$2,300 to the cost for 8" insulation instead of 3". Mr. Powell said he would take the amendment as a friendly amendment and incorporate it into the main motion, if the board doesn't object. No objection was expressed, and the president ruled that the amendment would be a part of the main motion. Dr. Hitchcock asked if the reference to the superintendent being authorized to approve change orders is included in the motion. Mr. Powell said his motion is to approve staff's recommendation, and this issue is included, as printed and distributed to CPSB members. Mrs. Pugh asked for clarification of the superintendent's authorized powers relative to change orders, and said the superintendent already has that authority. The superintendent said staff just wants clarification. Vote on the motion carried unanimously.

**Multi-purpose Room for Judson Fundamental Elementary, Project 2000-237; Roofing Replacement at Newton Smith Elementary School, Project 200-237; Vivian Garage Oil Treatment System, Project 200-235; and, Herndon Steam Piping Repairs, Project 2000-236.** Mr. Powell moved, seconded by Mr. Brooks, approval of recommendation of staff on item 4-B (1-4). Dr. Hitchcock said he objects to B-1 (Multi-purpose Room for Judson Fundamental Elementary, Project 2000-237) because he opposes the use of General Fund monies for 4-B-1. He noted that his

position does not in any way reflect on the proposed architect (Mr. LeBlanc), neither does he object to items 4-B (2, 3, 4). Mrs. Pugh expressed concern about Mr. LeBlanc's work on other projects. She noted that there were repeat problems at some of the projects he has overseen. Mr. Norwood said there are two major influences on the quality of work at construction sites - the architect and the contractor. He noted that there have been problems with some contractors, but Mr. LeBlanc has provided an exceptional level of service during the past three years. Mrs. Pugh asked if Mr. LeBlanc subleased some jobs, and Mr. Norwood answered no. Mr. Norwood said perhaps some of the contractors sublet jobs, but in this case he is addressing professional services and not the contractor's work. Mrs. Pugh requested clarification of Mr. LeBlanc's role in the roofing project at Judson Fundamental. Mr. Norwood said at Judson, in particular, some of the complaints occurred before the roof was completed, but Mr. LeBlanc's involvement is to ensure that the job is completed in a timely manner, and in accordance with the specifications of good workmanship. Further, he gives Mr. LeBlanc an A+ rating. Mr. Norwood said he would not penalize an architect for having to work with contractors such as *Four Seasons*. Mrs. Pugh said she is relying on staff's recommendation. Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Powell, Burton, Brooks, Milam, Boykin and Armstrong. Mrs. Armstrong asked if public transportation is available to Building Six, and staff answered in the affirmative.

## **ANNOUNCEMENTS**

**Celebration of Excellence.** The superintendent reminded CPSB members of the *Celebration of Excellence* program scheduled for Wednesday, June 9, 1999, at 3:30 p.m. at Southwood High School. He said schools that achieved excellence in regards to standardized test scores would be recognized.

**CPSB Meetings for July 1999.** The superintendent said he sent a memo to school board members regarding their desire for meeting in July. He said traditionally the CPSB meets only once in July. The president polled the CPSB on this matter, and no objection was made to the CPSB meeting only once in July. The president announced that the board would meet in regular session on Wednesday, July 21, 1999. The superintendent also noted that the central office and summer schools would be closed on Monday, July 5, 1999, in observance of Independence Day (July 4th).

**Graduation.** The superintendent announced that Fair Park High School will have its graduation ceremony tonight at the Hirsch Coliseum, and Green Oaks High School will have its graduation on Thursday night, June 3, 1999.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion that carried unanimously, and the meeting adjourned at approximately 5:42 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President

**June 16, 1999**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, June 16, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Powell gave the invocation and led the Pledge of Allegiance.

## **CONSIDERATION OF MINUTES OF THE MAY 19, 1999 AND JUNE 2, 1999 CPSB MEETINGS**

Mrs. Boykin moved, seconded by Mrs. Pugh, approval of the minutes of the May 19, 1999 and June 2, 1999 CPSB meetings. Vote on the motion carried unanimously.

## **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for revisions to the proposed agenda and consent agenda. The superintendent called board members' attention to a revised sheet (page 26) to be inserted into the Personnel Evaluation Plan that was included in the mailout.

"*Selection of Architect - Policy and Procedures (CPSB Policy FEB)* " (Pugh) was deleted from the agenda. Mrs. Pugh said if agenda item 32 ("*Employment of a Consultant to Review School Procurement Programs*") (Brooks) does not receive favorable consideration, then she would bring this item back to the board at a later date. The following items were postponed until the July 1999 CPSB meeting: "*School System Emergency Preparedness/Safety Program* " (Powell) and "*Approval to Employ a Certified School Psychologist*" (Mims). "*Student Enrollment Projections*" (Powell) was advanced on the agenda to follow item 14.

## **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, recognized the following students and staff who have distinguished themselves by outstanding performances.

**Optimist International Speech Competition Winners.** Dock Voorhies, III, student at C E Byrd High School, is the Louisiana district Optimist International speech competition winner. He is the recipient of a \$1,500 scholarship. Amber Hewitt, student at Caddo Magnet High, won second place and a silver medal in the girls' category. Parents, school principals, and other supporters were recognized.

**Louisiana State Elementary Physical Fitness Championship Meet.** Chad Louis, student at Werner Park Elementary, placed second at the Louisiana State Elementary Physical Fitness Championship Meet recently held in Baton Rouge. Chad's point total of 645 sets a new Caddo fitness record.

**Louisiana Finalist - Presidential Awards for Excellence in Science and Mathematics Teaching Program.** Kathleen J Porter, kindergarten teacher at Turner Elementary/Middle School, was selected as a state finalist in the prestigious Presidential Awards for Excellence in Science and Mathematics Teaching Program. She will receive a \$750 grant from the National Science Foundation. Additionally, as a state finalist, Ms. Porter becomes a candidate for the national level presidential award.

All honorees received a framed certificate of recognition for their outstanding accomplishment. Parents, central office administrators, schools' principals, and other supporters were recognized.

**1998-99 CPSB Retirees.** Dr. Holt announced that the total of certified employees retiring is 89 with 2,508.5 combined years of service to the CPSB. The total of classified employees retiring is 106 with 2,377.5 combined years of service. On behalf of the CPSB, Dr. Holt and the superintendent introduced the retirees. Retirees received framed certificates of recognition for their service and had their picture taken with the CPSB's president.

**Certified retirees present were:** Billie M Alford, Kathryn M Armstrong, Johanna Barker, Equilla Pea Brown, Levern C Burris, Larry Campbell, Joyce Carter, Thelma Carter, Armanda Clarkson, Josephine Copeland, Shirley Culbert, Gloridous F Drake, Milewease Evans, Dorothy Fortune, Amaryllis Furr, Glenda Goree, Sarah Hancock, Aliene Hennigan, Eula B Jamison, Richard Jones, James Robert Kennedy, Dolores B Little, Lola B May, Rose Marie Parisy, Calvin W Rodgers, Barbara Turner and Linda Williams. **Certificates will be mailed to the following certified retirees:** Martha A Allen, Anna Aslin, Linda Baker, Yvonne Belgard, Jimmy Bell, Susan Bell, Christy Bickham, Charles Boudreau, Jeralyn Briney, Julie Brooks, Lester Brosset, Robert Burton, Verna Clay, Peggy J Cloud, James W Cummings, Nelda Dennen, Marsha Dunn, Maudie Edwards, Rosie H Edwards, John Ellis, Dorothy Farnell, Bonnie Faulkner, Susan Goodrich, Palmadge Graham, Edna Jan B Greene, Youree Hamilton, Merry Hannigan, Gloria Harrison. Gwendolyn P Hudson, Iris Jackson, Beatrice James, Louise Jones, Betty Jordan, Jerry Lane, Nola R Lawrence, Angenetta E Long Lott, Linda McClung, Carolyn H Miles, Mary Osborne, Mary Otto, Vicki Owen, Patricia Penuel, Clayton Posey, Mary Prelow, Frances Randle, Weldon Richardson, Carolyn Rogers, Shealy Shelby, Jr, S L Slack, Peggie George Smith, Rosetta Smith, Catherine Sullivan, Shirley



Fuller Thomas, Sandra Townsend, Bonnie Vedlitz, Rudolph Washington, Henry L Wesley, Jr, Elaine B White, Rudolph Sanford White, Rose Williams, Crawford Willis and Troy Willis.

**Classified retirees present were:** Lucille Allen, Pearlie Anderson, Ruby Austin, Lessie Baker, Delois Bennett, Irene Brown, Lula Bryant, Cecil Burrmann, Lanell Coleman, Gay Colvin, Janeine Creel, Oletha Davis, Helen Dillard, Dorothy Durden, Mae Freeman, Lida Green, June Hall, Rosie Henry, Cecil Hicks, Maria Hill, Ruth Hines, Nellie Hodge, Veola Jackson, Donald Jenkins, Archie Johnson, Clotiel Lindsay, Clarence Maiden, Barbara Matkins, Nan R McWhiney, Dorothy Montgomery, Carlee Reed, Esther Robinson, Helen Robinson, Jimmie Russell, Hazel Samuels, Annie Sanders, Laura Speed, Mary Stacy, Barbara Tappe, Mattie Turner, Henrietta Washington, Carolyn Waxham, Eula Welch, Luther Williams, Ethel Willis and Ardis Wright, Jr. **Certificates will be mailed to the following classified retirees:** Lessie Baker, Thurman Bedgood, Martha Bonnette, Garfield Bradford, Essie Brown, Isaac Brown, M C Brown, Mattie Bryant, Freida Carroll, Lottie Carter, Fay Cunningham, Lynda Davis, Shirley Deal, Lillie Dennis, Louise Dixon, Caresa Dooley, Elizabeth Dupree, Linda Ford, Thelma Graham, Velma R Graham, Bertha Green, Martha Green, Andrewetta Hamilton, Bessie Hutchinson, Diney Inman, Maggie Jamison, Cora Jones, Dorothy Jones, Joan King, Mary Leftridge, Calvin Long, Sr, Johnnie Mason, Charles McCray, Marinell McMichael, Hilton McMiller, Willie McMiller, Jr, Frank Moran, Peggy Nix, Jesse Overstreet, Connie Pender, Ann Poindexter, Rosa Pouncy, Sandra Powell, Mary Rivers, Patricia Roan, Dorothy Schillinger, Jim Scott, JoAnn Sharp, Mildred Shelton, Kay Sherrill, Laverne Stokes, Susan Stutson, Susie Thomas, Joyce Tipton, Robert Wallace, Gladys Washington, Sandra Weathers, Lois Westmoreland, Sampson Williams, Charles Wolfe and Lynda Woolsey.

**Recess.** The first vice president called for a five-minute break at approximately 4:05 p.m. in order to give the president time to finish taking pictures with CPSB retirees. The board reconvened at approximately 4:14 p.m.

## **VISITORS**

Debbie Hart, area director for Associated Professional Educators of Louisiana (A+PEL), informed the board and staff that the workshop ("*A Workshop for Entrepreneurial Teachers: Creating Your Own Opportunity*") scheduled for June 22, 1999 at LSU-S has been postponed until the 1999-2000 school year. She further informed them of another workshop scheduled for July 8, 1999 at the CPSB Teacher's Resource Center entitled, "*Preparing Students for TOPS.*" The newly-elected officers for A+PEL were introduced and they are: Kim Brun, president (Broadmoor Middle Laboratory); Darlene Simons, vice president (Youree Drive Middle); Felicia Bates, secretary (Broadmoor Middle Laboratory); and, Connie Beasley, treasurer (Central Elementary).

The president recognized City Councilman Joe Shyne (District F), who was in the audience.

Gerald Burrow, principal at Turner Elementary/Middle School, distributed and read a prepared statement to the board that was endorsed by several CPSB administrators regarding *duty-free lunch periods* for elementary teachers. He voiced reasons why the plan is not in the best interest of the children, and respectfully requested that *duty-free lunch* not be mandated as a daily practice.

Beth Harper, parent and member of the C E Byrd High School Baseball Booster Club, asked the CPSB to not forget about finding a permanent baseball field for Byrd's team, and to resolve this matter expeditiously.

James Carter, retired CPSB educator and staff spokesman for the E Edward Jones Charter School, urged the CPSB to accept their charter school proposal. He noted that the school's program would address many of the problems plaguing school systems throughout the nation; it is proactive rather than reactive; and, would afford youngsters with the best educational opportunities that money can provide.

Emma Shepherd, president of Caddo Association of Educators (CAE), expressed the association's support of enrichment personnel for elementary schools. She said CAE endorses staff's recommendation to expand staff development opportunities for teachers and support personnel.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), asked the CPSB to consider the role that the federation plays in education. She asked that the federation be allowed participation in the new teacher orientation program. She also expressed concern about the

placement of certified teachers in critical subject areas, and about the need for a discipline policy that is uniformed.

## **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the proposed consent agenda. Mr. Powell noted that the resolution pertaining to the *Agreement With Kings Highway Christian Church* that was placed at school board members' seats is included in the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

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

**Personnel Recommendations.** The superintendent made the following personnel recommendations: (1) Katie Cross be appointed assistant principal of administration and discipline at Herndon Magnet, and the terms of contract are August 9, 1999 - June 15, 2002; (2) Aloysius Graham be appointed assistant principal of administration and discipline at Linwood Middle School, and the terms of contract are August 9, 1999 - June 15, 2002; (3) Margaret Thompson be appointed instructional supervisor (Secondary English/Foreign Languages), and the terms of contract are July 1, 1999 - June 15, 2002; and, (4) Marilyn Johnson be appointed principal of Creswell Elementary, and the terms of contract are August 9, 1999 - June 15, 2002.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for vehicle glass (windshields, side, back and door glass); M & S art supplies for all schools; M & S paper supplies for all schools; M & S office supplies for all schools; M & S teaching supplies for all schools; M & S classroom supplies for all schools; M & S printing forms, stationery and envelopes; M & S physical education supplies for all schools; science tables and desks for Southwood High School; fruit juice for the child nutrition program; bread and bread products for the child nutrition program; milk and dairy products for the child nutrition program; relocation of transportable classroom buildings, Projects 2000-002; gymnasium roofing replacements at Donnie Bickham, Midway and Youree Drive, Project 2000-209; locker room modifications at Bethune, J S Clark, Linear and Northwood (construction), Project 2000-211; home and guest locker rooms at Northwood Stadium (construction, Project 2000-212); miscellaneous asbestos abatement (C E Byrd, Caddo Middle Magnet, Hamilton Terrace, Herndon, Linwood, Summerfield and Summer Grove), Project 2000-219; replace boiler at Linear, Project 2000-228; wiring for miscellaneous and vocational projects at various schools and install library technology Plan/8(g) Block, Project 2000-232; and, roofing replacements at Fair Park, Summer Grove, and Vivian, Project 2000-210. Recommendations for paving parking at Herndon, Linwood, and Shreve Island, Project 2000-216 will be made no later than July 21, 1999. A copy of the tabulation bid sheets marked "*Exhibit A, 33 pages, June 16, 1999*" is filed in the official papers of the board.

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

**1999-2000 Debt Service Fund Budget.** Staff recommended that the proposed 1999-2000 Debt Service Fund Budget be approved. The Debt Service Fund is used only for the payment of bonded debt, interest, and fees. The projected ending balance at June 30, 2000 is \$1,512,175.

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

**Appointment of Fiscal Agent.** Staff recommended that *Bank One* be appointed fiscal agent for the two-year period July 1, 1999 through June 30, 2001. *Bank One* agreed to renew the contract under its existing terms and conditions and has also agreed to waive service charges on schools' accounts.

