



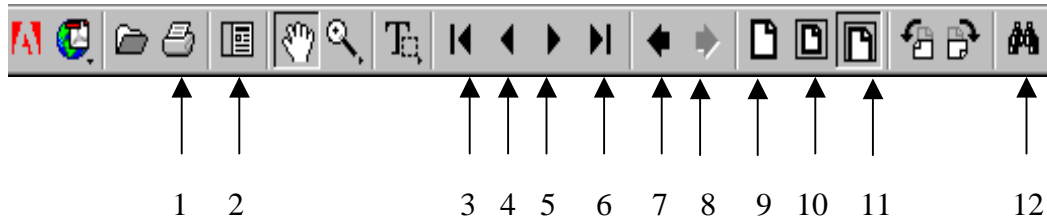
# **CADDO PARISH SCHOOL BOARD MEETING MINUTES**

**VOLUME XXXVII**

**SEPTEMBER 1, 1999 TO DECEMBER 17, 2002**


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**September 1, 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, September 1, 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, 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. Vance gave the invocation and led the Pledge of Allegiance.

## **INSTRUCTIONAL PRESENTATIONS**

**Services for Caddo Parish Students.** Cecil McCune, director of student services, introduced a brief review of the functions of the student services department. He said that the department's goal is to provide and coordinate services in the school system and make referrals within the community to assist students in their growth and development so that they can benefit as much as they can from the instructional program. School board members were provided with a folder of information relative to the following services: a) application for eyeglasses; b) Parishwide Student Advisory Committee information sheet/contract, meeting schedule; c) crisis response plan; and, d) discipline policy for the school system. Dr. McCune also noted the responsibilities of parents/guardians and outlined the involvement of external health agencies. Bridget Causey, RN and supervisor of Caddo Parish school nurses, informed the board of the nurses and technicians' roles in the schools. Some duties highlighted were vision/hearing screening; health consultations; administering medication; dental, hygiene and/or nutrition classes or examinations, etc. A copy of the 1998-99 nurses' activity report was distributed along with a communicable disease chart. She emphasized the need for ongoing training and supervision of school nurses and other staff. Linda Frickie, drug education administrator, gave an overview of the drug education program. She reported that Caddo schools participated in the "Communities That Care" survey which is provided by the Department of Health and Hospitals, and the survey's primary goal is to assess the frequency of drug use among students. The results of the survey relative to frequency of drug/alcohol use were summarized. Graphs and tables showing percentages of students' use of alcohol, cigarettes, marijuana and inhalants, as well as percentages of the prevalence of delinquent behavior, were included in the packet. Mrs. Frickie also capsulized the intent of the student assistance referral program and noted that Caddo has a drug advisory council that involves teachers, parents, medical and legal representatives, state agencies, community-based organizations, etc. Also, a copy of Spotlight (newsletter) was distributed. Mr. Powell asked if comparable information is available with reference to tables four and six in the handout for review. He asked staff to share with board members any comparable total percentile numbers from parishes such as East Baton Rouge, Calcasieu, Jefferson, Orleans and Lafayette. Mr. Milam requested clarification of staff's goal relative to reduction of substance abuse among students. He also expressed concern about the reduction of funds for the program. Dr. McCune reported that even though funds were cut, services to students have not been cut with the exception of some drug screening, which is being addressed through external agencies. He also reported that no new programs are being implemented at this time; however, staff is placing different emphasis on various related topics. Mr. Vance inquired about the use of public service announcements and the involvement of the local media. He encouraged staff to become more aggressive in seeking free advertisement. He also asked about: a) methods used in administering medication at school sites and the involvement of parents in terms of keeping them abreast of available services and happenings within the program; b) the meeting schedule of the Advisory Committee; and, c) the number of referrals that were made during the last school year. Mr. Thibodeaux asked about the effectiveness of the D.A.R.E. program. Dr. McCune said this program provides good services; however, his position is that programs should be continued for long terms; from the fifth grade forward in order to be effective. Mr. Thibodeaux also expressed concern about confidential restrictions that prohibit staff, parents and students from being informed of the existence of contagious disease carriers within the schools. Dr. McCune said standard precautions are available to staff. Mrs. Pugh expressed concern about staff adhering to policy relative to the administering of medication to students. She encouraged staff to schedule inservice for persons responsible for distributing medication so that they could be more sensitive to what is being done. Dr. McCune recognized Caddo's school nurses/technicians that were present. Mrs. Frickie introduced Jo Ann Stewart (drug intervention/referral coordinator) and Barbara White (drug prevention coordinator) who were present.

**Hepatitis B Proposal.** Bonnie Hughes of the Northwest Louisiana Immunization Coalition in collaboration with the Office of Public Health, Willis-Knighton Health System, and CHRISTUS Schumpert Health System, informed the CPSB of a proposal and implementation plan they are submitting and requesting the school board to approve at its September 15, 1999 meeting. The request is to approve the Hepatitis B Immunization initiative, which is a three-shot series to be administered over a four to six-month time period. Ms. Hughes summarized how the virus can be spread to others and provided school board members with informational packets and a sample of the immunization consent and/or refusal form. She noted that middle school students are being targeted and parents will be required to sign a consent form in order for their child to receive the free vaccination. She also noted that the vaccine would be administered during physical education class periods. Judi Greene, regional immunization programs specialist with the Office of Public Health, accompanied Ms. Hughes. Mrs. Armstrong asked if the vaccine would be administered to adults at the school, and Ms. Hughes said no, but she would inquire to see if this could be done. Mr. Guin noted that the CPSB approved an agreement between Fair Park Medical Careers Program and the Overton Brooks V A Hospital at its last meeting, and he asked if students enrolled in the medical careers program would be offered the vaccine. Ms. Hughes said all health care professionals will be required to have the vaccine or sign a waiver. However, she does not believe that the students will have direct contact with patients. She also noted that the three-shot series provide lifetime protection. Mr. Guin asked the superintendent if he thinks parents of the Fair Park students should be educated in this regard, and the superintendent said staff would follow-up on this concern. Mr. Milam requested clarification of how the immunization consent and/or refusal form would be handled. Ms. Hughes said no child would be immunized if the consent form is not signed and returned to proper staff. Further, if a refusal form is signed and submitted it would serve as record that the immunization was offered to the student.

## **SPECIAL PRESENTATIONS**

**Mini Facts.** Burnadine Moss Anderson, communications assistant to the superintendent, called board members' attention to the 1999-2000 Mini-Facts publication. She said staff has embraced the theme, "Together - We are Making a Difference for Children in the New Millennium. " School board members were provided with approximately 25 copies of the brochure to share with others.

**Superintendent Search Update.** Burnadine Moss Anderson, staff liaison to the superintendent search, gave an update on the progress of the superintendent search. Board members received information to be placed in their superintendent search binders.

**Advisory Committee.** Per directive of the CPSB, the following organizations and submitted representatives were added to the Advisory Committee: 1) Associated Professional Educators of Louisiana (A+PEL); 2) Caddo Association of Educators (CAE) - Emma Shepard; 3) Caddo District PTA - Tillie Caileff; 4) Caddo Federation of Teachers and Support Personnel (CFT/SP) - Jackie Lansdale; and, 5) Caddo Retired Teachers Association - Josephine Allen. A+PEL has not submitted the name of a representative at this time, but all pertinent correspondence is being sent to Ms. Kim Brun, president. Additionally, Dr. Steve Taylor was added as representative for district one and Neil Kalberg will represent district ten. The first meeting of the committee will be Tuesday, September 7, 1999, at 4:00 p.m. in Room 1 at the central office. Mrs. Pugh asked staff if there is documentation of the participation of the NAACP in the last superintendent search, and Mrs. Anderson said she would need to research this matter. The president said the person representing district three in the last search was also serving as president of the NAACP and this is how the association became involved.

**Position Posting.** Mrs. Anderson called board members' attention to the memorandum that went to Louisiana superintendents, personnel directors and others throughout the state. Additionally, another posting that is routinely done within the Caddo Public School System that goes out to all principals, department heads, and divisions has been completed.

**Input and Feedback.** Mrs. Anderson said approximately 250 letters have gone out to individual groups in the community, i.e. parent groups, students, business partnerships, neighborhood associations, etc. Additionally, the entire public school system (central office and schools) has received correspondence asking them to give input and feedback on the qualifications and criteria for the position of superintendent. The deadline for receiving feedback is September 15, 1999. Citizens can respond by using regular mail, e-mail, or hand delivery.

**Calendar.** There will be a public forum (open to the public) on Tuesday, September 20, 1999, at C E Byrd High School at 6:00 p.m. Board members received a copy of the flier announcing the public forum.

**Website.** Mrs. Anderson announced that the superintendent search process has a presence on the worldwide web, and it can be visited at [www.caddosuperintendent.com](http://www.caddosuperintendent.com). Respondents may also communicate via e-mail [info@caddosuperintendent.com](mailto:info@caddosuperintendent.com). A visual presentation of what appears on the website was shown.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE SEPTEMBER 15,1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the September 15, 1999 CPSB meeting. "8(g) Student Enhancement Block Grant," "Resolution Endorsing the Purchase of Property Adjacent to Midway Middle School " (Pugh), and "M & S Funding for Classrooms " (Powell) were added to the agenda. The **Executive Committee** categorized agenda items 9-15, 18 and 21 as consent agenda. Also, two of the items listed above [8(g) grant and resolution]. Mr. Powell moved, seconded by Mr. Brooks, that the **Executive Committee** approve the agenda as proposed along with the consent items designated as proposed. Vote on the motion carried unanimously.