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

**Special Revenue Funds Budget.** Staff recommended that the Special Revenue Budgets, as included in the mailout, be approved. Budgets for 8(g) Projects, Title I Carryover, Job Training Partnership (JTPA), Summer Feeding Program and Louisiana LEARN for the 21st Century are included, and each has previously been approved by the State Department of Education or other agencies.

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

**Request for Bus Transportation by LSU-S LaPrep Program.** Staff recommended that the CPS13 approve the request for bus transportation for LSU-S LaPrep Program for the period June 18 -July 16, 1999, as stated in the mailout.

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

**Request for Bus Transportation for ShrevCORPS Summer Program.** Staff recommended that the request from ShrevCORPS for bus transportation for the period June 21 - June 30, 1999 be approved as presented in the mailout.

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

**Home Instruction Program for Preschool Youngsters Grant.** Staff recommended that the Home Instruction Program for Preschool Youngsters (HIPPY) Grant (1999-2000) be approved as submitted. The purpose of the program is to prepare three and four-year-old children for kindergarten, and to provide continued support for the five-year-old child during his/her kindergarten year.

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

**FY2000 IDEA Budget Application.** Staff recommended approval of the Special Education 1999-2000 IDEA and Preschool Flow-Through Applications as provided in the mailout.

### **Agenda Item No. 24**

**1999-2000 Special Education Interagency Agreements and Contracts.** Staff recommended approval of special education interagency agreements and contracts as provided in the mailout. The special education agreement renewals are between the CPS13 and the following: *The Adolescent Center, C-BARC, Charter Brentwood Behavioral Health System, Evangel Academy, Head Start Program, Highland Hospital, Holy Angels, Joy Home for Boys, Learn and Play Child Care, LSU-S, Montessori School for Shreveport, Our Lady of the Blessed Sacrament, Rehabilitation, Elisabetta Renzi Child Development Center, St John Berchman Cathedral School, St Paul's Preschool, Shriners Hospital, Southern University-Shreveport-Bossier, Southland Park Preschool, Volunteers of America MADRE (Mental Health and Drug Recovery Empowerment), Volunteers of America Magnolia House and Meadowbrook House, Willis-Knighton Physical Medicine and Rehabilitation Institute, Willow Point Preschool and Young Years.* The special education contracts are between the CPSB and the following: *Alpha Nursing Services, Inc, LSUMC (psychiatric evaluations), Interim Healthcare, LSUMC (otolaryngological exams and evaluations), Dr. Bruce McCormick, Dr. Gary Milford, Olsten Kimberly Quality Care Staffing, Physicians Filing Service, Dr. Alan Richards, Dr. Webb Sentell, Dr. Lee Stevens and Mollie E Webb.*

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

**Districtwide Staff Development for Teachers (1999-2000 School Year).** Staff recommended approval of the districtwide staff development for teachers (1999-2000 school year), as included in the mailout. Caddo's investment in staff development will provide valuable assistance to teachers who are charged with effective delivery of the curriculum.

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

**Promotional Appointment Contracts for New Counselors.** The superintendent recommended issuance of promotional appointment contracts to the following new counselors: (a) Kelly Guerrero (Forest Hill Elementary), and the terms of contract are August 12, 1999 - June 15, 2002; (b) Carol Peyton (Summer Grove), and the terms of contract are August 12, 1999 - June 15, 2002; and, (c) Pamela Radford (Southwood High), and the terms of contract are June 7, 1999 - June 15, 2001.

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

**Resolution - Agreement With Kings Highway Christian Church.** The superintendent recommended approval of the agreement with Kings Highway Christian Church (including the

resolution) as submitted. The agreement will benefit C E Byrd High School, the Kings Highway Christian Church and the community. A copy of the agreement, resolution, and sketch of the property plat is filed in the official papers of the board.

### **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced the promoted administrators to the CPSB and audience as identified under *Consent Agenda item nine*.

### **PUBLIC HEARING FOR THE 1999-2000 CAPITAL PROJECTS FUND BUDGET**

The president declared the hearing open and polled the audience for input on the proposed 1999-2000 Capital Projects Fund Budget. No one registered to address the board, and the president declared the public hearing closed.

### **PUBLIC HEARING FOR THE 1999-2000 CHILD NUTRITION PROGRAMS BUDGET**

The president declared the hearing open and polled the audience for input on the proposed 1999-2000 Child Nutrition Programs Budget. No one registered to address the board, and the president declared the public hearing closed.

### **ADOPTION OF THE 1999-2000 CHILD NUTRITION PROGRAMS BUDGET**

Mr. Vance moved, seconded by Mr. Milam, adoption of the proposed Child Nutrition Programs Budget for the 1999-2000 fiscal year, as included in the mailout and recommended by staff. The budget is presented in a four-column format: 1) the actual budget for 1997-98; 2) the budget for 1998-99; 3) the revised budget for 1998-99; and, the proposed 1999-2000 budget. A copy of the budget is filed in the official papers of the board.

### **1999-2000 CAPITAL PROJECTS FUND BUDGETS**

Mr. Thibodeaux moved, seconded by Mr. Powell, approval of the proposed 1999-2000 Capital Projects Fund Budgets as included in the mailout and recommended by staff. Dr. Hitchcock made a motion to amend the motion to delete \$400,000 transfer from the General Fund. The president ruled that the amendment dies for lack of a second. Vote on the original motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong.

### **STUDENT ENROLLMENT PROJECTIONS (Powell)**

Mr. Powell moved, seconded by Mr. Thibodeaux and Mr. Brooks, to approve the recommendation of staff to contract with an outside agency to develop a report of student enrollment projections for Caddo Parish schools not to exceed \$15,000. Mr. Powell said board members received information showing that student enrollment will continue to decline in the future on an average of approximately 1,000 students a year which equates to a loss of funds under the MFP. Demographer Elliott Stonecipher explained how he derived the population projections. He noted the following: a) the official U S Census will be taken in 2000; b) through a system of high-tech management, the Census Bureau is able to issue and post extremely detailed projections of populations; c) the data is available and can be studied statistically in tabular and photographic form; d) Caddo Parish is in the midst of suffering a critical population decline; e) the most critical initial impact to the population decline will probably be felt in school-age children; f) the present population projections bear out an average annual decline between 1998-2003 of 4.8 percent; and, g) the projections suggest that Caddo could see almost a 24-25 percent decline between now and 2003. Mr. Powell asked if there is some indication as to why there will be a declining population. Mr. Stonecipher said suggestions are comparisons of population between 1990 and 1998, i. e. live births, deaths, and migration patterns. He also reported that the declining population is a Caddo Parish occurrence. Mr. Powell asked Mr. Stonecipher what is the time frame for him to be able to generate population data for the CPSB and staff. Mr. Stonecipher said to conduct a geo-demographic study would take about three-weeks from beginning to the end. Mr. Powell asked how long has the data on declining population been available. Mr. Stonecipher reported that the Census Bureau publishes a monthly report; however, a compilation report for 1990-98 has been completed and he is just receiving a copy. Mr. Powell said he believes it would be prudent for the CPSB to get more information so that when the board makes

decisions, they will be made based on available dollars. The superintendent said he believes that the board and staff should avail themselves to as much information as possible. Mr. Brooks inquired about the population gains in Bossier Parish, and suggested that the business community needs to be working on economic development projects. Mrs. Armstrong asked if the CPSB would receive a detailed analysis of the demographic study, should the board pass the motion. Mr. Stoncipher answered in the affirmative. However, he noted that a report by individual school districts would not be in the scope of work in the initial contract. Mrs. Boykin asked if the completed report would be considered at the next CPSB meeting. The superintendent and president suggested that the report be considered at the Executive Committee meeting in August 1999. The president called for the vote on the motion that carried unanimously.

#### **APPOINTMENT OF OFFICIAL PRINTER**

Mr. Brooks moved, seconded by Mr. Milam, to appoint the *Caddo Citizen* as the CPSB's official journal for the 1999-2000 school year. Mr. Brooks said the *Caddo Citizen* has done a good job and the cost is more reasonable. Vote on the motion carried with board members Vance, Pugh, Mims, Boykin and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Thibodeaux, Powell, Burton, Brooks, Milam and Armstrong.

#### **CHARTER SCHOOLS**

The superintendent recommended that the four proposals not be approved by the CPSB. He reported that staff has had an opportunity to visit with the staff of two of the proposed charter schools, particularly the middle school charter school proposal which is a Type IV charter school and is scheduled to begin in 2001, and the E Edward Jones charter school proposal. He said of the four proposals reviewed and in the mailout, staff believes that the proposal from Reverend Jones has the greatest amount of promise. He further noted that staff is presently attempting to coordinate a meeting with representatives of the Jones charter group to strengthen their proposal. Mrs. Pugh asked if the Jones' proposal is scheduled to open in 1999-2000. The superintendent said in his discussion with Reverend Jones, he said he is not tied to this specific time frame. Mrs. Pugh said according to legislation, the CPSB could delay action on the request. The superintendent said legislation says charter proposals should not be reviewed after February 1, 1999, and staff received the charter school proposals at the end of April and the first of May 1999. He further noted that people in Baton Rouge said there could be some flexibility in the timeline, and this is why staff proceeded with the review of the four proposals. He suggested that it might not be reasonable neither feasible to consider starting the school in August 1999. Mrs. Pugh said if the school opens in August then it would be the Board of Elementary and Secondary Education's (BESE) responsibility according to legislation. The superintendent said BESE could recognize charter school proposals after May 31, and they have made timelines very flexible. Mrs. Pugh said the proposal needs to be presented to BESE if the academy plans to open this fall. The superintendent concurred and said staff wants to meet with the Jones group to discuss their application and timeline since Reverend Jones indicated that he was not tied to the August opening date. Mr. Brooks spoke in support of the superintendent's recommendation, and encouraged staff to work with the Jones group to strengthen their proposal. Mr. Vance inquired about the timeline for meeting with Reverend Jones. The superintendent said Reverend Jones is working with his staff to determine a possible date to meet with Caddo's staff. Mrs. Boykin suggested that in view of the discussion, it would probably be best for the CPSB not to take any action at this time. Mrs. Boykin inquired about the three other proposals. The superintendent said the other three proposals are identical except for the board of directors and site locations, and staff does not feel as good about them and does not recommend approval. Dr. Hitchcock asked if the CPSB has an obligation to act on the first three proposals so that if the CPSB disagrees then they will be able to proceed to BESE. Legal counsel said he does not believe that the CPSB is obligated to act on the proposals because they were not timely filed. He further noted that the state department is aware of the proposals, and BESE is free to take action. Mrs. Pugh said she was in the presence of Reverend Leathon "Buck" Magee recently, and he indicated that on June 24, 1999, his proposals would be considered by BESE. The president encouraged staff to meet with the Jones staff.

#### **REVISIONS TO THE PERSONNEL EVALUATION PLAN**

Jackie Lansdale, (CFT/SP), said the federation has concerns about: a) the narrative portion of the evaluation form and about the way the form is being used; b) who is responsible for conducting

personnel evaluations; and, c) the possible pitfalls teachers face when evaluations reflect their need for intensive assistance.

Mrs. Boykin moved, seconded by Mr. Thibodeaux, approval of staff's recommendation for revisions to the parish's Professional Personnel Evaluation Plan as outlined in the mailout. Mrs. Boykin expressed appreciation for Mrs. Lansdale's concerns and noted that the CPSB already has a grievance/discipline process in place and board members have seen evidence of evaluation forms not being completed. She suggested that the board's policy does not need to be changed, but staff needs to complete evaluation forms. Vote on the motion carried unanimously.

## **ENRICHMENT TEACHERS**

Mr. Brooks moved, seconded by Mrs. Armstrong, to approve the placement of fifteen enrichment teachers, as recommended by staff. Mrs. Armstrong made a motion to amend the motion that the enrichment teachers be certified in their areas of expertise. Mrs. Pugh noted that all elementary teachers are certified in the enrichment areas. Mrs. Armstrong said they have certification, but her reference is particularly to art education certification, music education certification, etc. so that they are specialists in the area. Mrs. Pugh said the teachers are being classified as enrichment teachers and not specialists. Mrs. Armstrong said her request is that the teachers have the required expertise. The president ruled that the amendment dies for lack of a second. Mr. Thibodeaux said there are 3040 unassigned teachers in the budget. He asked if they have already been assigned, and if not could the enrichment teachers come from this group instead of employing another 15 teachers. The superintendent said staff believes that these are different categories of teachers and the additional 15 positions should be filled so that they can dwell on enrichment. Mr. Thibodeaux asked how many of the 30 unassigned teachers in the budget are still unassigned. Willie Henderson, assistant superintendent of human resources, said all of the positions are unassigned at this time. He further noted that requests from the schools are received when student populations shift, classes are combined and special programs implemented. Mr. Thibodeaux asked if all of the teachers were assigned last year, and staff answered in the affirmative. Mr. Thibodeaux expressed concern that it is likely that Caddo will see a 15-25 percent decrease in school-age children over the next five-year period and this could translate into a 20 to 40 million-dollar shortfall in money less than presently being received from MFP. He said it would be irresponsible for the Caddo school system to employ new people with this concern hanging and it would be better to wait until the enrollment study is reviewed. Mr. Powell expressed concern about funding, prioritizing placements, and declining student enrollment. He said he would support the 15 positions with the understanding that if the decline in student enrollment reaches a point in the next year and the system does not have sufficient funding, that he will not be looking to the schools for funding; that the CPSB might have to find money in other portions of the budget and the board will have to make some tough decisions. Mr. Vance said he would support the motion because it supports instruction and the CPSB needs to bring all instructional programs up to par. Mr. Milam said there is a real need for the enrichment teachers, however, the CPSB should heed the cautious alert that the student population could decrease by approximately 36,000 by 2003, as presented by the demographer. He encouraged the board to step back and wait on the enrollment projection report. Dr. Hitchcock asked if there is any reason to believe that the 15 teachers could be placed for one school year, and if next year the positions have to be reduced because of budget shortfalls, would the staff expect to have 15 openings whereby these 15 teachers could be absorbed. The superintendent said there is no doubt that there would be openings to absorb the teachers. Further, numerically and at the superintendent's discretion, the 30 teachers in the budget plus the 15 enrichment teachers could be absorbed. He said the only concern would be for the positions that would need to be filled. Mrs. Pugh expressed concern about the school placements for the 15 teachers. She noted that some of the designated schools are already above the staffing formula, and she inquired about provisions for low-performing schools. The superintendent said low-performing schools received additional staff last year for improvement. Mrs. Pugh asked if there was any educational improvement. The superintendent said staff tried to balance the schools that did not have additional staffing so that they would have the same opportunities as other schools, and he would visit with Mrs. Pugh to review the assignments. Vote on the motion carried with board members Thibodeaux, Pugh and Milam opposed. Board members supporting the motion were Guin, Vance, Mims, Powell, Burton, Brooks, Boykin, Armstrong and Dr. Hitchcock.

**Recess.** The president called for a 15-minute recess at approximately 5:37 p.m. The board reconvened at approximately 5:56 p.m.