**Resolution Endorsing the Purchase of Property Adjacent to Midway Middle School.** Mrs. Pugh said the CPSB is being asked to join with the Greenwood Road business corridor persons who are interested in approaching the City and Shreve Memorial Library for the acquisition of property next to Midway Middle School. The property could be used to construct a library (relocating the Atkins Branch Library), and this would enhance the environment around the school. Dr. Hitchcock echoed Mrs. Pugh's comments and said the Greenwood Road coalition is asking the CPSB to adopt a resolution supporting the concept, and there is no cost to the CPSB. Mr. Brooks asked who is involved in this endeavor, and Mrs. Pugh said James Elrod, president of Willis-Knighton, heads the organization. Further, former state representative Forrest Dunn is the person who contacted her in this regard, as well as city councilman Roy Burrell.

**M & S Funding for Classrooms.** Mr. Powell said he received information on this matter earlier today and he will be visiting with the superintendent before commenting further.

**Revisions to the Leave Policies.** Mr. Powell asked if consideration would be given to whether or not there is room within the leave policy for religious holidays for employees. The superintendent said staff has not prepared a response to the request and he would like to visit with Mr. Powell to discuss the matter. He further noted that there is an ongoing grievance relative to this subject and it doesn't seem to be fitting to address this at this particular time. Mr. Powell clarified that his interest is whether or not provisions for religious holidays would be a good policy for the school board. Mrs. Armstrong asked staff to give consideration to granting employees leaves for jury duty and/or response to subpoenas without the employee being penalized. Mrs. Pugh said there is discussion about ten days and twelve days, and she asked who authorized the granting of the two days. Willie Henderson, assistant superintendent for human resources, said this is a legislative act. Further, the two days were once called urgent personal but now they are called personal.

**Approval of Bids/Proposals Taken.** Mr. Guin asked if there are penalty clauses written into the construction contracts when contractors fail to meet deadline dates, and if deadlines are attached to construction projects. Keith Norwood, director of school plant, said the answer to both questions is yes. The penalty clause is included this year in the standard specifications, and staff is planning to include it in every project. Mrs. Armstrong asked staff to consider including incentive clauses in construction contracts should projects be completed ahead of schedule.

**Reimbursement of Schools for Cancelled Jamboree (Thibodeaux).** Mr. Powell referenced the motion distributed to CPSB members by Mr. Thibodeaux, and he asked for clarification of his reference to verifiable losses. Further, if it is his intention that the CPSB go back historically and review jamborees and compare losses. Mr. Thibodeaux said it is his intent that schools be reimbursed for tickets that were sold, which is a way to verify how much money should be given, and a formula could be developed to determine how much should go to each school. The superintendent said there is a procedure for reimbursing persons for tickets sold, but as for reimbursing schools for any loss, staff is still working on this. Mr. Thibodeaux said he wants to make sure that the involved schools are not penalized because of someone else's fault. The

superintendent said staff would come up with a figure. Mr. Powell asked the superintendent if he will be giving consideration to last year's jamboree, and the superintendent answered in the affirmative. The president said the superintendent is working on a report for board members' perusal, and a recommendation is forthcoming. Mr. Brooks asked the superintendent to have appropriate staff present at the September 15 meeting to respond to board members questions in this matter.

**Dental Program Proposal for Northern Caddo Parish Schools (Burton).** Mr. Powell asked if the superintendent would have a recommendation in the mailout. The superintendent answered in the affirmative. He said he would not be recommending that the program be wholesaled throughout the parish, however, one principal is willing to try the proposal on a pilot basis at a small school. Information will be included in the mailout.

### **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.

**Revisions to Leave Policies.** Emma Shepard, president of Caddo Association of Educators (CAE), asked that a committee representing affected employees be given an opportunity to review and provide input on the revised leave policies prior to the September 15, 1999 CPSB meeting. Mr. Henderson said the policies would be reviewed with legal counsel on Thursday, September 2, to finalize the drafts. The superintendent said staff will proceed with developing the drafts and he would make a recommendation based upon another step afterwards. The president said the drafts would be available for review prior to the September meeting.

**Concession Reimbursements.** Mike McCoy, citizen, asked if staff plans to include a recommendation for reimbursement to Southwood/Shreve Concessions that were working the night of the jamboree. Mr. Thibodeaux said his motion speaks to ticket sales. The superintendent said staff's priority is working with any appropriate reimbursements to schools, but concessions have not been addressed. Dr. McCoy asked that consideration be given to reimbursing Southwood/Shreve Concessions. Mr. Milam informed the superintendent that he would be receiving a letter from the Captain Shreve High School Band Booster Club requesting reimbursement of funds. Mrs. Pugh said concession organizations have entered into contract with the CPSB, and she questioned if the organizations have insurance to cover losses. She asked staff to investigate this matter. Mr. Vance echoed Mrs. Pugh's sentiments and he encouraged staff to follow-up.

**M & S Classroom Supplies.** Dr. McCoy asked if funds for classroom M & S, as referenced by Mr. Powell, would allocate \$200 per teacher. Mr. Powell said he requested information from staff and it shows that if \$150 were given to each classroom teacher it would be \$490,000. Mr. Powell said he would be visiting with the superintendent to see what his recommendation would be. Additionally, he would share the information with other board members. Dr. McCoy said he wants to make sure that if M & S funds are allocated, that it is not the same as assigned to departments via supervisors. Mr. Powell said his request is specifically for the classroom, but the board will make the final decision.

**Adjournment.** There being no further business, Mr. Powell moved to adjourn the meeting. The president seconded the motion that carried, with Mr. Brooks absent for the vote. The president and Mr. Powell supported the motion and the meeting adjourned at approximately 5:02 p.m.

**September 15, 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, September 15, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. The president announced that Jerry Tim Brooks was absent due to death in his family. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. Mrs. Boykin gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE AUGUST 18, 1999 CPSB MEETING**

Mr. Vance moved, seconded by Mr. Thibodeaux, approval of the minutes of the August 18, 1999 school board 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 until the October 1999 school board meeting: "Bids - Approval of Change Orders - Wiring for Miscellaneous & Vocational Projects at Various Schools and Install Library Technology Plan / 8(g) Block, Project 2000-232 "; "Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program) " (Pugh); "Discontinue Interview Committee " (Brooks); and, "Resolution Endorsing the Purchase of Property Adjacent to Midway Middle School " (Pugh). Mr. Powell said he received the information he needed on M & S Funding for Classrooms from the superintendent along with his recommendation, and the superintendent wants to continue reviewing the matter. Mr. Powell said based upon the superintendent's recommendation he would not be introducing a motion at today's meeting. The president noted that the referenced item is on the agenda for informational purposes.

### **SPECIAL RECOGNITIONS**

**National Art Competition Winners.** On behalf of the CPSB and staff, Essie Holt, administrative assistant to the superintendent, made the following special recognitions. Sierra Payne, third grade student at South Highlands Magnet, won \$200 in supplies for the art department at South Highlands. She was the winner of *It's Elementary* catalog cover competition. Sierra's artwork is also featured on the magazine's cover. Miller Shuey, second grader at South Highlands Magnet, won \$1,000 in oil pastels for the schools' art department and he received honorable mention in the Wonderful Colorful World art contest sponsored by Sakura of America. Each student's artwork was shown and they received a framed certificate of recognition for their honors. The parents along with Principal Pam Byrd and Judy Ball-Johnson, art teacher, were recognized.

### **VISITORS**

Jon Lowe of the LSU Agriculture Center expressed appreciation to the CPSB for its support of the 4-H program, and applauded the superintendent for his patience and many contributions to the Caddo Parish public education system. The agency presented the superintendent with a plaque in recognition of his pending retirement and service to the 4-H program. Mr. Lowe also recognized his co-workers Mary Walker, Louise McDonald and Charlotte Caldwell who were present.

Reverend Dennis R Everett, Sr., pastor of Lake Bethlehem Baptist Church, asked the CPSB to partnership with the church in presenting a mass back-to-school inspirational musical performance to be held at the Municipal Auditorium on September 28, 1999. He said the concert is not designed to be an advocate of any religious affirmation, but he would like to have the involvement of school board members and staff, as prayer would be offered for the school system, students, and parents. (Note: The president applauded Reverend Everett for this endeavor and asked him to put something in writing to the superintendent, and staff would respond.)

Carol Richey, president of the Captain Shreve High School Band Booster Club, summarized highlights of a letter she previously mailed to CPSB members relative to concession funds that

were lost as a result of the cancelled Jamboree at Caddo Parish Stadium. She estimated that \$3,439.62 was lost, and asked the school board to authorize reimbursement.

Charlotte Crawley, representing Shreveport 2000 Coalition, Inc., read and distributed copies of a certificate of resolution that supports the criteria for the new superintendent as established and recommended by the Citizens for Quality Public Education in Caddo Parish. A copy of the criteria was also distributed.

Scott Hughes, vice president of Shreveport 2000 Coalition, Inc. and president of the South Highlands Neighborhood Association, echoed Charlotte Crawley's thoughts. He said the neighborhood association also supports the criteria for superintendent as referenced earlier. Mr. Hughes expressed pleasure at the work that the existing superintendent is doing and the association's regret over his pending retirement. He also applauded the CPSB for its very open and inclusive selection process.