## **EMPLOYMENT OF A CONSULTANT TO REVIEW SCHOOL PROCUREMENT PROGRAM (Brooks)**

Keith Norwood, director of school plant, expressed support of some type of study on minority contractor participation. He said the comments attributed to him in *The Times* article on June 15, 1999 regarding minority contractors were taken out of context. He emphasized that the school plant department is a part of the solution to this problem, and has met on several occasions with representatives of the Northwest Louisiana Chapter of the National Association of Minority Contractors and the NAACP and has taken their comments to heart. He further noted that ongoing dialogue continues with several minority contractors. Mr. Norwood said in keeping with CPSB policy FEF (*Minority Contractors*), staff seeks quotations from qualified minority contractors on informal bids; the CPSB makes good faith efforts to employ black minority contractors; a list of members of the National Association of Minority Contractors is widely published by inclusion in all specifications to bids; the bid forms include a compliance statement to document contractor's efforts to procure minority contracts; and, specifications are furnished to the National Association of Minority Contractors on each project without charge. Additionally, school plant has: a) sponsored seminars/workshops to promote bidding by disadvantaged and minority bid firms; b) revised bid forms and specifications to promote contractors to actively seek minority subcontractors and give actual value to their work; c) created a registry of minority contractors to collect and distribute information on all minority contractors interested in doing business with the CPSB; and, d) presented a workshop on the CPSB's purchasing procedures and opportunities prior to taking bids next spring to all interested minority contractors. Mr. Norwood reported that minority participation has increased by 220 percent and this year the total value of minority contracts to date is \$638,793. Mr. Brooks moved, seconded by Mr. Mims, that the CPSB issue a Request for Proposal (RFP) for the purpose of having an outside consulting firm evaluate the last three years of purchases, contracts and design contracts to determine whether contracts have been issued and returned in a fair and unbiased fashion. And, if the finding shows they have not, then to suggest ways the CPSB can make improvements to ensure that the CPSB is fairly and equitably issuing public work. The evaluation should include both the statistical breakdowns on what firms received work as well as evaluation, capacity and quality of other firms not receiving work. Mr. Powell said this is an opportunity for everyone to sit back and receive suggestions from outside firms. Mr. Powell said it is incumbent on the CPSB to always be open to the public. He said he has no desire to create an affirmative action program or any type of bias within the system; however, he does not believe the CPSB should be discriminating in any way and it should take another look to ensure that the CPSB is not. Dr. Hitchcock said CPSB policy FEF is strong, and he heard the comments made by Mr. Norwood, but he has a problem with expending General Fund monies for a study of this sort. Mr. Vance asked if a timeline is established, and he expressed concern about the cost for employing a consultant. He said the CPSB could conduct its own study, and he believes that the school system employs knowledgeable people and they could make suggestions. Mrs. Armstrong agreed with Mr. Vance and questioned the price tag affixed to hiring a consultant. She said she would like to receive a report from staff. Mr. Powell noted that there is no price tag because the CPSB is not authorizing the expenditure of any money at today's meeting. Mr. Powell made a motion to amend the motion, seconded by Mrs. Armstrong, that when staff brings back the results of any requests for proposals, that they at the same time provide the CPSB with detailed information as to what has been done and any proposals they have for things staff could do for modifications or improvements. Further, staff would certainly include the superintendent and director of school plant. Mr. Norwood said he supports the concept of the motion but staff could do what is requested. He said he would be happy to make a report to the CPSB at its next meeting in advance of any RFP being released to the public. The superintendent echoed Mr. Norwood's sentiments. He said he believes staff should take a look at what is currently being done and a written report could be put together by staff to show the CPSB what is being done. He said the report could be presented at the July 21, 1999 school board meeting and at that time, the board could decide if it wants to go forward with a RFP. In light of comments made by the superintendent, Dr. Hitchcock made a substitute motion, seconded by Mr. Vance, that the CPSB direct the superintendent to initiate a staff study for the purpose of evaluating the last three years of purchases, contracts, and design contracts to determine whether contracts have been issued and returned in a fair and unbiased fashion; and if the finding shows that they have not, then suggest ways to the CPSB and make improvements to ensure that the CPSB is fairly and equitably issuing public work. Dr. Hitchcock said his motion is to give staff the first shot at conducting a study, and if the CPSB believes that the information is incomplete or questions the validity of the information, then the CPSB could proceed to conduct an outside study. Mr. Vance said requesting RFPs requires staff and the CPSB to follow a procedure, and said he would like for staff to deal with the issue first. The president suggested that the report be presented at the Executive

Committee meeting in August 1999, which is normal procedure. Mr. Brooks said he wants the board to consider his motion today because he believes that if staff were already doing the right thing, then a RFP would not be necessary. Mr. Powell spoke in support of the substitute motion. Mr. Guin requested clarification of plans that staff has already implemented and of plans to be implemented. He also expressed concern about delaying the presentation of a report until August. The president said reports are normally presented at the Executive Committee meeting, and some staffers will be on vacation during the next few weeks. Mrs. Pugh said the item is being changed after evaluating what has been done in the past. She suggested that staff is projecting what is to be done in the future. Following more debate on equity, the president called for the vote on the substitute motion which failed with board members Thibodeaux, Powell, Armstrong and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Vance, Pugh, Mims, Burton, Brooks, Milam and Boykin. Vote on the amendment carried with board members Vance, Brooks and Milam opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Boykin, Armstrong, and Dr. Hitchcock. Vote on the original motion, as amended, carried with Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Mims, Pugh, Powell, Burton, Brooks, Milam, Boykin and Armstrong.

## **SUPERINTENDENT'S REPORT**

**Excellence Awards.** The superintendent thanked school board members for attending the outstanding school excellence celebration that was held at Southwood High School on June 9, 1999. He also expressed appreciation to community supporters, Willis-Knighton Medical Health System, and The Greater Shreveport Chamber of Commerce for their involvement.

**CPSB Meeting.** The superintendent reminded school board members and staff that the next regular school board meeting will be on Wednesday, July 21, 1999, at 3:30 p.m.

**Retirement.** The superintendent read a statement announcing his impending retirement from Caddo Public Schools effective December 31, 1999. He pledged his continued dedication to the work of the school system until that date. The superintendent recognized his wife, Sandra Foster, who was in the audience, and thanked her for her support.

### **Requests for Leaves.**

Mr. Mims moved, seconded by Mr. Vance, that all of the requests for leave be granted. Mr. Vance said this is a personnel matter, and he sought instructions on how he should present his questions in open session. Dr. Hitchcock suggested that as long as the board is not talking about a particular employee and that employee's performance, that it would be legitimate for the superintendent to answer questions about his recommendation to deny a leave. Legal counsel concurred with Dr. Hitchcock's suggestion, and said discussion is acceptable as long as the board does not discuss professional competence, character, and mental or physical health of the employee. Mr. Mims asked the superintendent why he denied two of the leave requests. The superintendent said leaves are approved or denied based on whether the leave is in the best interest of the school system. In the case of the individuals presented at this meeting, the superintendent said staff agreed to recommend all but two. He said he does not believe that the two leave requests are in the best interest of the school system. Mr. Mims asked if staff is being inconsistent with previous recommendations. The superintendent said staff is being consistent in that they made the same recommendation in the past. Mr. Mims said in the past some employees have been allowed to remain on leave for longer periods; charter school participants are being allowed up to three years of leave time; and, he believes that the CPSB needs to be fair across the board and give other employees the same opportunity. Mr. Vance said employees, in the past, have been allowed three to five years of leave and the CPSB needs some consistency in granting leave requests. He encouraged the board and staffs to review the policy and consider not allowing any employee more than two years of leave time. He further noted that he would support a leave for the employees in question, but would not support a request for extended leave beyond this request. Mrs. Pugh made a motion to amend the motion, seconded by Mr. Mims, that the CPSB would grant a one year leave request to the two employees in question and that this would be the final opportunity for a request to be granted by the CPSB for the said positions for this period. Mrs. Pugh said with the upcoming charter schools, the law has already been written that a teacher could request one to three years of leave, after which the teacher must make a decision. She said the CPSB has never given employees this type of mandate and with this motion, the school board would be establishing guidelines by which leave requests would be addressed in the future. Mr. Powell asked staff how long has Jackie Lansdale been on leave.



Mr. Henderson said this is the fourth year for Mrs. Lansdale. Mr. Powell said the CPSB needs to be aware that Billy Wayne has been on leave for two and a half years; he respects Mrs. Lansdale; and, the CPSB needs to be consistent and fair. Mr. Thibodeaux made a substitute motion, seconded by Mr. Powell, that the requests for leave be handled as recommended by the superintendent. Mr. Thibodeaux said he believes that the superintendent's reason for not renewing the two leaves is legitimate. In light of the three-year leave limitation for participation in charter schools, Mr. Powell asked the superintendent to clarify the leave request for Mr. Wayne. Mr. Henderson said the discussion about leaves for charter schools and this issue is different. Mr. Powell said board members feel that the CPSB should be equitable and the three-year leave for charter schools might justify allowing employees to be out three years. Legal counsel clarified policy relative to granting leaves without pay, and debate continued on the board's options. Mr. Milam moved, seconded by Mrs. Armstrong, to call for the question. Mr. Milam said teachers requesting leaves for participation in charter schools remain in the classroom, and he does not feel that it is fair to compare the leave requests that are presented today with leave requests for participants in charter school programs. Vote on the motion to end debate carried with board members Boykin and Mims opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Powell, Burton, Brooks, Milam, Armstrong and Dr. Hitchcock. More debate followed and the president called for the vote on the substitute motion which failed with board members Thibodeaux, Powell and Milam supporting the motion. Board members opposed were Guin, Pugh, Vance, Mims, Burton, Brooks, Boykin, Armstrong and Dr. Hitchcock. Vote on the amendment to the motion carried with board members Thibodeaux, Milam and Boykin opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Powell, Burton, Brooks, Armstrong and Dr. Hitchcock. Vote on the motion as amended carried with board members Thibodeaux and Milam opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Powell, Burton, Brooks, Boykin, Armstrong and Dr. Hitchcock. The following leaves were requested and approved by the CPSB:

Sabbatical Leave for Study, 1999-2000 School Year

Tyrell Flaherty, Teacher, Westwood Elementary  
Louise Smith, Assistant Principal, Southwood High

Leave Without Pay (Personal), 1999-2000 School Year

Karen Soileau, Teacher, Caddo Magnet High  
Lisabeth Harper, Teacher, Riverside Elementary  
Kellie Bruce, Teacher, Herndon  
Jackie Lansdale, Teacher, C E Byrd High  
Billy Wayne, Teacher, Booker T Washington High

Leave Without Pay (Personal), 1999-2000, 2000-2001, and 2001-2002 School Years

Ronnie Banks, Teacher, Fair Park High

Sabbatical Leave for Rest and Recuperation for the 1999-2000 School Year

Patricia Laborde, Teacher, Captain Shreve High

**Reuests of the Board:** Gail Griffin, librarian at A C Steere Elementary, requested to rescind her sabbatical leave and return to her position June 7, 1999.

Roy Gipson, bus driver, requested to rescind part of his leave without pay and return to his position at the beginning of the 1999-2000 school year.

## ANNOUNCEMENTS AND REQUESTS

**Superintendent Search.** Mr. Powell asked the superintendent and staff to provide a synopsis, in the July 1999 mailout, of what the CPSB did in 1995 regarding the superintendent search. The president said he has already spoken with Burnadine Moss Anderson, director of communication, and asked her to pull pertinent material from the last search for board members' perusal. Mr. Powell said his request is that the information be provided in the July 14, 1999 mailout.

**Baseball Field.** Mr. Powell asked the superintendent to provide him with a copy of the minutes of his meeting with members of the C E Byrd High School Booster Club scheduled for July 7. He said he understands that discussions will be held on a home baseball field for next year and on a permanent baseball field. Also, add this item to the agenda for the July 21, 1999 meeting.

**100 Citizens of the Century.** The president recognized and congratulated fellow CPSB member Jerry Tim Brooks for being selected as one of 100 most notable citizens of the century in northwest Louisiana. The CPSB president was also included in this prestigious category.

**Graduation Ceremony.** Mrs. Armstrong asked the superintendent to respond to a request for a graduation ceremony for students who passed the exit exam during the summer. The superintendent said staff has already considered this request and at this point does not see the feasibility in a summer graduation program. He said he would visit with Mrs. Armstrong to discuss this matter if she so desired.

**Sweepers.** Mr. Brooks expressed concern that sweepers for summer school are paid minimum wages. He encouraged the superintendent and staff to consider paying sweepers a higher rate for working during the summer months.

**Summer School Student Enrollment.** Mr. Vance requested staff to provide him with data on summer school enrollment; how many students participated; were the classes overcrowded; were all interested students able to enroll in the program, etc.

**School Bus Transportation.** Mr. Vance asked the superintendent to look into a transportation concern to magnet schools for Ms. Maxine Ferguson. He said he would give the superintendent more information on how to contact Ms. Ferguson at the close of today's meeting.

**Duty-Free Lunch.** Mr. Powell asked the superintendent and staff to provide the CPSB with an update in the next month or so on where the CPSB is relative to duty-free lunch periods for teachers. Also, identify particular problems that staff may have encountered and plans for the next school year. The superintendent noted that elementary staffs are not on duty at this time and it would be more reasonable to respond to this request when school is in session. Mr. Powell asked if the superintendent needs until sometime in August to respond, and the superintendent said this time frame would be more reasonable. In light of the superintendent's comments, Mr. Powell asked the superintendent to just provide him with information on whether or not staff has made plans for the start of school; if teachers would have duty-free lunch.

**Paychecks for Summer School Employ.** Mr. Brooks encouraged staff to pay summer school teachers monthly rather than at the end of the two-month summer school program.

**Requests for Leaves.** Mrs. Boykin informed CPSB members that she doesn't agree with any of the discussion that was shared earlier tonight as it relates to leave requests and granting leaves up to three years and comparing it to charter schools. She said she sincerely hopes that the discussion in no way begins to set a precedent. She also noted that charter school law requires the CPSB to grant up to three years if requested, and after three years the teacher has to make a decision. Mrs. Boykin said the CPSB could grant up to one year at a time for personal leaves, if the leave is determined to be good for, a benefit, or doesn't hurt the school system.

## **UNFINISHED BUSINESS**

No unfinished business was presented at the meeting.

## **NEW BUSINESS**

No new business was presented at the meeting.

## **EXECUTIVE SESSION**

**Student Appeal Hearing.** Staff informed the board that there is only one student appeal to be heard. Mr. Powell moved, seconded by Mr. Vance, for the CPSB to go into executive session for the purpose of hearing a student appeal for approximately 20 minutes. Vote on the motion carried unanimously and the board went into executive session at approximately 7:15 p.m. The board

reconvened at approximately 7:30 p.m. Mr. Powell asked the superintendent what is his recommendation. The superintendent said his recommendation is that the CPSB uphold the recommendation of staff; that Duan Helverson, student at Donnie Bickham Middle School, be assigned to Oak Terrace School for the first semester of next school year; and, that staff review his progress or actions at the end of the nine-week period to determine if some other recommendation should be made at that time. Mr. Powell moved, seconded by Mr. Brooks, that the CPSB approve and adopt the superintendent's recommendation. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Mr. Mims and Mrs. Armstrong seconded the motion that carried, and the meeting adjourned at approximately 7:32 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President

### **July 21, 1999**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, July 21, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE JUNE 16, 1999 CPSB MEETING**

Mr. Vance moved, seconded by Mr. Brooks, approval of the minutes of the June 16, 1999 CPSB meeting. Vote on the motion carried unanimously.

#### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for revisions to the proposed agenda and consent agenda. *"Review of Policy GCBC (Professional Staff Fringe Benefits -Employee Assistance and Health Promotion Program)" (Pugh)*, *"Baseball Field for C E Byrd High School" (Informational) (Powell)* and *"School System Emergency Preparedness/Safety Program" (Powell)* were deleted from the agenda. *"Dental Program Proposal for Northern Caddo Parish Schools" (Burton)* was postponed until the August 1999 CPSB meeting. Mrs. Pugh noted that the superintendent assured her that staff would bring modifications to Policy GCBC at the August 1999 school board meeting.

#### **VISITORS**

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), informed the board of the federation's concerns and ideas relative to the need to employ certified teachers and to raise salaries for certified and classified staff. She noted that increased salaries would provide an opportunity for Caddo Parish to remain competitive with other school systems.

Prentiss Smith, parent, informed the board of his views relative to the need to provide adequate administrative staffing at schools and the need for pay increases for teachers and support personnel.

Delmire Fisher, teacher, informed the board of her request of staff to give employees the option of requesting a ten-month pay period in lieu of a twelve-month pay period. She expressed concern that funds are withheld from paychecks each month and reallocated over the summer and distributed as the eleventh and twelfth checks of the year. She questioned who receives the interests from the monies accumulated, and said she hopes to receive a response from staff and also receive restitution.

Emma Shepard, president of Caddo Association of Educators (CAE), noted that funds are available for pay raises and other instructional needs through the MFP. CAE urged the CPSB to direct staff to present at the board's August 1999 regular meeting a proposal for dedicating at least 80 percent of

the increased MFP funds for instructional services. CAE also requested that a committee be formed to represent employees affected by the changes in sabbatical leave laws and allow input regarding amendments to board policies. Ms. Shepard further noted appreciation for increased staff development sessions and urged the CPSB to consider offering salary incentives to new teachers.

Richard Chunn, dental director at David Raines Community Health Center, spoke of interest to establish a dental program to curtail tooth decay for students enrolled at schools in the northern part of the parish. He offered to provide letters of support from established dental associations. The president noted that the superintendent would be talking with Dr. Chunn about this program later this week.

Dr. Brian Smith, oral and maxillofacial surgeon, also spoke in support of the dental program that is being proposed for schools in the northern part of Caddo Parish.

### **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the proposed consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bid for document imaging system (RFP), as presented and included in the mailout. A copy of the tabulation bid sheets marked "*Exhibit A, three pages, July 21, 1999*" is filed in the official papers of the board.

**Rejection of Bid.** Staff recommended that the bid for paving parking at Herndon, Linwood, and Shreve Island, Project 2000-216 be rejected due to excessive cost. The project will be reviewed, redesigned and rebid immediately.

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

**Renewal of Group Dental Insurance Plan.** Staff recommended that the Group Dental Insurance Plan with Blue Cross/Blue Shield be renewed for twelve months beginning October 1, 1999. The renewal rates will increase by 22.8 percent. Monthly increases range from \$4.32 for employee only to \$14.13 for employee and family.

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

**Transfer of E-Rate Revenues to Reserve.** Staff recommended that the 1998-99 E-rate revenues be transferred from the General Fund to the Data Processing Reserve Fund to provide resources for future technology needs.

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

**Louisiana Compliance Questionnaire.** Staff recommended that the resolution regarding the Louisiana Compliance Questionnaire be approved.

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

BY: \_\_\_\_\_ Michael J Thibodeaux

WHEREAS, the Caddo Parish School Board authorized the superintendent to execute a letter of engagement with the accounting firm of KPMG, LLP, to audit its financial statements for the period July 1, 1998 - June 30, 1999; 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 Louisiana Compliance Questionnaire.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish School Board, in due and legal session convened, that the attached Louisiana 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, LLP.

Seconded by Jerry Tim Brooks

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, 1999

\_\_\_\_\_  
James E Foster, EdD  
Superintendent

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

**Request for Meal Service by Student Referral Alternative Center.** Staff recommended approval of the request for meal service by Student Referral Alternative Center (2332 Jewella Avenue, Shreveport, Louisiana 71109), as included in the mailout. A copy of the agreement is filed in the official papers of the board.

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

**Request for Bus Transportation by Student Referral Alternative Center.** Staff recommended approval of the request for bus transportation for Student Referral Alternative Center for an educational field trip in connection with its Summer Enrichment Program. Fees will be paid in accordance with CPSB policy.

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

**Head Start Program Agreement for 1999-2000.** Staff recommended approval of the agreement for Head Start Program for 1999-2000. The agreement provides for the use of classrooms at Bethune Middle School and Mooretown ECE Center, and for meal service provisions.

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

**Additional Security Needs.** Staff recommended approval of the request for additional security needs as presented in the mailout. Security coordinators will be assigned to Arthur Circle, Blanchard, Herndon, Hosston, Mooringsport, Riverside, Shreve Island, A C Steere and Summerfield. The cost (salary plus benefits) to add nine coordinators is \$172,800.

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

**Request for Bus Transportation by SPAR** Staff recommended approval of the request from SPAR for use of three school buses to transport students to a special aquatic education program sponsored by LSUS and coordinated by the Mayor's office.

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

**New Electives for the Caddo Career & Technology Center (Technical Careers Exploration and Networking / Information Technologies)** Staff recommended approval of the new electives at the Caddo Career and Technology Center as outlined in the mailout.

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

**CBTF/TLC Technology Improvement Grants.** Staff recommended that the CBTR/TLC Technology Improvement Grant application be approved as submitted. For the 1999-2000 school

year, staff is applying for \$712,622 in classroom based technology funds and \$332,605 in technology literacy challenge funds. Classroom based technology funds are allocated from the state and technology literacy challenge funds are allocated from the federal level.

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

**Requests for Leaves.** The superintendent recommended approval of the following requests for leaves and/or requests of the board.

Sabbatical Leave for Study, Fall Semester 1999-2000 School Year

LaTanya Wilson, Teacher, Huntington High School

Leave Without Pay (Personal), November 1, 1999 - June 1, 2000

Carolyn Butscher, Teacher Aide, Turner Elementary/Middle School

Leave Without Pay (Personal), 1999-2000 School Year

Jacqueline Anne Luck, Teacher, Woodlawn High School  
Johnna Davison, Teacher, EBW Stoner Hill Laboratory School  
Angela Rogers, Teacher, Newton Smith Elementary

Leave Without Pay (Personal), August 23, 1999 - December 17, 1999

Marie Hudson, Office Clerk, Oak Terrace/J B Harville

Sabbatical Leave for Rest and Recuperation, Fall Semester 1999-2000 School Year

Paula Guier, Counselor, Linwood Middle School  
Patricia Wilson, Teacher, Midway Middle School

Sabbatical Leave for Rest and Recuperation, 1999-2000 School Year

Kirita Windham, Teacher, Caddo Exceptional  
Sylvia Wilkerson, Teacher, Judson Fundamental Elementary  
Sandra Carlisle, Teacher, Riverside Elementary

Leave Without Pay (Personal), 1999-2000 School Year and 2000-2001 School Year

Judy Milam, Librarian, Eden Gardens Fundamental

Leave Without Pay (Personal), September 1, 1999 - August 31, 2000

Tom Vestal, Administrative Coordinator, Drug Education

**Request of the Board.** Murdis Dodd requested to rescind her sabbatical leave for study for the entire 1999-2000 school year and requested a sabbatical leave for study for the spring semester only.

### **PERSONNEL RECOMMENDATIONS**

Mrs. Boykin moved, seconded by Mr. Thibodeaux, to divide the question to separate the recommendation for assistant principal at C E Byrd High School from the remaining personnel recommendations. Vote on the motion carried with board members Vance and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong. Mrs. Boykin moved, seconded by Mr. Powell, that the CPSB adopt the recommendations of the superintendent on all remaining recommendations except for the position at C E Byrd High School. Vote on the motion carried unanimously. Mr. Thibodeaux moved, seconded by Mr. Powell, that the recommendation for assistant principal of instruction at Byrd, as recommended by the superintendent, not be passed by this board. Mr.

Thibodeaux said his motion does not have anything to do with the person being recommended for the position, but it has to do with the fact that this person is not the principal's choice. He noted that in the past, the principal has had the opportunity to have the person that they feel best fits the situation for the school. Mr. Thibodeaux said the principal is accountable for what happens at the school in the performance of students and employees, and he believes it would be wrong not to allow the principal to choose who they feel best fits the program at the school. Mr. Thibodeaux asked the board to give the principal the right to choose personnel to do the job. Mr. Vance encouraged the board to respond in a decent and orderly manner. He said the principal sat in with the interview committee and if the board is going to strike out the procedures in which the board does business, then it should strike out the whole procedure. Mr. Vance expressed concern that Byrd is fifty-percent minority and there is no minority in the top administration at the school. He said diversity is what the issue should be about and if diversity works at other high schools, then it should also be at C E Byrd. Mr. Vance urged the board to follow the process that is in place.

Dr. Hitchcock made a substitute motion, seconded by Mr. Vance, that the recommendation of the superintendent be adopted for the assistant principal at C E Byrd. Dr. Hitchcock said he believes that principals should have the greatest of latitude in selecting staff at their school; principals should have the most important input in selecting staff at the school; the principal at C E Byrd High School runs a good school and does a good job; but, he also believes that principals have one set of responsibilities and the superintendent has another set of responsibilities. Dr. Hitchcock said the interview system is established to allow the presence of and input from the principal, but he believes the CPSB employs a superintendent and sets up an interview process to make sure that there is a level of review to guarantee fairness. Dr. Hitchcock said there are situations where the superintendent has to look at what is best overall for the school system as opposed to one administrative position at one school. He encouraged the board to uphold the process that is in place to guarantee fair and equal treatment. Mrs. Pugh said the CPSB would negate the policies in place and create an elitist situation that she cannot contend with if board members vote against the substitute motion. She spoke in support of the superintendent's recommendation; however, she expressed concern about the number of administrators coming out of one high school in the parish. Mrs. Pugh also expressed concern that the vacancy announcement notice was changed from *assistant principal of administration* to *assistant principal of instruction*. She asked the superintendent to look carefully at principals in the schools and realize that the community is looking also. Mr. Brooks said principals should make personnel selections for their schools; there is no need for the interview committee; the committee should be disbanded; and the personnel department should do the hiring for the school system. Vote on the substitute motion failed with board members Vance, Burton, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Thibodeaux, Powell, Brooks, Milam, Boykin and Armstrong. Vote on the main motion carried with board members Vance, Burton, Pugh, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Thibodeaux, Powell, Brooks, Milam, Boykin and Armstrong.

The superintendent made the following personnel recommendations: (1) Eleanor Clark be appointed assistant principal of instruction at Ridgewood Middle School for the 1999-2000 school year; (2) Charles Lowder be appointed assistant principal at Caddo Heights Elementary School, and the terms of contract are August 10, 1999 - June 15, 2002; (3) John Piazza be appointed head coach at Huntington High School; (4) Charles Washington be appointed assistant principal at Youree Drive Middle School, and the terms of contract are August 9, 1999 - June 15, 2002; and, (5) Curley White be appointed principal at Booker T Washington High School for the fall semester of the 1999-2000 school year. Each employee 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 and introduced the promoted administrators to the CPSB and audience.

### **REQUEST FOR USE OF QUEENSBOROUGH ELEMENTARY SCHOOL BY WILLIS-KNIGHTON MEDICAL CENTER (Project Neighborhealth)**

Dr. Hitchcock said he would abstain from voting on this item since he is an officer of the Willis-Knighton Health System. Mr. Powell moved, seconded by Mrs. Pugh, approval of the request from Project Neighborhealth for use of Queensborough Elementary School. Vote on the motion carried with Dr. Hitchcock abstaining. Board members Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong supported the motion.

## **1999-2000 PUPIL PROGRESSION PLAN**

Mrs. Boykin said reference is made in the Pupil Progression Plan (specifically on page 3.9) to consideration being given to promoting eighth graders who are 16 years of age or older for the 1999-2000 school year; and, this is repeated again in reference to fifth graders for the 1999-2000 school year. She asked if the school system is going to socially promote students, and if so why. The superintendent said the recommendation is for one year only and it is consistent with the state's plan for promotion. Mrs. Boykin said Caddo previously decided at the board level not to socially promote students, and she questioned if Caddo has to socially promote students just because the state has it in its plan. The superintendent said it is staff's recommendation that Caddo be consistent with the state as it implements the new plan for accountability. Mrs. Boykin further noted that she thought the superintendent was developing a plan to deal with students who failed, and asked if the program was in place. The superintendent said that is why summer school has been in place for the past two years, and it has been very successful and staff is maintaining a promotion track for most of the students. He said the elementary level has been even more successful than last summer in bringing students on track, and staff is still waiting to receive firm numbers on the results of this summer's session. Further, test scores have improved. Mrs. Boykin moved, seconded by Mr. Powell, for the adoption of the Pupil Progression Plan with the deletion of the two items referenced earlier (p.3.9) for social promotion. Mrs. Boykin said the motion is repeating what the board has very vigorously said about social promotion. Mr. Powell endorsed the motion and said the board unanimously did away with social promotion two years ago. He said the fact that the state is moving in that direction is not justification enough for the CPSB to fall backward. Mr. Powell said alternative educational programs are established for students who are retained; he applauds staff for implementing summer school and the reading program; but it doesn't change the policy decision that was made two years ago. Mrs. Pugh asked if there is an alternative program in the making should this motion pass. The superintendent said staff would have to review the numbers should the motion pass. He said the numbers are low and staff does not believe that there would be enough students to put in an alternative school. Mrs. Pugh asked if the program would have a reduced pupil/teacher ratio. Again, the superintendent said this would depend on the number of students involved. Mrs. Pugh asked if additional teachers will be needed, and the superintendent said he does not believe there is a need for additional teachers at this point. Mrs. Pugh asked if there are no programs, no curricula, and no teachers, then what will make the difference. The superintendent said the difference will be on where staff places the students based on their needs, i. e. if the student is unsuccessful in science, then give the student two science classes or whatever the subject might be. Mrs. Pugh expressed concern about giving students more of a particular subject if they are already failing the subject. Dr. Hitchcock emphasized that the CPSB unanimously sent a message two years ago that there would be no more social promotion, and the CPSB would not abandon the students who cannot meet the new standard because of social promotion. He said the board needs to stick to its gun in this regard, and it doesn't do students any good to advance them to another level if they do not have mastery at a previous level. Mrs. Armstrong asked how soon could school board members expect to receive the final data on summer school testing. Ollie Tyler, deputy superintendent, said staff has some of the information and should have the other data compiled and submitted to the superintendent by next week. Mr. Thibodeaux asked if all of the students who failed the testing during the regular school year attended summer school, and the superintendent answered no. Mr. Thibodeaux said the students who failed and did not attend summer school would not be promoted, and staff should have already made plans of action for these students. Mr. Vance inquired about the number of students who failed. The superintendent said he would be getting the numbers next week. Mrs. Armstrong asked staff to provide school board members with the results of summer school testing data. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

## **MATHEMATICS SUPERVISOR FOR GRADES 6-12**

Mrs. Armstrong asked what are the specific responsibilities for the supervisor. The superintendent said the mathematics supervisor would primarily be working with the 6-12 area depending on the qualifications of the person being recommended - probably middle school level. If approved, Mrs. Armstrong asked if the new supervisor could be specifically assigned to the middle school level and the supervisor now in place be specifically assigned to the high school level. She also asked what salary would the supervisor be paid. The superintendent said the new supervisor would be paid on the entry level for that position based on what they bring in terms of years of experience and current salary. Mrs. Armstrong moved, seconded by Mr. Brooks, that the additional mathematics supervisor



be specifically assigned to the middle school level and the existing mathematics supervisor be specifically assigned to the high school level. Mr. Brooks spoke in support of the motion, and asked how many mathematics supervisors are presently in place. The superintendent said there are two mathematics supervisors on staff at this time. Mr. Vance suggested that it might be best to have the three mathematics supervisors work closely together. The superintendent said staff plans to assign a mathematics supervisor to each level - high school, middle school, and K-5. Mrs. Pugh asked if the motion would balance the caseload. The superintendent said there are more middle schools than high schools, and it is important that concentration be placed on the content. Mrs. Pugh expressed concern about the location and number of school sites that must be covered by one person, and she asked the superintendent if the wording of the motion is also his recommendation. The superintendent said he doesn't believe the motion is needed because this is the direction staff wants to go. Mrs. Pugh expressed grief over the stipulation that is stated in the motion because she does not feel that consideration is being given to caseload and location. She asked the superintendent if he believes that the attachment in the motion would infringe upon the professional strengths of the supervisors, and he answered no. Mr. Powell asked the superintendent if he is recommending that the CPSB approve the motion that is on the floor. The superintendent said he could make the recommendation because this is the direction that staff planned to go. Vote on the motion carried with Mrs. Pugh opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

### **ADDITIONAL PERSONNEL ADMINISTRATOR FOR CLASSIFIED PERSONNEL DEPARTMENT**

Jackie Lansdale (CFT) encouraged the board to make things better for classified employees since additional personnel is being requested. Further, that the CPSB should adhere to its policy and recognize employees' longevity, good work evaluations, skill levels, etc. Mrs. Lansdale said there are classified employees who are having difficulty in getting a transfer or full time positions.