Brigida Bates, parent, said she feels that the Caddo Parish School System has failed the Summerfield School staff, students and supporters in the appointment recommendation for principal. Mrs. Bates said she does not feel that adequate consideration was given to the results of a survey that was taken in the selection process. She encouraged the board to reconsider staff's recommendation and do what is ultimately right for the school and community.

Jeanette Gardner, parent, encouraged the board to stay the course and allow Summerfield Elementary School to remain as it is now so that the children at Summerfield Elementary will continue to grow, develop, and become productive citizens.

Marva D Rawls, in-school suspension facilitator, asked the CPSB to look into the matter of providing benefit packages for in-school suspension facilitators, and treat them as full time employees. (Note: The president asked Ms. Rawls to contact proper staff in the Human Resource Department for further consideration.)

Joyce Smith, parent, expressed concern about the lack of transportation provisions for approximately 15 students enrolled at Caddo Middle Magnet who live outside of the school's district. (Note: The president asked the superintendent to investigate this concern.)

Emma Shepard, president of Caddo Association of Educators (CAE), informed the board of: a) CAE's support of the pilot dental program at Hosston Elementary and urged the board to evaluate the program at the end of the first year and determine if it should be expanded to other schools; b) CAE's support of the school board's cooperation with the Department of Health and Hospitals to provide vaccinations for middle school students against Hepatitis B; and, c) the fact that the new sick leave law requires local school boards to develop policies that provide for employees suffering from catastrophic and long-term illnesses, and urged the board to present a policy at its October meeting.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), noted that: a) site-based employees have reported their difficulties in resolving problems with central office due to restructuring of hours at some schools; b) site-based employees are unable to reach parties at central office via telephone because of the inadequate telephone system; c) information provided at previous inservice sessions was excellent, however, parking space was inadequate to accommodate the participants; d) more inservice opportunities should be provided for classified employees; e) the board should allocate funds for teachers to purchase materials and supplies for classrooms; and, f) the CPSB should have uniformity in enforcement of school board policies.

Reverend George Wright asked the board to abolish the thought of selecting a non-traditional person as superintendent of the CPSB and encouraged the board to employ someone with the proper education and credentials to head the school system. He further asked the CPSB to: a) increase the daily rate of pay for substitute teachers; and, b) give serious consideration to air-conditioning school buses beginning with the buses that transport handicapped children.



## **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by Mrs. Pugh, approval of the proposed consent agenda. Mr. Powell requested clarification of the proposed consent item relative to reimbursements of schools for the cancelled jamboree. He asked if approval of this item as consent agenda would be limited to ticket sales or if it would be addressing concession losses as well. The superintendent said staff has calculated a fair response for reimbursement for ticket sales; the information will be posted on tomorrow to school board members for consideration; and, staff would prefer to deal with the concession matter separately. Mr. Powell clarified that today's approval would be for ticket sales and staff intends to come back to the board at a later time with concession information. The superintendent concurred with Mr. Powell's comment. Vote on the motion carried unanimously.

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

**Approval of Bids/Proposal Taken.** Staff recommended approval of the circled bid for school buses for transportation department including the purchase of three additional buses made possible by a lower total bid cost. A copy of the tabulation bid sheet marked "Exhibit A, three pages, September 15, 1999 " is filed in the official papers of the school board.

**Approval of Change Order - Air-Condition Fan Coil Room 109/110 at C E Byrd, Project 2000-225.** Staff recommended that the CPSB authorize the superintendent to sign Change Order No. 1 for Project 2000-225, as included in the mailout.

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

**Interagency Agreement With Southfield School.** Staff recommended approval of the interagency agreement with Southfield School as included in the mailout. The agreement will allow preschool children with disabilities to receive consulting teacher services and speech therapy (if applicable) in their natural setting.

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

**Request to Reorganize Special Programs - Section 504/ADA Department.** Staff recommended approval of the request to reorganize Special Programs - Section 504/ADA, thus restoring the position of director to the Section 504/ADA Department. This position will replace the position of coordinating specialist.

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

**Promotional Appointment Contract for a New Counselor.** Staff recommended approval of the issuance of a promotional appointment contract to the new counselors (Cassandra Chatman - Atkins Elementary; Lewvon Williams - Turner Elementary/Middle) for the salary and terms of contract indicated.

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

**Request to Approve Job Description for Psychologist Position.** Staff recommended approval of the job description for the position of system-wide school psychologist as included in the mailout. A copy of the job description is filed in the official papers of the board.

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

**Revision to the Following Leave Policies.** Staff recommended approval for the adoption of the revisions to the following policies, as included in the mailout: GDBD (Extended Sick Leave/Bus Driver); GDBD/GDBD-C (Urgent Personal Leave); GCBBD/D (Sick Leave and Emergencies); GCBBD/E (Sabbatical Leaves); GCBBD/E1 (Sabbatical Leaves); GCBBD/E2 (Positions Eligible for Sabbatical Leave); GCBBD/E3 (Manner in Which Sabbatical Leave may be spent); GCBBD/E4 (Sabbatical Leave time for filing, notification); GCBBD/E5 (Sabbatical Medical Leave); GCBBD/E6 (Sabbatical Leave Agreement Form); GCBBD/F (Professional Staff Leaves and Absences); GCBBD/A (Assault and Battery - Professional Staff). Staff also recommended approval for the adoption of the following policies as included in the mailout: GCBBD/B (Extended Sick Leave/Teachers); GDBD/A (Assault and Battery/School Bus Driver); GDBD/A1 (Assault and

Battery/School Employees); GDBD/D (Sick Leave and Emergencies/School Bus Drivers); and, GDBD/D1 (Sick Leave and Emergencies/School Employees Who Work Less Than 12 Months)

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

**8(g) Student Enhancement Block Grant.** Staff recommended approval of the 8(g) Student Enhancement Grant, as included in the mailout. An abstract of the grant is filed in the official papers of the board and will reflect the following projects: Summer Grove Elementary \$60,000; Judson Fundamental Elementary \$60,000; Forest Hill Elementary \$60,000; Shreve Island Elementary \$60,000; Keithville Elementary School \$60,000; Eden Gardens Elementary \$25,000; Vital Kinks ESL \$30,000; and, LEAP 21 Remediation - Grade 8 Mathematics \$14,010.

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

**Dental Program Proposal for Northern Caddo Parish Schools (Burton).** Staff recommended that the proposed dental sealant program be approved as a pilot program at Hosston Elementary School pending receipt of a hold harmless agreement and an approved parent consent form.

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

**Reimbursement of Schools for Cancelled Jamboree (Thibodeaux).** It was recommended that the CPSB reimburse verifiable losses to those high schools involved in the cancellation of the 1999 Football Jamboree that was to be held at Caddo Stadium Friday, August 27, 1999. (Those schools are Huntington, C E Byrd, Booker T Washington, Captain Shreve and Woodlawn.)

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

**Requests for Leaves.** The superintendent recommended approval of the following requests for leaves and/or requests of the board:

Sabbatical Leave for Study, Spring Semester of 1999-2000 School Year

Andrew Beiger, Teacher, Northwood High School

Leave Without Pay (Personal), September 16, 1999 - September 15, 2000

Gary Gafford, Security Coordinator, Security Department

Leave Without Pay (Personal), Fall Semester of 1999-2000 School Year

Jacqueline Marshall-Wyndon, Teacher Aide, Summerfield Elementary

Sabbatical Leave (Medical), Remainder of 1999-2000 School Year

Jimmy Brister, Teacher, Broadmoor Middle Laboratory

Sabbatical Leave (Medical), Spring Semester 1999-2000 School Year

Susan Lattier, Teacher, Oak Terrace/J B Harville

Leave Without Pay (Personal), 1999-2000 School Year

Patricia Kyles, Teacher Aide, Westwood Elementary

**Request of the Board.** Elizabeth Owen, bus driver, requested to be away from her duties October 18-29, 1999 to travel to Hawaii. She will utilize her two UPR days and requested eight days without pay.

## **PERSONNEL RECOMMENDATION (S)**

Mrs. Pugh moved, seconded by Mr. Thibodeaux, approval of the superintendent's promotional recommendations as included in the mailout except for Summerfield Elementary. Vote on the motion carried unanimously.

Mrs. Armstrong said that in view of the outpouring of community concern in opposition to the recommendation for Summerfield Elementary, she moved, seconded by Mr. Milam, to disapprove the superintendent's recommendation for principal at Summerfield Elementary School. Dr. Hitchcock asked the superintendent if his recommendation for the principal at Summerfield was handled differently than other personnel recommendations presented to the board, and the superintendent answered no. Dr. Hitchcock asked if interviews were conducted by the Interview II Committee and if the person being recommended is the committee's selection. Again, the superintendent answered in the affirmative. Dr. Hitchcock asked if the superintendent conducted an independent investigation aside from the recommendation of the Interview II Committee and if he interviewed other candidates. The superintendent answered yes. Dr. Hitchcock asked if after reviewing the four candidates, if it is his independent recommendation in addition to the Interview II Committee, and the superintendent said yes; that he has the flexibility to select any of the recommendations that come from the Interview II Committee. Dr. Hitchcock asked if input from the community and parents was considered and the superintendent said all input was considered. Dr. Hitchcock said a visitor questioned the integrity of the interview process in this case, and asked if the superintendent had any reason to believe that the interview process was flawed or unfair, and the superintendent answered no. The superintendent further stated that the committee takes this job seriously; the process is objective; and, the process requires a lot of committee members' time. Dr. Hitchcock urged the board to defeat the motion and said the board is establishing a bad precedent for the second meeting in a row. He further noted that the most dangerous thing that the board could do in the school system is to make the appointment of administrators be a political process. Mr. Thibodeaux moved, seconded by Mr. Milam, to call for the question. Vote on the motion to end debate carried with Mr. Vance opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock. Vote on the original motion carried with Mr. Mims abstaining; board members Vance, Burton, Pugh and Dr. Hitchcock voted in opposition; and, board members Guin, Thibodeaux, Powell, Milam, Boykin and Armstrong supported the motion. The superintendent introduced the following promoted administrators: 1) Diane Atkins was appointed principal of Oak Park Elementary and the terms of contract are September 16, 1999 - June 15, 2002; 2) Eddie Cooper was appointed principal at Fair Park High School and the terms of contract are September 16, 1999 - June 15, 2002; 3) Bruce Daigle was appointed assistant principal of administration and discipline at Fair Park High School and the terms of contract are September 16, 1999 - June 15, 2002; and, 4) Clinton Wallace was appointed middle school math supervisor and the terms of contract are September 16, 1999 - June 15, 2002. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

## **REQUEST TO APPROVE ATHLETIC COORDINATOR JOB DESCRIPTION**

Mrs. Boykin asked who has been performing the duties that are included in the proposed job description. The superintendent said coaches on site at some of the schools, along with some of the administrators, have been performing some of the duties. He noted that this is part of staff's effort under Title IX to bring it into one solid position. Mrs. Boykin said Title IX is not mentioned in the proposed job description, and the superintendent said it is in concert with the Title IX agreement that has been signed, it will be used by all the schools, but it is not specifically designed for Title IX. Willie Henderson, assistant superintendent for Human Resources, said the job description would satisfy the settlement agreement. Mrs. Boykin said when the board looked at increasing salaries last month she was concerned that this position should be more of a part-time position. Mr. Powell also expressed concern that no reference was made to Title IX in the proposed job description. Mr. Henderson said staff wants the job description to be more generic so that they could address Title IX concerns, and it would also give principals the help needed to deal with athletics in general. Mr. Powell said in reviewing the job description, it comes close to what people would consider being an athletic director's position. Mr. Powell asked if it is staff's intention to make the position available to assistant principals, and the superintendent answered in the affirmative. He further noted that it is not staff's intention that head coaches or football coaches be the ones primarily considered for the position; that it should be open to anyone on staff. Mr. Powell asked how would the person be hired to fill the position. The superintendent said the position

would be advertised and the person would be hired primarily by the principal at the school with the direction of the athletic supervisor, the director of high or middle schools, and staff in the human resource department.

Mr. Vance moved, seconded by Mr. Mims, approval of the recommended job description for the position of athletic coordinator. Mr. Thibodeaux asked if this person would have additional time off from work during the school day. The superintendent said high schools usually use their staff in a way to allow time for organizations as needed; that it is not staff's intent to allow dismissal of time to allow fulfillment of this position. Mr. Thibodeaux asked if the majority of the positions would be filled by females since this is a part of the Title IX agreement. Staff said they are very neutral in this respect. Mr. Thibodeaux said he wants to be sure that staff is not given additional time off in addition to the \$2000 supplement. He further expressed concern that coaches just received a pay increase, and now some of the duties assigned to them will be taken away. Mrs. Pugh asked what on-site authority would the athletic coordinator have to make adjustments in the use of facilities. Mr. Henderson said there is guidance in the consent decree concerning the scheduling of facilities, times of games, location, etc. Further, the Title IX coordinator, directors for middle or high school and the school principals understand that this is a responsibility that the school system has. The athletic coordinator would be responsible for monitoring this at each individual school site, for calling any discrepancy that might arise, calling it to the attention of the principal and working through human resources to be sure that the concern is addressed. Dr. Hitchcock commented that he does not condone targeting this position for any particular fill, but for the best person qualified at the school level to do the job. Vote on the motion carried with board members Thibodeaux, Boykin and Armstrong opposed. Board members supporting the motion were Guin, Vance, Pugh, Mims, Powell, Burton, Milam, and Dr. Hitchcock.

#### **HEPATITIS B VACCINATION PROPOSAL**

Mr. Vance moved, seconded by Mr. Guin, that the CPSB cooperate with the Department of Health and Hospitals, Office of Public Health to provide time for the vaccination of middle school students against Hepatitis B unless written dissent is received from the student's parent or guardian as further delineated in the attached mailout document. Dr. Hitchcock asked if Willis-Knighton Hospital is a participant in this proposal. Legal counsel said he did not recall specific mention of Willis-Knighton, however, there could be involvement through some of the health centers. The superintendent said when staff was first presented with the proposal, there was nothing said about the involvement of Willis-Knighton; however, when the proposal was presented to the school board at the Executive Committee meeting (September 1, 1999), an employee from Willis-Knighton was present. Dr. Hitchcock said he would abstain on this item because it might be employer-related. Mr. Thibodeaux asked the superintendent to address the issue of whether teachers and staff would have an opportunity to take the shots, perhaps free or at an inexpensive rate. Mr. Powell expressed concern about the wording of the motion, and said it suggests that the immunization would be given to the child unless there is written dissent from the parent. The superintendent said parents would have to submit the fact that the child should not take the shot; it has to be received in writing. Legal counsel said he suggested in his letter to the CPSB that the vaccine would not be administered to students whose parents do not give their consent and that should be emphasized in the event the CPSB approves this item. Mr. Powell made a motion to amend the motion, seconded by Mr. Vance and Mr. Thibodeaux, that instead of saying unless written dissent is received that the motion should reflect that no child would be given the vaccination in the absence of written parental consent. Vote on the amendment carried with Dr. Hitchcock abstaining. Board members Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Boykin and Armstrong supported the motion. Vote on the original motion, as amended, carried with Dr. Hitchcock abstaining. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Boykin and Armstrong.

**Recess.** The president called for a 15-minute recess at approximately 4:45 p.m. The board reconvened at approximately 5:01 p.m.

#### **SUPERINTENDENT SEARCH (Burton)**

Burnadine Moss Anderson, staff liaison for the superintendent search, gave an update on the superintendent search process.

**Advertisement.** Mrs. Anderson reported that the ads are prominently running in Education Week, Leadership News, Job Bulletin (AASA), The School Board News, The Boardmember, The Chronicle of Higher Education, CaPSule, The Times, Caddo Citizen, The Shreveport Sun, Baton Rouge Advocate, New Orleans Times Picayune, Dallas Morning News, Jackson Clarion Ledger, Arkansas Democrat Gazette and the Wall Street Journal. She noted that the ads are running, at no additional cost, on the employment websites of the Wall Street Journal, The Leadership News (AASA), and Education Week. Additionally, The Leadership News (AASA) website links directly to the Caddo Parish Schools website on the superintendent search.

**Input.** Mrs. Anderson reported that as of today, staff has received 35 written documents; the website has had 107 hits; and, five e-mail responses have been received. Also, input was received today during the visitors' section of the meeting.

**Advisory Committee.** Mrs. Anderson recognized members of the committee who were present. She reported that the committee met on September 7 and 10. Rosie Woodley is the chairman of the committee and Eursla Hardy is co-chair. The committee used the 1995 qualifications as a working document, and from these and other discussions, the committee drafted the qualification document that has been presented to board members today. She highlighted the fact that the committee took a vote and the majority supports eligibility as a requirement. The committee will meet again on Monday, September 20, 1999, immediately following the public forum at C E Byrd High School; and, again on Tuesday, September 21, 1999, at 1:00 p.m. at the school board office to finalize a draft for the board's consideration.

**Certification.** A copy of a letter from the school board's legal counsel dated September 15, 1999 was shared with CPSB members. The letter details more information about certification and issues raised relative to certification.

**Public Forum.** The public forum will be at C E Byrd High School on Monday evening, September 20, 1999, at 6:00 p.m. Advisory Committee members volunteered to be facilitators and recorders at the forum, modeling it as in the 1995 superintendent search (breakout groups via color codes).

**Timeline.** An updated calendar was distributed and will reflect: September 7 and 10 - Advisory Committee meetings; September 20 - public forum, 6:00 p.m., C E Byrd - Advisory Committee immediately following; September 21 - Advisory Committee 1:00 p.m.; September 22 - special call meeting of the CPSB to finalize qualifications; October 4 - begin to receive inquiries; October 5 brochure mailed in response to requests; October 28 - deadline for applications; October 29 applications opened and logged; November 1-4 - CPSB screen applications; November 5 - CPSB announce six to ten candidates; November 8 - 14 individual interview for five to seven candidates (one per day) with a daily schedule beginning at 7:45 a.m. and ending at 10:00 p.m.; November 15 board selects three to five finalists and announces the finalists; November 18-19, 22, 23 - site visits to candidates' hometowns by CPSB members; December 1 - reports by CPSB visitation teams and reports of other findings, select two to three candidates for negotiations, and agree on parameters for negotiation; December 2, 3 - negotiate; and, December 6 - hear report of negotiation, select superintendent, public meeting.

**Compensation, Contract, Challenges.** Mrs. Anderson called board members attention to other handouts, i.e. scheduled salaries for professional personnel in public schools (national survey), Louisiana's 1998-99 roster of superintendents' salaries and length of current contracts, etc.