Mrs. Boykin asked if this position is going to be permanent and if it would be added to the budget. The superintendent said the position at this time is a temporary position. Mrs. Boykin summarized the mailout document and said it has the looks of something permanent. Secondly, the addendum confuses her and she could not recall another instance when the CPSB dealt with such a matter. She asked if the CPSB needs to temporarily create a position at this time, temporarily fill it, and not advertise the position, and the superintendent answered in the affirmative. Mr. Vance moved, seconded by Mrs. Pugh, that the additional personnel administrator for classified personnel be approved. Mrs. Pugh said the paperwork suggests that another person is needed. Further, the documentation sent to school board members relative to applications suggests that this position is being created as a permanent position. Further, there is a crisis of an administrator who is physically unable (the addendum addresses this issue), and the board should move forward to do what is necessary to assure that a principal is in place when school opens. Mrs. Boykin said the motion needs to be amended to make the motion permanent and handle it as other positions. Mrs. Boykin made a motion to amend the motion, seconded by Mr. Brooks, to make the position permanent. Mr. Thibodeaux requested clarification of the salary. The superintendent said the first figure (\$60,000) quoted in the mailout was an estimate, but the last estimate (\$65,387) is more accurate. He said the request is to fund the position at the person's present salary. Mr. Thibodeaux suggested that the salary should be a part of the amendment. Dr. Hitchcock asked the superintendent why is the recommendation for a temporary basis when the process described makes every position come up for review. The superintendent said every position comes up for review and at that time staff determines whether they should fill the position or advertise it. He further noted that in view of the circumstances involved in this situation, staff does not feel that it has to necessarily be a permanent position, and it fits within the scope of what staff is dealing with. Mrs. Armstrong made a substitute motion to limit this position to one year and at that time reevaluate the need and job performance to be evaluated by the new superintendent. The president ruled that the amendment dies for lack of a second. Mr. Vance said the person of concern in this matter is already on contract and the CPSB has renewed the contract. He said if the position is limited to one year, then the CPSB would have to consider the matter again next year. Mr. Vance also pointed out that staff is attempting to remedy the paperwork overload and is trying to guarantee that a school can open this fall with the guidance of a principal. Mr. Thibodeaux called school board members' attention to the motion listed on the motion sheet and said it addresses everybody's concerns. The president said an amendment is on the floor and he called for the vote and the amendment failed with board members Guin, Brooks and Boykin supporting the amendment. Board members opposed were Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Armstrong and Dr. Hitchcock. The president called for the vote on the main

motion. Mr. Powell asked if the CPSB is voting on the motion that was previously made or the motion printed on the motion sheet. Mr. Vance clarified his motion thus reading, *move to approve the superintendent's recommendation to authorize an additional classified personnel administrator position on a temporary basis for a period not to exceed two years. Further move the superintendent be authorized to assign Mrs. Wanda Brooks to the position on a temporary basis for a period not to exceed two years and that Mrs. Brooks' salary shall be in accordance with school board policy.* Mrs. Boykin said she objects to the process that the board is going through; she does not think that it is necessary; the CPSB is setting a precedence by creating a temporary position with the position already filled. She said the superintendent and staff has the latitude, in personnel situations, to do what needs to be done. Mrs. Boykin said this matter has the markings in the future of becoming a permanent position and the intention of making it permanent is that the position be advertised like all other positions in the school system. Vote on the motion carried with board members Guin, Powell and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Mims, Burton, Brooks, Milam, Armstrong and Dr. Hitchcock.

#### **APPROVAL TO EMPLOY A CERTIFIED SCHOOL PSYCHOLOGIST (Mims)**

Mr. Mims moved, seconded by Mr. Brooks, that the superintendent and staff would employ a certified school psychologist. Mr. Mims said observing what is happening around the country, he believes the time is right to employ a full time certified school psychologist. Mr. Brooks spoke in support of the motion. Mr. Thibodeaux asked if provisions are made in the IDEA budget for 12 or 22 school psychologists. The superintendent answered in the affirmative and said staff feels that the Caddo Parish School System has ample school psychologists and it has the ability to contract on an as needed basis for outside assistance. Dr. Hitchcock asked the superintendent if he understood correctly, that this is not the superintendent's recommendation, and the superintendent said this understanding is correct. Dr. Hitchcock asked staff to relay the research work done by school districts and what was found. The superintendent said staff (EAP department/human resources) was asked to make recommendations and conduct researches in immediate areas, Texas and elsewhere, and in no case was support of employing a full time clinical psychologist received. Dr. Hitchcock said staff was directed to consult and survey many school districts and he asked the superintendent if he found one school system with a situation such as this. The superintendent said he does not recall one. Dr. Hitchcock asked Mr. Mims if he is aware of a school system that has such an arrangement, and if so, would he identify the school system. Mr. Mims said there are school systems in Houston and Dallas, Texas, Atlanta, Georgia, Flint, Michigan, and most of the school districts in California. Dr. Hitchcock spoke against the motion. He said staff is not making the recommendation, surveys have been conducted and other school systems don't operate as such, and this is an unnecessary position. Dr. Hitchcock said as the CPSB faces priorities, *i.e.* reducing pupil/teacher ratio in schools and increasing teachers' pay that this type of thing stands in the way of priorities. Mr. Powell requested clarification of the motion and asked if the discussion is about the same type of school psychologist that the CPSB has 22 of or if the CPSB is talking about a different position. The superintendent said the board is talking about someone with a different certification -- a certified clinical school psychologist. Mr. Powell said the school system needs assurance from someone with expertise and from someone on staff. He asked Mr. Mims to outline the duties of this person. Mr. Mims said one of the duties would be for the person to determine at what point and time a disruptive or threatening student would be allowed in the schools and one of his concerns is for a student who threatens a teacher. Mrs. Boykin asked staff to provide school board members with a detailed job description of the psychologist's responsibilities; identify who they would report to; and explain how they would fit in the crisis plan, etc. Vote on the motion carried with board members Burton, Thibodeaux, Milam and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Mims, Powell, Brooks, Boykin, and Armstrong. Mrs. Pugh was absent for the vote.

#### **SUPERINTENDENT SEARCH (Burton)**

Mr. Powell moved, seconded by Mrs. Boykin and Mr. Brooks, that the CPSB utilize the superintendent search and selection procedures and policies developed and utilized by the CPSB in the 1995 superintendent search and selection process. Further, that Burnadine Anderson be designated board liaison for the search in the same role she served in 1995; and, further that the CPSB have a special called meeting after the Executive Committee meeting the first Wednesday in August 1999 for the purpose of hearing a report from the board's liaison and to take steps to initiate the superintendent search and selection process to select a new superintendent for the CPSB and school system to assume the position being vacated by the current superintendent. Mr. Powell said the process used before was an open process; it clearly relayed the message to everyone that wanted

to apply to do so; it kept the public involved at all levels; it had a lot of publication; and, because it was successful, he hopes the CPSB feels that this is a process that the CPSB could build on. He encouraged the board to support the motion. Mr. Brooks said the community and outside groups were involved in the last superintendent search, and he is interested in citizens being involved once again. Because of Mrs. Anderson's existing duties, Mr. Vance said serving as the board's liaison is an awesome responsibility. He asked if Mrs. Anderson would need any assistance with this assignment. The superintendent said he strongly recommends that Mrs. Anderson have some assistance in this regard. He noted that this assignment is not in her job description, but to insure the board's credibility, he feels that she should have some assistance. Mr. Powell said he would support an effort to get Mrs. Anderson some assistance, and she could give the CPSB some indication of what assistance she would need at the meeting in August. Mrs. Armstrong asked if the superintendent search process could be amended at the meeting in August, and the president answered in the affirmative. Vote on the motion carried unanimously.

**Recess.** The president called for a 15-minute recess at approximately 5:15 p.m., and the board reconvened at approximately 5:31 p.m.

## **SUPERINTENDENT'S REPORT**

**Emergency Procedures Manual/Progress Profile Report.** The superintendent informed school board members that a copy of the *1999-2000 Emergency Procedures Manual* and a copy of the *1997-98 Progress Profile Report* is at each board member's station.

**Personnel Transaction Report.** Reports were mailed to CPSB members under separate cover.

**Update on CPSB Construction Projects (Pugh).** A report apprising school board members of the status of school board construction projects was included in the mailout.

**MFP Funds/Salary Increments.** The superintendent reported that as of today, the CPSB has not received any additional funds for projections for MFP. The projected increase as of the latest formula, and the state continues to run the numbers through the formula, is \$11,988,567.00. However, there will be a one-time teacher retirement adjustment that will amount to \$1,266,768.00. The projected net increase at this time is \$10,721,799.00. He reminded the board that the annual increment, which benefits most of the employees, took effect on July 1, 1999. The cost of the annual increase is approximately 1.5 million dollars. The superintendent said staff continues to be in contact with the State Department to obtain the latest MFP increase projections, and will bring a recommendation to the board as soon as practicable based upon the most accurate information available. He further noted that any possible salary increase should include a recommendation for all employees. Relative to beginning teachers' salaries, the superintendent informed the board that Caddo ranks sixth in the state. For informational purposes, the superintendent capsulized the beginning teachers' salaries in the preceding five parishes (St. James, West Feliciana, Iberia, Livingston and St. Charles). The superintendent said staff would try to bring as much as possible from the general operating fund to increase employees' salaries, and staff would bring a recommendation to the board based upon a responsible and accurate information base. Mr. Powell expressed appreciation for the information. He asked the superintendent if it is his intention to bring a recommendation to the board for salary increases once good numbers are received, and the superintendent answered yes. Mr. Powell asked the superintendent if it is possible for he and his staff to submit a recommendation that perhaps allocates 80 percent as referenced by CAE. The superintendent said he would hesitate to make a recommendation on a percentage basis. He said he would prefer to work in terms of dollars because it has an affect on the salary schedule. Mr. Powell again expressed appreciation for staff's efforts and asked the superintendent to take a hard look at the numbers when they come in and consider going ahead and come back to the board with a recommendation on staffing, salary increases, coaches and school sponsors' stipends, enrichment teachers' needs, etc. Dr. Hitchcock asked the superintendent when would he have a firm feel from the state on whether the 10.7 million dollars is real and the superintendent said the first part of August. Dr. Hitchcock asked when would Caddo receive the funding, and the superintendent said funds would come to Caddo in portions over the course of the year. It is readjusted in January to give Caddo an exact amount for the remainder of the year. Dr. Hitchcock asked if it would be possible to do something retroactive to the beginning of the school year if the CPSB adjusted salaries for teachers and support personnel. The superintendent said it is very likely that staff's recommendation would be to the beginning of that particular pay group's year. Dr. Hitchcock asked

the superintendent if staff could have an outline of their thinking, if not a recommendation, for the board's review at the August meeting, and the superintendent answered in the affirmative.

**Personnel Transaction Report.** Dr. Hitchcock moved, seconded by Mr. Vance, that "*Personnel Transaction Report*" be deleted from future school board meeting agendas. Mrs. Pugh said the transaction report was requested; it is on the record; and, it is coming on a timely basis. She said the CPSB once received a timely report on student population and attendance (off the record), but school board members no longer receive the report. Mrs. Pugh said the purpose of the transaction report being on the agenda is that it is a reminder to the superintendent and staff that the CPSB wants to see the document. Dr. Hitchcock asked that his motion be withdrawn, and board members did not object to the request.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

**Funding.** Mr. Powell requested the superintendent and staff to continue evaluating available information on projected increases in the MFP funding for Caddo Parish, and come back to the school board with his recommendation on additional budget expenditures of at least 80 percent of the 10.7 million dollars at the August school board meeting; and, with prioritized needs including staff salary increases, coaches/school sponsors' stipends, additional textbook needs, any additional enrichment teacher needs, reading program needs or any other priority expenditures. Mr. Powell asked that this item be placed on the August 1999 CPSB meeting agenda.

## **ANNOUNCEMENTS AND REQUESTS**

**Test Scores.** Mr. Brooks said he wants teachers to receive a pay raise, but he also wants test scores to improve. He requested the superintendent and staff to apprise board members of where Caddo Parish stands when comparing test scores to the parishes that were identified earlier.

**CPSB Members' Mail.** Mr. Powell requested that staff forward to school board members any mail that is received and addressed to them on a weekly basis.

**Legislative Update.** Mrs. Boykin announced that there is a legislative update meeting scheduled for August 11, 1999 in Baton Rouge that is sponsored by Louisiana School Boards Association (LSBA). Mrs. Boykin said if board members desire additional information, they should check in the superintendent's office.

**Presentation.** Mrs. Boykin asked staff to schedule a presentation, at some point in the future, for the board and public from the Staff Development Center.

**Salary Increments for Classified Employees.** Mr. Brooks asked the superintendent and staff to take a good look at salaries of classified employees and find a way to award these employees with a good pay raise.

**Benefits/Salaries.** Mr. Powell asked the superintendent and staff to send school board employees a detailed report of what the Caddo Parish School System pays each employee (salaries, benefits, etc.).

## **EXECUTIVE SESSIONS**

**Student Appeal Hearing.** The president announced that the student appeal hearing is cancelled for today's meeting.

**Personnel Matter (Brooks).** Mr. Brooks moved, seconded by Mr. Powell, that the CPSB go into executive session for 15 minutes to discuss a personnel matter. Vote on the motion carried unanimously. The president excused himself from the school board meeting. He asked Mike Powell, first vice president, to preside over the remainder of the school board meeting.

**Recess.** The first vice president called for a five-minute recess at approximately 5:55 p.m. and the board reconvened at approximately 6:00 p.m.

The CPSB went into executive session at approximately 6:00 p.m. and reconvened at approximately 6:19 p.m. Mrs. Pugh asked if the CPSB would advertise immediately for principal of Fair Park High School and will the superintendent have a recommendation. The president said this item is not on the agenda and he asked Mrs. Pugh to meet with the superintendent to discuss this issue.

**Adjournment.** There being no further business, Mr. Brooks moved, seconded by Mr. Milam and Mr. Vance, for adjournment. Vote on the motion carried and the meeting adjourned at approximately 6:20 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President

### **August 4, 1999**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, August 4, 1999, at 3:30 p.m. with President Willie D Burton presiding and Mike Powell and Jerry Tim Brooks present being a quorum. Other school board members present were Ginger Armstrong, Judy D Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mrs. Armstrong gave the invocation and led the Pledge of Allegiance.