**Special Call Meeting.** Mrs. Anderson suggested that there be a special call meeting of the CPSB on Wednesday, September 22, 1999, at 3:30 p.m. She further noted that at this meeting, the board would need to finalize qualifications/criteria for the superintendent of schools; determine the application and selection procedure; define the compensation and contract; finalize the challenge; and approve the final draft of the brochure which is scheduled to go to the printer on Thursday, September 23. Further, she requested that the board determine today a feedback document to use at the public forum on Monday. Mrs. Anderson suggested that the board could decide to use the qualifications list of 1995 or accept/alter/delete any section of the proposed 1999 qualifications by the Advisory Committee distributed earlier.

Discussion ensued on: a) the board's options relative to selecting a non-traditional superintendent; b) the qualifications considered in 1995 and those presented today; and, c) the opportunity for the CPSB to make decisions relative to qualifications, etc. The president announced that he is calling a

special meeting of the CPSB for Wednesday, September 22, 1999, at 3:30 p.m. at the school board office. More discussion followed on the feedback document to be used at the public forum on Monday. CPSB members decided that both documents (the document used in 1995 and the proposed list of qualifications drafted by the Advisory Committee - 1999) would be shared with citizens at the forum, and both documents would be properly earmarked. Mr. Milam suggested that light colored paper be used to duplicate reading material for use in the breakout sessions at the forum.

## **SUPERINTENDENT'S REPORT**

**1999-2000 Student Achievement Plan.** The superintendent distributed copies of the 1999-2000 edition of Caddo's Student Achievement Plan to school board members. He particularly acknowledged and thanked Deputy Superintendent Ollie Tyler, Technology Manager Clay Slagle, Testing and Evaluation Specialist Dr. Lila Finney and other staff for compiling the detailed information.

**Caddo Stadium.** The superintendent reported that he would be sending an update to CPSB members on tomorrow (Thursday, September 16, 1999) about the progress of work at the stadium. He said staff received a complimentary letter from Mike Thibodeaux, supervisor of football officials for Shreveport, complimenting staff for the good condition of the field.

**Student Enrollment.** The superintendent reported that a student enrollment count was received on September 13 and the count is 47,150. He said staff anticipates a few more enrollees, particularly at the ECE, K-4 level.

**Teacher of the Year.** The superintendent announced the teachers of the year from Caddo Parish and they are: Cindy Collins (Blanchard Elementary); Renee' Lloyd (Donnie Bickham Middle); and, Lisa Cooper (C E Byrd). He said the teachers will be recognized at the October school board meeting and are now eligible for regional competition.

**Personnel Transaction Report.** A personnel transaction report is posted to CPSB members as requested.

**Update on CPSB Construction Projects (Pugh).** An update on capital construction projects was included in the mailout.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Substitute Teachers.** Mr. Powell said the Legislature has changed its laws to allow retired teachers to work more days as substitute teachers. He asked staff to consider doing something (enhancing compensation) to recruit retired teachers as day-to-day substitute teachers. The president said retired educators should be compensated more because of their qualifications and certification.

**Bus Transportation.** Mr. Guin asked if staff has addressed the transportation situation referenced earlier by a visitor. Ron Festavan, assistant superintendent for support services, reported that appropriate bus stops have been established; parents have been consulted; and, he believes that the matter introduced today during visitor's session has been satisfactorily adjusted. He further noted that there are a lot of dynamics in scheduling bus stops, but staff does not wish to penalize students neither parents and is willing to make whatever adjustments are necessary. Mr. Guin noted that the visitor alluded to the fact that staff does not have a record of students in the area who attend Caddo Middle Magnet, and asked for clarification. Mr. Festavan said staff does have the information but the parent wanted staff to release the names and addresses to her, and this is not something staff would do. Mr. Guin asked staff to notify appropriate parents of the available bus stops. Mrs.

Armstrong thanked Mr. Festavan for his response to transportation concerns brought to his attention for district 11.

**Lunchroom Aides.** Mrs. Pugh said she was informed that six schools do not have an aide for duty-free lunch periods; and, she asked staff to conduct an investigation and make sure that all elementary schools have an aide for this specific purpose. The superintendent said he has not received a report of schools not having aides; all schools were afforded the opportunity to hire an aide; and, staff would investigate the matter. Mrs. Tyler reported that 40 aides were approved by the CPSB to be assigned to the schools. Staff looked at the situation and there were 46 buildings and the K-8 buildings did not get an aide. The superintendent said he would get the names of the schools and work this out.

**CPSB Action.** Mr. Vance asked the CPSB to be careful in its action. He said the board is setting some bad precedents, and if policies need changing, then the board should change them, particularly in the area of personnel recommendations (superintendent's selections). Mr. Vance said the board's job is to set policy, and he asked board members to come together and change or delete policies if necessary.

**Central Office Telephone System.** Mrs. Armstrong asked about the status of plans to update the central office telephone system. The superintendent said staff is aware that the central office telephone system is inadequate. Further, he reported that the CPSB recently agreed for staff to hire a consultant to come in and look at the system and help staff develop a RFP, and this is being done at this time.

**Adjournment.** There being no further business, Mr. Powell moved, to adjourn. Mr. Milam seconded the motion, which carried, and the meeting adjourned at approximately 5:35 p.m.

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James E Foster, EdD, Secretary

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Willie D Burton, President

### **September 22, 1999**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:30 p.m. on Wednesday, September 22, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Judy Boykin, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux, Johnny Vance, Jr. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

The special school board meeting was called to: a) act on a personnel recommendation; b) consider an agreement to provide meals for members of Southern University's basketball team; and, c) act on business relative to the 1999 superintendent search.

#### **PERSONNEL RECOMMENDATION**

The superintendent recommended that Lane Hunnicutt be appointed principal of Summerfield Elementary School. Mrs. Armstrong moved, seconded by Mr. Powell, that the CPSB accept the superintendent's recommendation for principal at Summerfield Elementary School. Vote on the motion carried with board members Vance, Burton, Pugh and Mims abstaining. Board members Guin, Thibodeaux, Powell, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock supported the motion. The terms of contract are September 23, 1999 - June 15, 2002. Mr. Hunnicutt will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. The superintendent introduced Mr. Hunnicutt to board members and the audience.

#### **AGREEMENT TO PROVIDE MEALS FOR MEMBERS OF SOUTHERN UNIVERSITY' S BASKETBALL TEAM (Vance)**

Staff recommended that the agreement to provide breakfast and lunch for out-of state student athletes of Southern University at Shreveport be approved for a designated period during the

1999-2000 school year, as provided in the mailout. The president polled the audience for input on this item, but no one came forward to speak. Mr. Thibodeaux moved, seconded by Mr. Vance, approval of staff's recommendation. Vote on the motion carried unanimously.

## **FINALIZING QUALIFICATIONS/CRITERIA FOR THE SUPERINTENDENT OF SCHOOLS**

Burnadine Moss Anderson, staff liaison for the superintendent search, provided board members with documents in support of today's update and work session on the superintendent search process. She reported that the Advisory Committee met on Monday at the conclusion of the public forum and concluded their work. She reviewed the committee's list of qualifications and noted whether the criteria were new or the same as was used in the 1995 superintendent search process. She also reviewed the proposed challenge, goals, and format and contents of the brochure. Mrs. Anderson asked the board to give directives relative to: a) compensation and contract; b) challenge statement; and, c) qualifications and application selection procedures. Advisory Committee members present were acknowledged.

**Qualifications/Criteria for the Superintendent Search.** Mr. Thibodeaux suggested that the CPSB should take the new list of qualifications that was proposed by the Advisory Committee and put those in with the ones the board had in 1995; make concise statements instead of long sentences, and denote each qualification with a bullet. Mrs. Boykin asked questions about the inclusion of the committee's qualification statement relative to candidates having an exhibited support of the arts. Mrs. Boykin said the CPSB equally supports numerous activities. Dr. Hitchcock proposed that the qualification statement referenced by Mrs. Boykin could be broadened to include fundamental academic programs, basic skills and the arts. Dr. Hitchcock said he does not wish for the CPSB to diminish the work of the committee. Following more discussion, Mrs. Boykin moved, seconded by Mrs. Pugh, to delete the last two items as proposed by the Advisory Committee. Mrs. Pugh noted that the board is setting forth qualifications in a synopsis form, and she does not feel that the board should specify some of the details. Vote on the motion carried with Mr. Brooks and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Milam, Boykin, and Armstrong.

Mr. Powell expressed concern that the committee's proposed draft of qualifications does not focus on academics, as is the first bullet in the list of qualifications presented in 1995. He moved, seconded by Mr. Brooks, that the CPSB utilize the first bullet from the 1995 list and include it in the 1999 list. Vote on the motion carried unanimously.

Mr. Milam questioned the length and wording of the first item on the criteria list from the committee relative to the candidate being able to demonstrate the ability to be sensitive, etc. He moved, seconded by Mr. Thibodeaux, to do away with number one on the Advisory Committee's list. Mrs. Boykin made a substitute motion, seconded by Mr. Thibodeaux, that the CPSB delete the item from the committee's list of qualifications for 1999 and move a reference to increase staff development in the first challenge. Dr. Hitchcock noted that he would be voting against motions to delete items entirely that were submitted by the Advisory Committee. He further noted that he would probably vote to change or add to the items, but he believes that the citizens feel that their statements are important. Mr. Powell spoke in support of the substitute motion and said it does not delete this item; it moves it to another more appropriate section of the brochure. Mr. Guin questioned the board's ability to verify a candidate's ability to be sensitive. Vote on the substitute motion carried with board members Vance, and Dr. Hitchcock opposed. Board members Guin, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong supported the motion.

Mr. Thibodeaux compared the 1995 qualifications with those submitted by the Advisory Committee and coupled the items that were in agreement. He moved, seconded by Mr. Brooks, to incorporate the Advisory Committee's qualifications with the 1995 qualifications as listed by him, with the board's concept (to use short statements and bullets). More debate followed on the desired qualifications.

**Recess.** The president called for a 15-minute recess at approximately 4:56 p.m. The board reconvened at approximately 5:15 p.m.



Debate continued on the qualification relative to the candidate's eligibility for a Louisiana superintendent's certificate and the board's ability to seek waivers for specific requirements. Mrs. Boykin made a substitute motion, seconded by Mr. Powell, to adopt the draft (developed from the board's debate at today's meeting) as a working draft. Vote on the motion carried unanimously. Mr. Thibodeaux moved, seconded by Mr. Brooks and Mrs. Pugh, to adopt the work document as the final draft. Vote on the motion carried with Mr. Vance opposed. Mr. Mims was absent for the vote. Board members Guin, Thibodeaux, Pugh, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock supported the motion.

The following qualifications were adopted by the CPSB for the 1999 superintendent search.

The board and the community are seeking an outstanding educational leader who possesses the following qualifications:

- *A proven commitment to educational excellence*
- *A documented background in all areas of school management*
- *The ability to evidence eligibility for a Louisiana superintendent's certificate. (The school board may seek waiver of specific requirements.)*
- *Strong moral character, integrity, professional ethic and the ability to withstand a thorough background check throughout his/her professional and personal life*
- *A commitment to high level visibility within the district and the proven ability to solicit parental involvement*
- *A visionary manager and proven leader*
- *The ability to relate to, involve, and communicate with students, staff, parents and community*
- *An articulate spokesperson for public education*
- *A broad based educational background*
- *The ability to work in the area of human relations*
- *A sensitivity to ethnic diversity*
- *Earned doctorate preferred*
- *The demonstrated ability to implement and maintain a safe and disciplined school environment*
- *Verifiable qualifications*

**Determining the Application and Selection Procedure.** Mrs. Anderson reviewed the procedure that was used in 1995. Mr. Thibodeaux moved, seconded by Mr. Brooks, to adopt the procedure that was used in 1995. Mr. Powell asked if envelopes from applicants would be held until the board assembles, and Mrs. Anderson answered in the affirmative. Mrs. Anderson said the president must receive all required material no later than October 28, 1999. Further, the board could call a special meeting for October 29 and open the envelopes. Vote on the motion carried unanimously. Mr. Powell asked that Mike Powell III be revised to read Mike Powell on the brochure; also, change the year of his initial seating on the CPSB to 1994.

**Brochure.** Mrs. Anderson said the portion on **The Position** remains the same in terms of the wording. The portion on **The Mission** was revised to reflect the insertion of *The District Student Achievement Plan's goal is to prepare all students to successfully master challenging contents and higher standards as measured by the Iowa Test and Louisiana Educational Assessment Program (LEAP)*. Mr. Powell asked if the name of the test has been changed to LEAP for the 21st Century, and the superintendent said the name has been changed as stated. Mrs. Anderson said the brochure would reflect the revised test name.

**Defining the Compensation and Contract.** Dr. Hitchcock asked that the words on or about be deleted in the second paragraph under this heading. Mr. Thibodeaux moved, seconded by Mr. Vance, to accept the compensation and contract as is currently listed in the rough draft. Debate ensued on the terms of the contract. Mr. Powell made a motion to amend the motion, seconded by Mr. Brooks, that a contract be offered for a period up to four years. Vote on the amendment carried unanimously. Vote on the main motion, as amended, carried unanimously.

**Finalizing the Challenge.** Mr. Thibodeaux moved, seconded by Mrs. Pugh, to accept the challenge as listed in the working document of the brochure; and, to include the addition of a shorter version of the first item as listed on the original set of qualifications by the Advisory Committee. After realizing that the brochure copy was different from the Advisory Committee's proposed draft, he clarified that he intended that the Advisory Committee's draft be used. The board added the

Advisory Committee's proposed qualification (#1) as a challenge, and condensed it to read "Implement effective staff development " Mr. Milam made a motion to amend the motion, seconded by Mr. Thibodeaux, to add "Improve and expand character education " to the challenge. Vote on the amendment carried unanimously. Vote on the motion as amended carried unanimously.

*The following challenge was adopted by the CPSB for the 1999 superintendent search.*

- *Establish and implement early childhood education for all four year olds*
- *Make academic gains as measured by Louisiana accountability program*
- *Redesign low performing schools*
- *Make Caddo Parish School System a leader in educating youth for the 21<sup>st</sup> Century and a catalyst for economic growth and development*
- *Ensure all high school students are prepared for advanced training or have marketable skills*
- *Establish community-based after-school programs*
- *Work well with the board and have the courage to be a strong decision-maker regardless of politics*
- *Maintain high visibility in school and community*
- *Address academic and behavioral needs for students who have been retained two or more times*
- *Provide adequate enrichment teachers for all schools not as part of staffing formula*
- *Ensure competitive school employee salaries and improve teacher and employee moral*
- *Ensure a quality educator in every classroom, one with subject knowledge in the area taught, who reflects the dynamics of the community*
- *Implement effective staff development*
- *Improve and expand character education*

**Approving the Final Draft of the Brochure.** Mr. Vance moved, seconded by Mr. Brooks, approval of the final draft of the brochure. Vote on the motion carried unanimously.

## **ANNOUNCEMENT**

The superintendent announced that he has received via fax the school performance report for Caddo public schools and more information will be shared with board members at a later time. He noted that there are six categories and Caddo scored accordingly: 1) School of Academic Excellence - one school in the state reached that level and the school is in Caddo Parish (South Highlands Magnet); 2) School of Academic Distinction - two schools were from Caddo Parish out of 14 statewide (Eden Gardens and Caddo Middle Magnet); 3) School of Academic Achievement - eight schools were from Caddo Parish out of 95 which places Caddo above the state average; 4) Academically Above Average - eight schools out of 524 were from Caddo Parish; 5) Academically Below Average Caddo fell below the state's average; and, 6) Academically Unacceptable School - Caddo had none in this category. The superintendent said Caddo did well at the top and at the bottom, but still has a long way to go.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion, which carried, and the meeting adjourned at approximately 6:23 p.m.

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James E Foster, Ed J, Secretary

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Willie D Burton, President

**October 6, 1999**

The **Executive Committee** of the CPSB met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana on Wednesday, October 6, 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 and Michael J Thibodeaux. Also present were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Powell gave the invocation and led the Pledge of Allegiance.

#### **ANNOUNCEMENTS**

**Publication.** The president expressed appreciation for the book "*Twelve Years A Slave*" that was placed at his station.

**Teachers of the Year.** The superintendent announced that the CPSB has two regional finalists in the state's Teacher of the Year competition and they are: Rene Lloyd (C E Byrd High School) and Lisa Cooper (Donnie Bickham Middle School). The teachers are now eligible for competition at the state level.

**Title 1 Program.** The superintendent announced that Caddo's Title 1 Program is featured in High/Scope ReSource, an international magazine for educators. Janis Parker, director of Title 1 Programs for the CPSB, informed the superintendent that Caddo has extensive coverage (five-pages) in the magazine. A copy of the magazine was distributed to each board member.

#### **SPECIAL PRESENTATIONS**

**Architectural Design Displays for Forest Hill.** Sunset Acres and Summer Grove. Keith Norwood, director of school plant, said this is year two of a five-year program for classroom wing additions. The projects are funded through Proposition 1 of the October 11, 1997 bond issue election. He introduced the following presentations.

A E Design Group, Inc presented architectural designs for **Forest Hill Elementary**. Forest Hill's construction project is for 16 classrooms. The bid (\$1,060,000) came in under the budgeted amount, and the completion date is by the opening of the 2000-2001 school year. The managing architect, project manger, and project architect displayed and recapped the design plans as developed with the assistance of Sara Ebarb, school principal, and other school board staff.

George A Jackson, Jr presented the architectural plans for **Sunset Acres Elementary**. This project is for construction of 11 classrooms, and the budget amount is \$1,051,875. The bid date on the project is October 8, 1999. Mr. Jackson displayed plans for the classroom project and summarized strategies for the designs. He also noted that his estimates are approximately \$10,000 over the budgeted amount because of soil preparations. Principal Lucian Cloud and other school board staff worked with Mr. Jackson in outlining the architectural designs.

Architects from Alliance, Inc. presented the architectural designs for **Summer Grove Elementary**. Summer Grove's project is for 12 classrooms, and the budget is \$1,147,500. The bid date is October 19, 1999. The architects capsulized the design drafts for the project as displayed. Dona Amidon, principal at Summer Grove, and other school board staff worked with the architects in finalizing construction plans.

Mr. Norwood said the design drafts would be available for board members' perusal. Discussion followed and CPSB members inquired about: a) the design and structure of restroom facilities; b) installation of windows; c) roofing designs and materials; and, d) security.