#### **SPECIAL PRESENTATION - "STUDENT ENROLLMENT PROJECTIONS"**

The superintendent introduced Elliott Stonecipher, statistician/demographer, who provided CPSB members with a written report on the geo-demographic study that he completed, which defines Caddo Parish populations, not CPSB enrollments. Mr. Stonecipher said the study, which was conducted by using the latest tools in population forecasting, will provide school board members with a broad statement of population trends in Caddo Parish, and he summarized the process (formula) noting that: a) the data in this study are mainly estimates and projections of populations and not official counts; b) the study relies upon both the U S Government and private-sector data sources, as well as much more limited data from the State of Louisiana and the administrative staff of the CPSB; c) the three underlying components of population changes are births, deaths and migrations; and, d) the total Caddo Parish population is apparently continuing a period of decline, and emphasis was placed on migration from Caddo Parish. Mr. Stonecipher said the CPSB's options are: a) to continue as the parish and municipal governments have since these patterns were initially seen in the early 1980's; 2) to assume and believe the worst implications and take actions which not only scale the school system back, but do so to a point that endangers the system's future ability to respond to equally dramatic improvements in these trends, should they occur; or, 3) to focus on the system's own enrollment data over recent years and use these additional sources to be aware of trends, then steer a middle-course. He also capsulized an addendum to the July 30, 1999 report dated August 4, 1999. The addendum communicated the results of additional data sources regarding enrollment data for the school system which is reported by parish systems to the state for purposes of Minimum Foundation Program (MF) reimbursements. The report confirmed that: the downward trend of CPSB enrollment is very clearly evident; the declines have occurred almost exclusively in *'feeder'* populations, *i.e.*, kindergarten through eighth graders; the declines are disproportionate among pre-school and elementary-aged populations; and, the study suggests rapidly increasing rates of decline in the next few years. Geo-maps outlining areas of declining population tracts were shown. Mr. Stonecipher responded to school board members' inquiries relative to: counting Head Start student enrollment data; decline in non-public school enrollments; enrollment figures from the State Department (MFP funding); classroom construction needs; tracking of migration patterns; the role of the Consent Decree in focusing on attendance lines; etc. The superintendent thanked Mr. Stonecipher for the report and informed school board members that complete sets of the information shown in the presentation are available in his office for their perusal.

#### **INSTRUCTIONAL PRESENTATION - "STRATEGIES FOR IMPROVING SCHOOL ATTENDANCE AND DISCIPLINE"**

Bonita Hearne, supervisor of child welfare and attendance, acknowledged the presence of other attendance supervisors who were present and gave an update on the department's operations and defined the supervisors' roles. She reported that the department serves as a liaison between schools

and the community and highlighted the following: 1) attendance supervisors serve as the superintendent's designee for students' suspension/expulsion hearings, discipline/suspension appeals, appeals to the CPSB, and re-admission hearings; 2) attendance supervisors enforce compulsory attendance laws via attendance conferences, home visits, juvenile court petitions and referrals, etc.; 3) attendance supervisors conduct staff conferences, interpret attendance/discipline policies, address referrals to needed services (Special Education, 504, school nurse), agency referrals (shoes and clothing banks, shelters, public assistance, etc.); 4) the department provides census services (student enrollment, attendance, dropout statistics, student records - transcripts, age verification, ACT scores); acts on requests for student transfers from one school to another; issues student work permits, maintains status enrollment forms, immigration reports, home school applications, court cases, etc. The president asked if staff has developed guidelines for enforcing the new legislative command for students to answer teachers by saying *yes sir, no sir, etc.* The superintendent answered in the affirmative. Mr. Powell said staff was directed to address the chronic student truancy situation and he asked if there have been any improvements in student truancy. Mrs. Hearne reported that each school has a list of reports and staff could compare the results with last year's numbers; however, she is sure that there is a decline in student truancy. Mr. Milam asked if feedback has been received from principals about truancy concerns.. Mrs. Hearne reported that principals are pleased with the work that is being done by the attendance facilitators who are spending 75 percent of their time in the field working with students and parents. Further, they have requested that the facilitators be reassigned to their schools for the upcoming school year. The superintendent thanked staff for the informative presentation.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE AUGUST 18,1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the August 18, 1999 CPSB meeting. *MFP Funding / CPSB Budget Priorities* (Powell) was deleted from the agenda. Mr. Powell said he asked staff to come back to the board with a plan giving consideration to funding. He noted that there are two other items on the agenda addressing employees' salaries and/or funds for other activities that would address some budget priorities and the aforementioned agenda item could be deleted. The president said "*Extracurricular Activities Practice Time* " is on the agenda for informational purposes. He said he wants to caution staff to be alert about extracurricular practice schedules in that they might need to be adjusted so that practice sessions would not take up too much of students' time. He said priority has to be placed on classroom assignments and extra long practices tend to exhaust students. Mrs. Pugh asked staff if they will be prepared to share information with the board on *Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program)*, and staff answered in the affirmative. The president said staff might have a pilot proposal for the board's consideration on *Dental Program Proposal for Northern Caddo Parish Schools*. The **Executive Committee** categorized agenda items 8, 9 (A 1-3, B) -14, 17-29, 22, 23 and 30-A as consent agenda. Mr. Powell moved, seconded by Mr. Brooks, to approve the agenda for the August 18, 1999 CPSB meeting along with the consent items as proposed. Vote on the motion carried unanimously.

### **CPSB WORK SESSION (PRESENTATION OF THE PROPOSED AGENDA AND CONSENT AGENDA)**

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

**Air-conditioning. for Booker T Washington High School.** Mr. Brooks asked when would the auditorium at Booker T Washington High School be air-conditioned. The superintendent said he would get Mr. Brooks a report on the air-conditioning schedule.

**Discontinue Interview Committee (Brooks).** Mr. Vance asked if information would be in the mailout on this item. The superintendent said this item is being placed on the agenda by Mr. Brooks. Mr. Vance said he wants to know staff's plan for selecting administrators. Mr. Brooks asked the superintendent to put something in the mailout on this item. He further noted that he believes that staff is not being treated fairly through the current interview process. Mr. Brooks said he would like a process whereby the personnel department would select three applicants and submit them to the superintendent for the final decision. Mrs. Armstrong requested that she be informed of each interview level and of the identity and specific position of team members.

**Right Step Academy.** Ronnie Banks of the *Right Step Academy* asked the board to apprise him of the proper procedures for acquiring contracted meal services through the CPSB for the academy. The superintendent said he had received communication from Mr. Banks about this matter and had asked Mr. Banks to submit something in writing relative to authorization from the State Department that says the CPSB would receive reimbursement of costs. The president said the Executive Committee is in the process of setting the agenda for the August 18 meeting and this item is not on the proposed agenda. He asked Mr. Banks to meet with the superintendent to discuss this matter and the superintendent could add the item to the agenda for the August 18, 1999 meeting before the board meets, if he so desires. Mr. Brooks asked if the CPSB contracts services to other agencies, and the superintendent answered yes. He said other approved agencies pay through the child nutrition department; and, if the state reimburses the Caddo Parish School System for food services for the *Right Step Academy*, then he would have no problem with recommending approval of a contract.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion, which carried unanimously, and the meeting adjourned at approximately 5:32 p.m.

### **August 4, 1999**

The **Caddo Parish School Board (CPSB)** met in *special* session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:32 p.m. Wednesday, August 4, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Jerry Tim Brooks, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, 111, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Ginger Armstrong and Judy D Boykin arrived at the meeting at approximately 5:35 p.m. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The special school board meeting was called to consider and/or act on the following items: 1) Personnel Recommendations for Fair Park High School; 2) Approval of LHSAA and CPSB Abuse/Misuse Contract and Consent Form; and, 3) Superintendent's Search Process.

#### **PERSONNEL RECOMMENDATIONS FOR FAIR PARK HIGH SCHOOL**

The superintendent recommended that Eddie Cooper be appointed principal at Fair Park High School on a regular basis effective August 4, 1999, and that he be issued a promotional administrative appointment contract. Mr. Cooper served as acting principal during the 1998-99 school year. Mrs. Pugh moved, seconded by Mr. Brooks, approval of the superintendent's recommendation. Mr. Powell said in light of the fact that the position has not been recently advertised, he asked if this is a renewal of an existing contract or is it a new three-year contract. The superintendent said Mr. Cooper would be receiving a promotional contract on the basis of becoming a regular principal for a two-year period of time. Legal counsel advised that the original advertisement went out for a temporary position to be filled on a temporary basis; but the CPSB could extend the temporary nature of the appointment pending advertisement of the position. Mr. Powell encouraged the board to change its motion and adopt legal counsel's advisement. The superintendent said staff wants to follow board policy, and make sure that a principal and assistant principal is in place for the opening of school. Mrs. Pugh said she would agree to revise the motion to keep in line with legal counsel's advisement. Mr. Brooks asked when would staff bring a recommendation for filling the position on a permanent basis. The superintendent said the position would be advertised for ten days followed by the screening and interviewing process; and staff will do what they can to bring back a recommendation on August 18; if not then, by the September 1999 CPSB meeting. Dr. Hitchcock said Mr. Cooper is physically in place at the school at this time and he suggested that he remain in place until the position has been advertised and filled. Upon the advise of legal counsel, Mrs. Pugh moved, seconded by Mr. Brooks, that the CPSB extend Mr. Eddie Cooper's temporary service in the Fair Park principal position pending advertising of the position to be filled on a permanent basis and according to school board policy. Mrs. Pugh and Mr. Brooks expressed appreciation for the superintendent's recommendation in that he is attempting to place leadership at the school for opening later this month. Vote on the motion carried unanimously.

The superintendent also recommended that Bruce Daigle be appointed assistant principal for administration and discipline at Fair Park High School on a regular basis effective August 4, 1999, and that he be issued a promotional administrative appointment contract. Mr. Daigle served as acting assistant principal for administration and discipline during the 1998-99 school year. Mrs. Pugh moved, seconded by Mr. Brooks, that the CPSB extend Mr. Bruce Daigle's temporary service in the Fair Park assistant principal for administration and discipline position pending advertising of the position to be filled on a permanent basis and according to school board policy. Vote on the motion carried unanimously. Mrs. Pugh requested that a copy of the board's action accompany the advertisement that goes out.

### **APPROVAL OF LHSAA AND CPSB ABUSE/MISUSE CONTRACT AND CONSENT FORM**

The superintendent said staff has received notification from the Louisiana High School Athletic Association (LHSAA) regarding an eligibility rule that takes effect this school year. The new rule (Rule 1.17) states that . . . *prior to participation in any LHSAA sanctioned sport, the student athlete and his or her parent or guardian are required to sign the LHSAA developed Substance Abuse/Misuse Contract, a copy of which was previously provided to you. The student athlete must also sign a Substance Abuse/Misuse Contract of the member school. Both contracts remain in effect for the remainder of the school year for which signed. Since this new rule is one of eligibility, a student athlete will not be eligible for participation in any LHSAA sport unless the student athlete and his or her parent or guardian sign both substance abuse/misuse contracts.* " The superintendent said staff is requesting the board's approval for the contracts/forms to be distributed to parents. This request does not involve the policy. The CPSB would have an opportunity to develop a policy following receipt of the forms from parents and schools. Dr. Hitchcock moved, seconded by Mrs. Pugh and Mr. Powell, to suspend the rules to allow the CPSB to consider approval of the LHSAA/CPSB abuse/misuse contract and consent forms. Vote on the motion carried unanimously. The superintendent again stated that staff is requesting permission to distribute the forms for parents and students to sign because practice begins on Monday (August 9, 1999). He further noted that the parents/students are required to sign two forms and the attached forms come from the LHSAA and the CPSB (developed internally). Mr. Powell asked legal counsel if this action is proper at this time. Legal counsel said it is and further suggested that staff obtain school board approval to develop a specific drug-testing program for student athletes to be brought back for approval at a later time. Mr. Powell moved, seconded by Mr. Brooks, approval of the policy as provided by staff with the addition that the CPSB direct staff to come back to the board with a policy in this area for implementation as part of the CPSB official policy. Vote on the motion carried unanimously. Mrs. Pugh asked if youngsters would be required to sign a copy at each school that they attend during the school year. Legal counsel said the form remains in effect for the remainder of the school year for which it was signed.

### **SUPERINTENDENT'S SEARCH PROCESS**

The president said Burnadine Moss Anderson, administrative assistant/communications, will be giving an overview of previous CPSB superintendent search processes. He noted that the board would be receiving an update on the superintendent search process at each regular school board meeting until a superintendent is appointed. Mrs. Anderson gave a visual presentation summarizing the 1995 superintendent selection process. She said the objectives of the report today are to review the 1995 process; to share examples and documents; and, to review the proposed tentative timeline for 1999. She highlighted the following: a) Caddo is the 70th largest school system in the United States; b) the Caddo Public School System is facing a number of key educational issues ( "*Reaching for Results, " accountability and new standards, student enrollment, teacher shortage in critical areas, maintaining a quality workforce*); and, c) the CPSB must conduct a thorough and careful district self-study (*consider uniqueness, strengths, weaknesses, five-year vision, administrator and community expectations, identify desired superintendent characteristics, advertise opening, prepare a comprehensive application and intensely study top candidates.*) Proposing a timeline, Mrs. Anderson reminded the school board of its adoption of a motion at the July 21, 1999 school board meeting to utilize the superintendent search process and selection procedures and policies developed and utilized by the CPSB in the 1995 search process. She said a report is being heard today to initiate the search and selection process to select a new superintendent. The following tentative timeline was proposed:



August 4, 1999 - special meeting of the Committee of the Whole (report from staff liaison on the search process)

August 18, 1999 - Advisory Committee appointed (role detailed later)

August 16-20, 1999 - Liaison begin inquiry on placement of ads to school districts, state, regional and national newspapers and education journals

August 23 - 27, 1999 - Input letters mailed to all Caddo schools and departments; and, to approximately 200 community groups and organizations

August 29, 1999 - Advertise for community input in newspaper(s)

August 30, 1999 - Public Service Announcement and news articles on community input

August 31, 1999 - Meeting of Citizens Advisory Committee

September 1, 1999 - CPSB Executive Committee Meeting and Special CPSB Meeting

September 15, 1999 - CPSB Regular Meeting (superintendent search update; deadline for community input)

September 20, 1999 - Public forum to seek input

September 22, 1999 - Search Committee Meeting of Whole (to refine and finalize qualifications for superintendent of schools; to receive input summary)

September 23, 1999 - Brochure to printer

October 4, 1999 - Applications and/or mail opened and logged

October 5, 1999 - Letters and brochures mailed to applicants; others

October 6, 1999 - CPSB Executive Committee Meeting

October 28, 1999 - Response due from all applicants

November 1 - 4, 1999 - CPSB screens applications

November 3, 1999 - CPSB Executive Committee Meeting

November 5, 1999 - CPSB concludes screening and announces six to ten candidates

November 8, 1999 - Interview I and Public Reception

November 9, 1999 - Interview II and Public Reception

November 10, 1999 - Interview III and Public Reception

November 11, 1999 - Interview IV and Public Reception

November 12, 1999 - Interview V and Public Reception

November 13, 1999 - Interview VI (Saturday) and Public Reception

November 14, 1999 - Interview VII (Sunday) and Public Reception

November 15, 1999 - Optional Interview Date  
CPSB Selects 3 to 5 Finalists

November 16, 1999 - Optional Interview Date

November 16-17, 1999 - Background Checks

November 18-23, 1999 - CPSB Travel to Communities of Candidates

November 22 - 26, 1999 - Schools closed for Thanksgiving Break

December 1, 1999 - CPSB Special Meeting to Decide on 2 to 3 Finalists; CPSB Executive Committee Meeting - Superintendent Search Update

December 2 - 3, 1999 Negotiate

December 6, 1999 - CPSB Special Meeting (Hear negotiation report; select superintendent; announce superintendent)

Mrs. Anderson said the proposed calendar is *tentative*. She reported that \$47,552 and \$17,737 respectively were spent in the 1989 and 1995 superintendent searches. Mrs. Anderson also informed the CPSB of her many ongoing tasks as administrative assistant to the superintendent/communications, and requested the following: 1) permission to acquire additional clerical and professional assistance as needed; 2) the names for the Citizen Advisory Committee; c) the CPSB to determine the length of contract and salary range; d) approval of a tentative and broad timeline; and, e) approval of a budget (\$30,000).

**Citizen Advisory Committee.** The president polled CPSB members for their district representative to serve on the Advisory Committee with the following results: District Three - Gail Griffin; District Five - Lola B May; District Six - Gloria Harrison; and, District Seven - Lois B Wilson. Other CPSB members said they would submit the name of a representative at the August 18, 1999 CPSB meeting.