**Superintendent Search Update.** Burnadine Moss Anderson, staff liaison for the superintendent search, gave an update on the progress of the superintendent search. CPSB members received a couple of brochures that outline the application process for the position of superintendent of Caddo Parish Public Schools, as well as copies of memoranda that were mailed to Advisory Committee members, department heads and principals relative to the application/search process. Mrs. Anderson reported that brochures were shared with principals, central office department heads, Advisory Committee members and all school systems in the state of Louisiana. Brochures are also

available to the general public. She also reported that the process is on schedule and persons interested in applying for the position should respond on or before the October 28, 1999 deadline. Mrs. Anderson said identical information is being placed on the website.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE OCTOBER 20, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the October 20, 1999 CPSB meeting. The following items were added: "*Approval of Change Order - Roof Replacement at Walnut Hill, Project 2000-214A* "; "*LA Federal Property Assistance Agency Authorization (Huntington High School)* "; "*Proclamation - American Education Week*" (Burton); "*Hepatitis B Immunization Program* " (Powell); and, "*S and S Concessions* " (Thibodeaux). The **Executive Committee** categorized items 9-13, 16, 23-A and *Proclamation - American Education Week* as the consent agenda.

**Hepatitis B Immunization Program.** Mr. Powell asked staff to see if Willis-Knighton and Schumpert might be able to work something out to offer the immunizations, at minimal cost, to staffs at the schools.

**Additional Staffing/Certified and Classified.** The superintendent said information would be in the mailout. This item deals with requests from principals to keep some of the staff that they currently have to offset some of the concerns that they have about scheduling. He said the additional staffing would average out to about one to one and a half positions per school. Mr. Powell asked how many schools are involved. The superintendent said there are 27 schools and 31 positions for the certified area; and, two schools and two positions at the classified level. Mr. Powell asked how many of the positions are due to loss of students at the particular schools. The superintendent said some reductions at the high school level have impacted the master schedule at the schools.

**S and S Concessions.** Mr. Thibodeaux asked staff to update the board on what is being done to address reimbursement of funds to Southwood and Captain Shreve Band Concessions as a result of the cancelled 1999 Jamboree.

**STAR Boot Camp.** The superintendent said the CPSB approved in last year's budget \$50,000 for the continuation of the boot camp program. The Juvenile Courts, during the last fiscal year, did not request the money and they are again requesting that the CPSB make available the same amount for this school year.

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

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

The president polled school board members, staff and the audience for input on the proposed agenda items.

**Additional Staffing/Certified and Classified.** Mr. Powell asked about the cost for the requested additional staffing. Willie Henderson, assistant superintendent for human resource services, said the cost is a little more than a million dollars. Mr. Powell asked how many of the positions were budgeted, but due to declining enrollment would necessitate a change in the staffing formula. Charles Walker, director of certified personnel, said most of the positions would fall into this category, but there are a few exceptions for large classes, etc. Mr. Powell asked staff to provide in the mailout the difference in moneys already budgeted and new moneys being requested. Mr. Walker said the positions are budgeted items with the exception of perhaps four. Mr. Powell asked staff to identify the two additional classified positions. Mr. Henderson said they are teacher aide positions for placement at Eighty-First Street ECE and the Rutherford House (because of the truancy program). Mr. Milam asked if the student enrollment has declined. The superintendent said staff projected a student enrollment of 46,658 and as of October 1, 1999, Caddo's student enrollment is 46,654 (difference of four students). Mr. Milam inquired about the variance in student enrollments at the particular schools, and the superintendent said more detailed information would be in the mailout.

**Review of Policy GCBC Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program) (Push).** Mr. Powell asked if this item belongs to the CPSB or is it an item that staff is bringing back to the board. Mrs. Pugh said the item is in staff's hands now, but it is the same item that she previously introduced. Mr. Henderson said this item is a revision to the EAP policy; and, due to the fact that the CPSB has drug and alcohol testing policies, there is some overlapping between the two policies. Staff is trying to make sure that the policies can stand alone. Mr. Powell asked if staff is looking at any fundamental changes in current practices as a result of changes in policies. Mr. Henderson said he would not characterize the changes as being significant, but the EAP policy does address issues that are not primarily drug and alcohol related, and this is concerning to staff.

**Pay for Sweepers.** Mr. Burton said he received several calls from employees who are concerned about the once-a-month pay. He said staff reviewed this concern some time ago and reported that it was not feasible to go to biweekly pay periods for sweepers. He said he would like for staff to review the issue again and then communicate their findings to individuals who would be affected. Mr. Burton said the interest is in the frequency of pay and not in pay increases.

**School Uniform Mandate for Schools in District Seven (Brooks).** Mr. Brooks said he indicated several months ago (Executive Committee Meeting, June 2, 1999) that he would be introducing a motion to mandate school uniforms for the schools in district seven starting January 2000. However, after further thought and conference with appropriate principals, he will delay introducing the motion until later to be implemented in the 2000-2001 school year, and he would pull the item from the agenda. The president asked Mr. Brooks if he has interacted with citizens in the community. Mr. Brooks said he has communicated with the community; the principals in district seven are high on the idea; and, he has talked with everyone necessary in district seven.

**Resolution Endorsing the Purchase of Property Adjacent to Midway Middle School (Pugh).** Mr. Brooks asked the superintendent if anyone has approached him about buying the property, and the superintendent answered no. Mr. Brooks said this property is in district seven and he doesn't know anything about this property. He said he would like to meet with the interested business people to have an opportunity to provide input. Mrs. Pugh said an article appeared in The Times last week bearing out the efforts of the coalition of businesses along the Greenwood Road corridor in this regard. She said Forrest Dunn, former state representative, contacted her and asked her to bring this matter to the attention of the CPSB. She further noted that in Mr. Brooks' absence, he informed Mike Powell, fellow board member, that he would like to have the resolution pulled at the September 1999 CPSB meeting. The resolution was pulled, as requested. Mrs. Pugh said the businesses are not asking the CPSB to purchase the property. The CPSB is being asked to endorse the idea that these people are doing something good and the work will enhance the lives of children at Midway Middle School. Mrs. Pugh also noted that the school plant is located in district seven, however, the majority of the students reside in district five. She said a copy of the proposed resolution was included in the CPSB's September mailout, and she suggested that Mr. Brooks should contact Mr. Dunn and request an audience with him for more information. Mr. Brooks said if the CPSB is not going to purchase the property, then the board should not be addressing this matter. The president said the board is being requested to make a decision relative to endorsing the resolution and Mr. Brooks can make the necessary contacts with the business people involved for more information, if he so desires.

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

**Pay for Sweepers.** Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, asked staff to consider broadening the scope in this investigation to include other groups such as security. Also, reconsider issues of promotions and the title sweepers itself. Mr. Burton noted that the calls he received referenced pay schedules only and this is the area he is presenting at this time.

**Discontinue Interview Committee.** Jackie Lansdale asked if this item is to recommend discontinuation of the committee or if Mr. Brooks will be introducing an alternate policy. Mr. Brooks said he would be asking that this item be pulled until a new superintendent is selected.

**Adjournment.** There being no further business, Mr. Powell moved to adjourn. Mr. Brooks seconded the motion that carried unanimously. The meeting adjourned at approximately 4:35 p.m.

**October 6, 1999**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:35 p.m. (immediately following the Executive Committee meeting) on Wednesday, October 6, 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 and Michael J Thibodeaux. Johnny Vance, Jr 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 president said the special school board meeting was called to approve a bid for Forest Hill classroom addition and to approve a proclamation for Child Search/Childnet Month.

**APPROVAL OF BID FOR FOREST HILL CLASSROOM ADDITION**

The superintendent recommended approval of the bid for Forest Hill Elementary classroom addition, which came in under budget. The project is for 16 classrooms; classroom total square feet equals 16,800; the estimated completion date is July 1, 2000; and, the bid is \$1,060,000. Mr. Powell moved, seconded by Mr. Milam, approval of the superintendent's recommendation for acceptance of the bid that was in the mailout. Vote on the motion carried unanimously.

**Proclamation - Child Search/Childnet Month.** The superintendent recommended approval of the proclamation proclaiming October as Child Search/Childnet Awareness Month in all Caddo Parish schools. Mr. Powell moved, seconded by Mr. Brooks, approval of the proclamation for Child Search/Childnet month, and that October be proclaimed as Child Search/Childnet Awareness month in all Caddo Parish Schools. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion, which carried, and the meeting adjourned at approximately 4:37 p.m.

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James E Foster, EdD, Secretary

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Willie Burton, President

**October 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, October 20, 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, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Mark Milam arrived at approximately 3:44 p.m. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. Dr. Hitchcock announced that Lauren Sellers would be giving the invocation and D'Keshia Davis would be leading the Pledge of Allegiance. Both students attend Huntington High School.