**Contract and Salary.** Mr. Powell suggested that school board members come back on August 18, 1999 and address this issue.

**Timeline.** Mr. Powell moved, seconded by Mr. Brooks, approval of the tentative timeline as distributed. Mr. Powell said the timeline presented is tentative and it gives staff a framework to follow. Vote on the motion carried unanimously.

**Additional Clerical/Professional Assistance.** Mr. Powell asked if there are staff persons in central office that might be freed up to give assistance. The superintendent said staff has discussed this possibility and will continue to search and see if someone could be used. Further, staff has talked about the possibility of securing the services of a Kelly person. Mr. Powell moved, seconded by Mr. Thibodeaux, that the CPSB allow the superintendent to have the discretion to assign additional clerical and professional help with the understanding that if we do have people here available that could be assigned to this function that that would perhaps be looked at before going outside the system. Mr. Milam asked if additional help is hired, is the help being hired just for the period of the superintendent search process, and Mr. Powell answered in the affirmative. Mrs. Pugh requested clarification of the motion. She said the timeline and work is very intense and the provided assistance should be someone assigned who would not be changed from day to day. Mrs. Pugh asked the superintendent if there is staff in the central office with time to float around, and the superintendent answered no. Mrs. Pugh said Mrs. Anderson needs someone who could work directly with her in coordinating the search process. The superintendent agreed that in view of Mrs. Anderson's other responsibilities, she would need some consistent help. The president said the motion gives the superintendent leeway to hire consistent assistance. Vote on the motion carried unanimously.

**Budget for the Superintendent Search Process.** Mr. Powell moved, seconded by Mr. Brooks, approval of a budget for the superintendent search process for \$30,000. Mr. Mims questioned whether \$30,000 is sufficient. In view of the amount spent for the 1995 superintendent search process, the president said Mrs. Anderson could come back to the board at a later date if additional funding is needed. Vote on the motion carried unanimously.

Dr. Hitchcock said he would like to receive a detailed calendar of all of the dates cited during the presentation. Mrs. Anderson informed school board members that they would be provided with a notebook with all information, and a tentative calendar will be included. Mr. Thibodeaux asked

when would school board members be able to make recommendations for changes in the search process/timeline. The president said school board members could make recommendations at the August 18, 1999 CPSB meeting.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion that carried, and the meeting adjourned at approximately 6:26 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President

### **August 18, 1999**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. on Wednesday, August 18, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D Boykin, Jerry Tim Brooks, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Michael E Powell III arrived at approximately 3:34 p.m. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. Mrs. Armstrong gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE JULY 21, 1999 and AUGUST 4, 1999 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Guin, approval of the minutes of the July 21, 1999 and August 4, 1999 CPSB meetings. Vote on the motion carried unanimously.

#### **ESTABLISH THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for revisions to the proposed agenda and consent agenda. The following items were postponed until the September 1999 CPSB meeting: *"Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program)" (Pugh); "Dental Program Proposal for Northern Caddo Parish Schools" (Burton); and, "Discontinue Interview Committee" (Brooks). "Approval of Change Order: Replace Floor Tiles and Carpet at Various Schools, Project 200-208" was pulled from the agenda.*

#### **VISITORS**

James Pannell, president of the local chapter of NAACP, voiced the association's concern over the CPSB's denial of promoting an African-American to the assistant principal of instruction position at C E Byrd High School at its July meeting. He said there appears to be a flaw in Caddo's promotional process and practices; he urged the CPSB to follow its policies; and, he asked the school board to be fair in promoting qualified minority employees to administrative positions.

Reverend George Wright, Jr, retired educator, applauded the CPSB for its decision to conduct a nation-wide search for a superintendent; for involving the public in the selection process; and, said he does not believe that staff persons should serve on the superintendent search committee. He further noted that the school system should consider air-conditioning school buses beginning with the buses that transport handicapped students. Reverend Wright urged the board to give employees a good pay raise.

Reverend Joe R Gant, Jr, pastor of Calvary Baptist Church, asked the superintendent to send him a copy of the school board's policy on how school buses are assigned to drivers. He expressed concern about the poor mechanical condition of some buses. Rev. Gant also expressed concern about whether the decision on hiring personnel is handled by the school board or by school principals. He said minority citizens want a level playing field with equal opportunities for promotions, and he challenged school board members to make tough and right decisions disregarding principals with special agendas.

Emma Shepard, president of Caddo Association of Educators (CAE), thanked the CPSB for considering CAE's proposal regarding salary increases for employees and for approving a 6.7 million-dollar salary/benefit package. The association urged the CPSB to continue exploring ways in which more dollars could be budgeted for materials and supplies for classrooms. Also, CAE expressed support of Caddo's promotion interview committee process.

Diane Aldin, teacher, encouraged the CPSB to develop a policy recognizing other religious holidays that allows for excused absences for teachers.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed appreciation for funds being dedicated to pay raises for employees and encouraged the CPSB to look for funds to give more salary increases. The federation also: a) urged staff to seek sophomore and junior college students and encourage them to major in education; b) thanked the board and staff for scheduling more professional development sessions for teachers; and, c) expressed concern that a written policy for duty-free lunch has not been prepared.

Debbie Hart, area director for Associated Professional Educators of Louisiana (A+PEL), informed the CPSB of the organization's approval of staff's recommendations for salary increases for employees. She asked the board to consider allocating \$150 per teacher for purchase of classroom materials and supplies; and, noted that A+PEL believes that the CPSB's interview process is fair.

Pat England, citizen, informed the CPSB of her concern and resentment with certain staff person(s) who verbally assaulted her when she made inquiries about proposed consent agenda items.

#### **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by Mr. Milam and Mr. Powell, approval of the proposed consent agenda. Vote on the motion carried unanimously, and the following items were categorized as consent agenda.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for science supplies and small equipment for all schools; roofing replacement at Newton Smith, Project 2000-214C; Vivian garage oil treatment system, Project 2000-235; automotive technology building at Caddo Career and Technology Center, Project 2000-200; Herndon steam piping repairs, Project 2000-236; energy conservation/lighting retrofit at various schools, Project 2000-238; and, science tables for various schools. A copy of the tabulation bid sheets marked "*Exhibit A, 15 pages, August 18, 1999*" is filed in the official papers of the school board.

**Approval of Change Orders.** Staff recommended that the superintendent be authorized to sign change order No. 5 for Project 1999-317-A and change order No. 1 for Project 2000-219, as included in the mailout. Change order for Project 1999-317-A is for technology wiring at various schools, and the change order for Project 2000-219 is for miscellaneous asbestos abatement at various schools.

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

**Agreement With Association for Community Training Inc for After School Study Program.** Staff recommended approval of the continuation of the agreements with Association for Community Training, Inc for 1999-2000. The agreement provides classroom space at Midway, J S Clark, Northside and Pine Grove, as well as transportation for the participants from school to their home area in Caddo Parish. Also attached is an agreement to provide snacks for the program.

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

**Resolution Declaring Remaining Parcel of Rodessa School Property Surplus and Authorizing Advertisement for Sale.** Staff recommended that the resolution declaring the remaining five-acre parcel of Rodessa School property surplus and authorizing its advertisement for sale be approved as stated in the mailout. A copy of the document is filed in the official papers of the school board.

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

**Resolution Authorizing Sale of Property to Caddo Parish Communications District Number One.** Staff recommended that the resolution authorizing sale of certain property to Caddo Parish Communications District Number One be approved as stated in the mailout. A copy of the document is filed in the official papers of the school board.

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

**Resolution Authorizing Request for Attorney General Opinion Regarding Sale of One Acre in S16, T18N, R16W.** Staff recommended that the resolution authorizing request for the Attorney General's opinion regarding sale of one remaining acre owned by the school board in Section 16, Township 18 North, Range 16 West be approved as stated in the mailout. A copy of the document is filed in the official papers of the school board.

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

**Starting Points Preschool Program Grant (1999-2000).** Staff recommended approval of the Starting Points Grant (1999-2000) as included in the mailout. The grant will provide \$203,309.97 to Caddo, and will fund two ECE classes at Mooretown Early Childhood Education Center and one ECE class at Eighty-First Street Early Childhood Education Center.

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

**8(g) Preschool/Early Childhood Block Grant (1999-2000).** Staff recommended approval of the request to use general funds to supplement 1999-2000 Early Childhood Block Grant as included in the mailout. For 1999-2000, grant funds of \$194,780 will be used to continue one ECE class at Arthur Circle, one ECE class at Shreve Island and one ECE class at Hosston. Additionally, one ECE aide will be added to support a Title 1 ECE class at Central Elementary. A general fund supplement to the grant in the amount of \$3,804.56 was requested to pay July 2000 salaries and benefits for the teacher and aide at Shreve Island Year-Round School.

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

**Fair Park Medical Careers Magnet Educational Partnership Agreement, V A).** Staff recommended approval of the proposed educational partnership agreement between Overton Brooks Veterans Administration Medical Center and the CPSB Fair Park Medical Careers Magnet Program as outlined in the mailout.

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

**8(g) Superior Grant Application.** Staff recommended approval of the 8(g) Superior Grant application as included in the mailout. Improving vocabulary, comprehension, and the use of sources of information to promote student achievement is a project designed to provide supplemental language arts materials for classroom use in grades three, four, seven and eight in order to improve test scores.

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

**Title 19 (Kid-MED) Budget.** Staff recommended that the Title 19 Kid-MED Health Program Budget for 1999-2000 be approved. Services are provided to Medicaid eligible children whose parents choose the school system nurses as their service provider, and the Caddo Parish School System is reimbursed for certain services.

### **Agenda Item No 24**

**Telecommunications Consulting Agreement.** Staff recommended approval of the telecommunications consulting agreement as presented. Progress continues on Caddo's plan to obtain a new telephone system for schools, and the CPSB will contract with Telecommunications Specialists, Inc for services outlined in the mailout for a \$95,000 service fee plus travel expenses.

## Agenda Item No. 25

**Request for Meal Service By Right Step Academy.** Staff recommended approval of the request for meal service by Right Step Academy for the period August 23, 1999 through June 1, 2000. A copy of the agreement is filed in the official papers of the board.

## Agenda Item No. 31-A

**Requests for Leaves.** The superintendent recommended approval of the following requests for leaves and/or requests of the board.

Leaves Without Pay (Personal), 1999-2000 School Year

Deborah Hopkins, Teacher, EBW Stoner Hill Laboratory School  
Denise Berg, Teacher, Caddo Middle Magnet  
Kimberly Britton, Teacher Aide, Midway Middle School  
Judith Lim, Teacher, Barret/Linwood Middle  
Barbara McGee, Itinerant Teacher  
Meg Davis, Teacher, North Highlands Elementary  
Nancy Hamer, Itinerant Speech Therapist Assistant  
Sharon Dennis, Child Nutrition Programs Technician, Herndon Elementary/Middle  
Barbara Tarter, Child Nutrition Programs Manager Helper, Caddo Career &  
Technology Center

Sabbatical Leave (Medical), Fall Semester 1999-2000 School Year

Debra Goss, Teacher, Linwood Middle

Leave Without Pay (Personal), August 23 - December 3, 1999

Robbie Grundy, Teacher Aide, Vivian Elementary/Middle

**Request of the Board.** Laurie Norton requested to rescind her sabbatical leave for study for the fall semester and requested a leave without pay for the 1999-2000 school year for educational purposes.

## PERSONNEL RECOMMENDATIONS

Dr. Hitchcock moved, seconded by Mr. Mims, that the CPSB adopt the superintendent's recommendations for assistant principal at Hamilton Terrace, director of elementary education, assistant principal of administration and discipline at Captain Shreve, and for the assistant principal of instruction at Southwood High School. The superintendent also recommended the removal of Frances Edwards, probationary teacher. Mr. Vance made a substitute motion, seconded by Mr. Mims, to divide the question. Vote on the motion carried with school board members Thibodeaux, Pugh and Brooks opposed. Board members supporting the motion were Guin, Vance, Mims, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock. Debate ensued on the contents of the main motion, and Dr. Hitchcock clarified that his motion includes everything in the mailout except for the superintendent's recommendation for assistant principal at C E Byrd High School. Mr. Vance said he would withdraw his substitute motion, but the president said the substitute motion belongs to the board. Dr. Hitchcock noted that Mr. Vance voted on the winning side of the motion and rather than withdrawing the motion, he suggested that Mr. Vance should move to reconsider the motion to divide. Mr. Vance moved, seconded by Mrs. Pugh, to reconsider. Vote on the motion carried with Mr. Brooks opposed. Board members Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock supported the motion. Vote on the motion to divide the question again failed with Mrs. Armstrong supporting the motion. Board members opposed were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Dr. Hitchcock. Vote on the main motion carried unanimously.

Mr. Thibodeaux moved, seconded by Mr. Powell, to pass the recommendation of the superintendent for the assistant principal of instruction at Byrd. Mr. Thibodeaux commented that it is unfair for citizens to say that the CPSB is not fair, as the record will reflect that the majority of the promotions made this year have been of the African-American group. He said the person being recommended

for Byrd is very well qualified, and the original applicant recommended for Byrd has now been appointed to a position at Southwood. Mr. Vance expressed concern about the superintendent's recommendation change. He said the original applicant has been assigned to a temporary position at Southwood, and decisions that are made by the board should be prudent. Mrs. Pugh said she is opposed to school board members directing the superintendent and she expressed concern about principals becoming the selectors in staffing administrative positions at their schools. She said the school board has a system in place and she would like to keep it in place. Dr. Hitchcock made a substitute motion, seconded by Mr. Vance, that the board delay appointment of an assistant principal of instruction at Byrd High School and direct the superintendent to readvertise the position and bring back another recommendation after the position has been readvertised. Dr. Hitchcock said he would feel better if the process was opened again and the superintendent brings his recommendation. Mr. Powell expressed concern about delaying the appointment and noted that over 2000 students will be reporting to school next week. He said the board turned down the superintendent's original recommendation and the superintendent has now submitted another recommendation. Mrs. Pugh said she was informed that the person being recommended today would be shadowing the current instructional assistant principal who would be retiring next year, and administrative staff at the school can handle the opening of school. She further noted that the assistant principal of administration at Byrd was moved to another school, and this position was closed. The superintendent concurred with Mrs. Pugh's assessment. Mr. Milam called for the question on the substitute motion and the main motion. Vote on the motion to end debate carried with Mr. Mims and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Powell, Burton, Brooks, Milam, Boykin and Armstrong. Vote on the substitute motion failed with board members Vance, Burton, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Thibodeaux, Powell, Brooks, Milam, Boykin and Armstrong. Vote on the main motion carried with board members Vance, Burton, Pugh, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Thibodeaux, Powell, Brooks, Milam, Boykin and Armstrong.

The superintendent made the following personnel recommendations: (1) Marilyn Prothro be appointed assistant principal of instruction at C E Byrd High School, and the terms of contract are August 19, 1999 - June 15, 2002; (2) Jackie Maiden be appointed assistant principal of administration and discipline at Hamilton Terrace Learning Center, and the terms of contract are August 19, 1999 - June 15, 2002; (3) Annetta Garner be appointed assistant principal of instruction at Southwood High School for the 1999-2000 school year; (4) Marie Clark be appointed director of elementary education and the terms of contract are August 19, 1999 - June 15, 2002; and, (5) Sedric Clark be appointed assistant principal of administration and discipline at Captain Shreve High School for the fall semester of the 1999-2000 school year. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. The superintendent recognized and introduced the promoted administrators to the CPSB and audience.

## **TAX SHELTERED ANNUITIES ADMINISTRATIVE SERVICES CONTRACT**

Emma Shepard, CAE president, said the association supports the change in calculation from the Maximum Premium Contribution to the Maximum Exclusion Allowance in order to determine the monthly contributions which employees can contribute to their 403(b) plan. However, she noted areas of concern to CAE, *i.e.* lack of evidence that the CPSB authorized or approved that an RFP for a third party administrator be prepared or sent; whether the RFP includes that the CPSB would provide a 403(b) payroll deduction slot; and, whether Policy DLB would be followed if the recommendation is approved.

Ben Wreyford, director of finance, said staff has not violated school board policy by authorizing that an RFP for a third party administrator be prepared and sent out. He provided historical examples of comparable administrative actions taken by staff for various types of service *i.e.* banking. Mr. Wreyford also noted that another reason for staff seeking an outer source is that the Internal Revenue Service (IRS) has changed its focus from individual tax auditing to large employers (school systems) and staff does not wish to be audited by the IRS without the assistance of an administrator who could provide all legal updates. Randy Watson, insurance manager for CPSB, said last fall staff gave an insurance update to the CPSB and shared with board members some of the strategic plans which included outsourcing COBRA administration and the tax sheltered annuity, and he highlighted the criteria for outsourcing. Mr. Vance moved, seconded by Mrs. Pugh, that First Financial Administrators be appointed third party administrator for Caddo's Section 403(b) Tax Sheltered Annuity Plan and that First Financial be added as an approved annuity provider. Mr. Powell recalled instances when staff came to the board to see

if it was interested in issuing an RFP, and he asked at what level in the policy is staff looking at when they decide whether or not to come to the board before issuing an RFP. Mr. Wreyford said primarily, staff would be looking at the cost item. Further, staff believed that this matter is comparable to banking services, which is never brought to the board before services are sought. Mr. Powell said banking is routine and 'is on a cycle; but this matter has come up because of concern for the board's liability, which involves money. Mr. Wreyford said staff communicated this long-term plan informally to the CPSB in earlier communication over the year. Mr. Powell expressed appreciation for staff's efforts and said he wants to make sure that staff is following CPSB policy, and that the board is kept informed. Vote on the motion carried unanimously.

### **APPROVAL OF CONTINUED OPERATION OF THE SCHOOL-BASED HEALTH CENTER AT LINWOOD MIDDLE SCHOOL**

Staff recommended approval of the continued operation of the Linwood School-Based Health Center. Mr. Mims moved, seconded by Mrs. Pugh, that the school-based health center at Linwood Middle School be continued. Vote on the motion carried with board members Thibodeaux, Powell, Milam and Boykin opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Burton, Brooks, Armstrong and Dr. Hitchcock.

### **EXPANDING NUMBER OF DAYS FOR SCHUMPERT SCHOOL-BASED HEALTH CENTERS AT ATKINS AND FAIRFIELD**

Staff recommended that Schumpert be allowed to expand the number of days for school-based health centers at Atkins from one day to three days, and Fairfield from one day to two days. Mr. Mims moved, seconded by Mrs. Pugh, that the increased number of days for the School-Based Health Centers at Fairfield and Atkins be approved. Vote on the motion carried with board members Thibodeaux, Powell, Milam and Boykin opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Burton, Brooks, Armstrong and Dr. Hitchcock.

### **APPROVAL OF EMPLOYEES' SALARY SCHEDULE INCREASE**

The superintendent recommended approval of the employees' salary schedule increases as included in the mailout. Dr. Hitchcock moved, seconded by Mr. Thibodeaux and Mr. Milam, that the CPSB approve the employees' salary schedule increase as recommended by staff, and that the superintendent be directed to make a recommendation to the board at mid-year on additional increases. Mrs. Pugh asked when would the raises become effective. The superintendent said salary increases would become effective with the beginning of employees' work year. Vote on the motion carried unanimously.

### **APPROVAL OF COACHES AND ACTIVITY SPONSORS' SALARY SCHEDULE INCREASE**

The superintendent recommended approval of the coaches and activity sponsors' salary schedule increase as outlined in the mailout. Mr. Powell moved, seconded by Mrs. Boykin, approval of the superintendent's recommendation on the increase in the salary schedule for coaches and activity sponsors. Mr. Powell said some of the inequities in pay for the coaches were adjusted and other activity sponsors will receive additional compensation, and the increase is retroactive. Mrs. Boykin moved, seconded by Mr. Powell, to amend the motion that the CPSB approve the recommendation as presented with the exception that relates to assistant baseball and softball coaches. For those schools that have more than 50 students participating in baseball or softball, that the assistant for baseball and assistant for softball will be paid at ten percent of their base salaries. Mrs. Boykin said CPSB has a policy that speaks to schools with larger programs and they are allowed to hire a third assistant coach although they are paid for with funds from school booster clubs. She said baseball is growing in the school program and by increasing the amounts, growth in the program is being encouraged. The superintendent said the adjustment is an appropriate amendment, and staff supports the amendment. Mrs. Pugh asked how many schools could enter into this category, and the superintendent said approximately four schools. Vote on the amendment carried unanimously. Mrs. Boykin asked if the job description for the athletic coordinator has been developed and if the positions will be staffed before the board sees the job description. Willie Henderson, assistant superintendent for human resources, said there is a job description, but the positions have not been advertised. Mrs. Boykin asked that the positions not be filled until the board sees the job description



for athletic coordinator. Further, once the board reviews the job description, it might want to look at the salary level again for possible amendment. Vote on the main motion carried unanimously.

## **SUPERINTENDENT SEARCH**

Burnadine Moss Anderson, communications assistant to the superintendent and staff liaison to the superintendent search process, gave an update of activities relative to the superintendent search. Board members received a notebook, which included a timeline and directory (a tentative calendar, advertising information, Advisory Committee data, proposed general advertisement, etc.). She highlighted publications/newspapers in which the ad would appear and possible issue dates. She further reported that she had been in consultation with the Louisiana School Boards Association (LSBA) regarding Louisiana *House* Bill 542. The regular session of the 1999 Legislature made some additions to the bill as relates to the superintendent of schools. She said that prior to filling a vacancy for the position of superintendent of schools, each city and parish school board has to advertise at a minimum of two weeks notice with the specifications that it has to be done on two separate days, at least a week apart in the official journal. Mrs. Anderson said the proposed issue dates for publication, as outlined in the timeline, would be within the guidelines of the law. She also reported that it has been reported that superintendents in the larger school systems no longer have to evidence eligibility for superintendent certification. Again, she has been working with LSBA on this and she asked the board to ask CPSB's legal counsel to investigate this report. Mrs. Anderson asked school board members to respond to the following: (1) appoint the Advisory Committee; (2) approve the announcement of positions to schools, other systems and for general advertising purposes; and, (3) discuss salary range and length of contract and/or phraseology for advertising purposes. Mrs. Anderson also reported that the CPSB superintendent search process could have a presence on the worldwide web. Mr. Milam inquired about the size of the proposed ad and said he believes the draft in the notebook is acceptable and he hopes that all ads are this size or larger. Mr. Thibodeaux asked what date would appear on the ad for inquiries to be in, and Mrs. Anderson said the deadline for applications is October 28, 1999.

**Advisory Committee.** CPSB members made the following appointments to the Advisory Committee: Eursla Hardy (district two); Reginald Wright (district three); Cathy Cooks (district four); Lola May (district five); Gloria Harrison (district six); Lois Wilson (district seven); Margaret Firestone (district eight); Rosie Woodley (district nine); Mr. or Mrs. Deslattes (district ten); Will Hubbard (district eleven); and Judy Ball-Johnson (district twelve). Mr. Powell asked that an ad be placed in the *Wall Street Journal*. Mr. Vance inquired about including a representative from the Sci Port Discovery Center on the committee. The president said Sci-Port could be included in the larger group that will be surveyed for written input. Mrs. Armstrong said other teacher organizations are on the committee and she requested that a representative from A+PEL be added. Mr. Brooks requested that a representative from the Caddo Retired Teachers Association be added to the committee. Mr. Vance moved, seconded by Mr. Thibodeaux, approval of the Advisory Committee. Vote on the motion carried with Mr. Mims absent for the vote. Board members Guin, Vance, Thibodeaux, Pugh, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock supported the motion. Mr. Guin said he would submit a name from district one on Thursday, August 19, 1999. Mr. Powell asked staff to make sure that the role of the committee be clearly defined to the group. (*Note: Mr. Guin called Thursday morning, August 19, 1999, and submitted the name of Dr. Steve Taylor as representative for district one.*)

**Ad.** Mrs. Anderson said the proposed ad is camera ready, however, she requested clarification of the phraseology to appear on the ad. The president sought the board's pleasure in this matter and the board decided to ask legal counsel to search the certification eligibility concern before finalizing the phrasing and running the ad.

**Salary/Contract.** Mr. Thibodeaux moved, seconded by Mr. Vance, that the ad should reflect that the salary, benefits, and terms of contract are nationally competitive. Dr. Hitchcock suggested that the ad reflect the phrasing *nationally competitive and negotiable*. Mr. Thibodeaux concurred with Dr. Hitchcock's suggestion and the words were incorporated into the motion. Vote on the motion carried unanimously.

## **SUPERINTENDENT'S REPORT**

**New Teachers.** The superintendent reported that teachers new to Caddo Parish assembled Monday morning (August 16) for an inservice at the Convention Center and they are excited about being in

Caddo Parish. Other inservice activities were scheduled for new teachers on Tuesday (August 17) and Wednesday (August 18). CPSB administrators met Monday afternoon at the Sheraton-Pierremont for the administrators' back-to-school session.

**Students.** The superintendent reported that students would be reporting to school on Monday, August 23, 1999.

**1999-2000 Level II Student Plan.** The superintendent reported that staff has spent many hours putting together a detailed plan that will be put into a printed booklet and mailed to school board members. He said the numbers are all in and of the 2,100 students reported in May, 66 ended up as Level II and 21 of those were special education students. There were 298 Level II students at the middle school level and 138 of those were special education students.

**Death.** The superintendent said staff was very saddened to learn of the death of Velma Howard, principal at Oak Park Elementary School, who was tragically killed last Thursday in an automobile accident. He said administrators remembered Mrs. Howard at the administrators' inservice on Monday afternoon. Funeral services are pending, but it has been said that the service will be Saturday, August 21, 1999. He asked the board and staff to remember Mrs. Howard's family. The superintendent further reported that staff is taking care of the situation at Oak Park with members of the staff and counseling services filling in to support the teachers assigned to the school. Additional staff will be on hand at the school when the new teachers report.

**Construction Projects.** Mr. Powell said he was told that there is a problem and/or delay with the roofing project at Building Six, and he asked if staff could respond. The superintendent said he had not received this report. Keith Norwood, director of school plant, said he was not aware of a problem or delay at Building Six.

#### **UNFINISHED BUSINESS**

No unfinished business was presented.

#### **NEW BUSINESS**

**Bags.** The president thanked the Mayor's office for providing *goodie bags* for teachers new to Caddo Parish.

#### **ANNOUNCEMENTS and REQUESTS**

**Booker T Washington High School Auditorium.** Mr. Burton asked staff to provide him with information on the cost to air-condition the auditorium at Booker T Washington High School.

**Materials and Supplies.** Mr. Powell requested staff to provide him with a list, by schools, of the end-of-the-year balances for schools' M & S accounts ending June 30, 1999; also the February 1, 1999 numbers for M & S accounts. He asked the superintendent to put together a calculation, if in fact the CPSB decides to supplement funds, i.e. \$150.

**School Holidays.** Mr. Powell asked that somebody on staff look into the board's policy on religious holidays and determine how the suggestion for recognizing other religious holidays (Jewish) would fit into Caddo's policy; determine if this could be done.

**South Highlands Elementary Magnet Air Conditioners.** Mr. Powell asked staff to look into replacing the aged air-condition units at South Highlands Elementary Magnet.

**Verbal Abuse.** Mr. Thibodeaux asked the superintendent to investigate the citizen's complaint about being verbally assaulted by staff persons. Dr. Hitchcock asked that he be provided with a written report of the superintendent's findings relative to this matter.

**Pay for Substitute Teachers.** Mr. Brooks asked the superintendent and staff to look into increasing the daily rate of pay for substitute teachers. He suggested that the \$50 daily rate be increased, particularly for substitute teachers who have degrees and/or certification.

**Duty-Free Lunch.** Dr. Hitchcock asked the superintendent and staff to develop a formal policy reflecting the board's position on duty-free lunch and submit it to the CPSB for approval. The superintendent said he has no problem with the request, and he reported that information has already been sent to principals outlining what is expected of them in this regard.

**Salary / Insurance Contributions.** Mr. Milam asked staff to communicate, in writing to all employees, what the CPSB has done relative to salary increases. Further, communicate to employees what the CPSB contributes to employees' insurance coverage. The superintendent said the information on insurance could be relayed through the department's newsletter.

**Air-Condition Projects.** Mr. Vance asked what is the status of air-conditioning projects in the parish, and if there are any schools without air-conditioning. The superintendent said the procedure that is being followed is to check all units prior to school opening, change filters, and see that they are operating properly. He said he has not received a report that air-conditioners are not working properly. He reported that all classrooms are air-conditioned, but there are still some auditoriums and cafeterias that are not. Mr. Mims asked staff to consider equipping cafeterias with fans until air conditioning projects are completed.

**Construction Projects.** Mr. Vance said the superintendent is aware of the construction project he is concerned about, and he asked the superintendent if the school will be ready for opening on Monday. The superintendent said the facility would be ready on Monday.

**Bus Routes.** Mrs. Armstrong asked staff to check to see how old are buses assigned to rural routes. She suggested that the newer buses should be assigned to the rural and/or longer routes.

**Whistleblowers.** Mrs. Pugh expressed concern about the manner in which *whistleblowers* are handled *i.e.* by relocating or demoting them. She said Caddo has a policy and she asked staff to investigate this concern and if there is a problem with implementation, then find a way to discuss it with the board. Mrs. Pugh said she understands that an anonymous letter caused some people to be removed. The superintendent said staff received some information, a formal investigation was conducted, and the concerns found were addressed. Mrs. Pugh asked if the people were removed in keeping with the policy; were they promised that they would be transferred and/or reduced in rank. The superintendent said some transfers were made; no one lost any salary; and, he would provide her with some factual information about the matter. Mr. Powell asked that all board members be provided with the factual information. Mrs. Armstrong informed the board that she, too, had received the same complaint and encouraged staff to conduct a thorough investigation. Mr. Brooks said he also had a complaint about a cafeteria worker being demoted to substitute status, and said dieticians need to be observed. The president cautioned board members to be cognizant of the fact that personnel matters are being discussed and there are rules governing open meeting laws.

**Transportation.** Mr. Vance asked the superintendent to contact Maxine Ferguson, parent, regarding a busing matter. He said he would provide the superintendent with a contact telephone number.

**Evaluations.** Mr. Powell asked the superintendent to provide him with follow-up on how the process of anonymous evaluations of administrators at schools is going.

## **EXECUTIVE SESSION**

**Student Appeal Hearing.** Mr. Powell moved, seconded by Mr. Thibodeaux, that the CPSB go into executive session for the purpose of hearing a student appeal hearing for up to 30 minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 5:56 p.m. and reconvened at approximately 6:40 p.m. Dr. Hitchcock moved, seconded by Mrs. Boykin, that the recommendation of the superintendent be upheld. The superintendent recommended that John Franklin Ayer II, student at Captain Shreve High School, be expelled for the remainder of the 1998-99 school year and first semester 1999-2000 school year; and, that he be referred to Hamilton Terrace. Vote on the motion carried with board members Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock supporting the motion. Mr. Vance excused himself from the meeting at approximately 6:10 p.m.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Brooks seconded the motion that carried, and the meeting adjourned at approximately 6:41 p.m.

---

James E Foster, Ed.D, Secretary

---

Willie D Burton, President