**CONSIDERATION OF MINUTES OF THE SEPTEMBER 15,1999, SEPTEMBER 22, 1999 AND OCTOBER 6, 1999 CPSB MEETINGS**

Mrs. Boykin moved, seconded by Mr. Vance, approval of the September 15, September 22, 1999 and October 6, 1999 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 revisions to the proposed agenda and consent agenda. The superintendent asked that the following agenda items be postponed: "Bids - Sale of Wood Shell Frame Houses at Caddo Career and Technology Center "; South Highlands Classroom Wing Addition, Project 2000-204 "; and, "Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program). "

"Wiring for Miscellaneous and Vocational Projects at Various Schools and Install Library Technology Plan / 8(g) Block, Project 2000-232" and "School Uniform Mandate for Schools in District Seven " (Brooks) were deleted from the agenda. Mr. Brooks said he would reintroduce his item after the new superintendent is appointed. The president asked that the rules be suspended so that he could add "Proclamation - Education Support Personnel" to the agenda. Mr. Powell moved, seconded by Mr. Mims, to suspend the rules. Vote on the motion carried unanimously, and the item was added to today's agenda ahead of Superintendent's Report. The president said no motion is being introduced for "Pay for Sweepers "; therefore, the item is for informational purposes. The superintendent said the date included in the mailout item for the annual salvage sale should be changed to December 11, 1999. Mr. Brooks also asked that "Discontinue Interview Committee" be carried over until the new superintendent is appointed.

## **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Each school received a framed certificate for outstanding academic achievements.

**School of Academic Excellence.** South Highlands Academics and Performing Arts Elementary Magnet received the designation of School of Academic Excellence as measured by the state's accountability program, Reaching for Results. South Highlands is the only school in the state of Louisiana to receive this specification. Pam Byrd, principal, and other staffers were recognized.

**Schools of Academic Distinction.** Eden Gardens Fundamental Elementary and Caddo Parish Middle Magnet received this designation as measured by the state's accountability program. These two schools ranked second in the state. Principals Donna Baker and Judy Moncrief, respectively, and other school staffers were recognized.

**Schools of Academic Achievement.** Eight Caddo Parish schools received this designation as measured by the state's accountability program and they are: Arthur Circle Elementary (Sally Cox, principal), Claiborne Fundamental Elementary (Betty Lawrence, principal), Herndon Magnet (Sandra Denmark, principal), Judson Fundamental Elementary (Leisa Edwards, principal), Riverside Elementary (Dr. James Gillespie, principal), Shreve Island Elementary (Dr. Kerry Laster, principal), A C Steere Elementary (Dan Waters, principal) and University Elementary (Charlotte Watson, principal). School staffers were also recognized.

**CPSB Teacher of the Year.** Burnadine Moss Anderson, administrative assistant to the superintendent/communications, introduced a video presentation of visits to the classrooms of Caddo's exemplary teacher finalists and winners. Elementary finalists are: Cheryl Hackney, first grade teacher at Shreve Island Elementary and Mitzi Vowels, first grade teacher at University Elementary. **Cynthia Collins**, Discoveries Unlimited (grades 2-5) teacher at Blanchard Elementary, is the **elementary teacher of the year winner**.

*Middle school finalists* are: Pamela Rives Eakins, seventh grade Language Arts teacher at Caddo Middle Magnet, and Dee Hunt, physical education grades 6-8 teacher at Broadmoor Middle Laboratory School. **Rene' Loyd**, eighty grade reading teacher at Donnie Bickham Middle School, is the **middle school teacher of the year winner**.

*High school finalists* are: Tom Palczynski, special education teacher grades 9-12 at Fair Park High School, and Queen E Snyder, English teacher grades 9-12 at Huntington High School. **Lisa Cooper**, English I, English I Honors, Creative Writing 9, 11, 12 teacher at C E Byrd High School, is the **high school teacher of the year winner**.

The distinguished educators received a framed certificate of recognition for their achievements. Mrs. Anderson announced that **Lisa Cooper** has also earned the designation of outstanding teacher as given by USA Today. Additionally, **Rene' Loyd** and **Lisa Cooper** have advanced in the competition and were recently named **Regional Teachers of the Year** in their respective area in the state's competition. Each will receive a \$600 cash award. Ms. Loyd and Ms. Cooper are now eligible to compete against others in their categories for the number one designation of *Louisiana Teacher of the Year*. Principals, parents and supporters of the honorees were recognized, as well as Mike Roy, videographer.

**Recess.** The president called for a five-minute recess at approximately 4:10 p.m. The board reconvened at approximately 4:19 p.m.

## **VISITORS**

Roy Burrell, Shreveport City Councilman and representative of the Greenwood Road Corridor Association, encouraged the CPSB to support the resolution urging the City of Shreveport and the Shreve Memorial Library Board to consider moving the Atkins Branch Library to the vacant site (former Sheraton Hotel) just West of Midway Middle School, as presented in the mailout. Mr. Burrell gave a brief historical sketch of the association's efforts in this endeavor.

Debbie Hart, area director for Associated Professional Educators of Louisiana (A+PEL), expressed concern about the amount of excessive paperwork that classroom teachers are encumbered with. She said A+PEL would like to have a progress update in this regard and is offering its service to provide input into ways this could be addressed. Also, A+PEL requested funds for teachers to purchase classroom material and supplies.

Emma Shepard, president of Caddo Association of Educators (CAE), expressed the association's appreciation for the CPSB's adoption of the official proclamations regarding American Education Week. She invited and encouraged board members and staff to participate in the upcoming Walk-A-Day-In-My Shoes activity.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), encouraged the CPSB to conduct a comprehensive study and reconsider other options regarding the pay schedule for sweepers.

Sheila Campbell, representing the Protective Parents Association, asked the CPSB to be a model for the state by drafting a proposal and/or organizing inservice training for educators and schools' staffs on the detection of child abuse.

Reverend George Wright applauded the CPSB for considering the issue of pay for sweepers, who, in his opinion, are the least among CPSB employees.

## **CONFIRM THE CONSENT AGENDA**

Mr. Powell moved, seconded by Mr. Vance, 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**

**Personnel Recommendation(s).** The superintendent recommended that Penny Claudis be appointed director of Section 504/ADA, and the terms of contract are October 21, 1999 - June 15, 2002. Mrs. Claudis meets the promotion criteria in accordance with the board-approved policy for promotion. She will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled bids for kindergarten play equipment for elementary schools; paper supplies for child nutrition department; paving parking at Linwood and Shreve Island, Project 2000-216; Sunset Acres Elementary classroom wing addition, Project 2000-104; and, Summer Grove Elementary classroom wing addition, Project 2000-103. A copy of the tabulation bid sheets marked "Exhibit A, 25 pages, October 20, 1999" is filed in the official papers of the board.

**Approval of Change Orders.** Staff recommended that the superintendent be authorized to sign Change Order No. 2 for Project 2000-224, Change Order No. 2 for Project 2000-214A and Change Order No. 2 for Project 2000-219, as included in the mailout.

**Authorization to Bid.** Staff requested authorization to proceed with bids for an agricultural lease at the 13.0 acre M/L Pine Valley site for the term of January 1, 2000 through December 31, 2004. Further requested authorization to place an advertisement in the legal notice section of the



newspaper announcing the intent of architect and engineer employment for design of roof replacement systems, heating, air conditioning and ventilation systems, electrical wiring and data cabling for technology and building construction/classroom wing additions, and asking interested firms to respond with their interest to the school plant department.

**Agenda Item No. 11**

**Authority to Hold annual Salvage Sale.** Staff was authorized to hold an auction sale of used Furniture and equipment on December 11, 1999.

**Agenda Item No. 12**

**Request for Use of School Buses by Educational Talent Search, Southern University Shreveport.** Staff recommended approval of the request by Educational Talent Search of Southern University at Shreveport for the use of approximately four school buses and drivers for a field trip on November 11, 1999. The buses would transport students to Centenary College from Linwood, Midway, Linear and J S Clark.

**Agenda Item No. 13**

**Red Ribbon Week Proclamation.** Staff recommended that the Red Ribbon Week proclamation be approved.

**P R O C L A M A T I O N**

**WHEREAS,** Alcohol and other drug abuse in this nation have reached epidemic stages; and

**WHEREAS,** It is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and

**WHEREAS,** THE NATIONAL FEDERATION OF PARENTS FOR DRUG FREE YOUTH, INC., a national parent/community organization, is sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs); and

**WHEREAS,** The National Red Ribbon Campaign will be celebrated in America during "Red Ribbon Week," October 23-31, 1999; and

**WHEREAS,** business government, parents, law enforcement, media, medical, religious institutions, schools, senior citizens, service organizations, and youth are encouraged to collaborate and demonstrate their commitment to healthy, drug free lifestyles by wearing and displaying Red Ribbons during this week-long campaign,

**NOW, THEREFORE, BE IT RESOLVED,** that the CPSB joins the Mayor of Shreveport and the Governor of the State, and does hereby proclaim October 23-31, 1999 as Red Ribbon Week, and encourages its citizens to participate in drug prevention education activities, making a visible statement that we are strongly committed to a drug-free community.

Superintendent \_\_\_\_\_

Board President \_\_\_\_\_

Caddo Parish School Board

**Agenda Item No. 14**

**Additional Staffing/Certified.** Staff recommended that the 31 positions requested remains in the 1999-2000 CPSB General Fund Budget and be allocated as included in the mailout. The justifications for the positions varied, i.e. large numbers in fourth grade, low performing schools, loss of coordinators due to enrollment numbers, negative impact on recruiting efforts, teaming concept, need to keep enrichment classes for gifted program, 4x4 scheduling, etc.

**Agenda Item No. 15**

**Additional Staffing/Classified.** Staff recommended approval of additional classified staff as outlined and included in the mailout. Positions requested are: one teacher aide at Oak Terrace/J B Harville Alternative School; one kindergarten teacher aide at Eighty-First Street ECE Center; and, one office clerk for the Parent Resource Center.

**Agenda Item No. 16**

STAR Boot Camp Program. Staff recommended approval of \$50,000 for the 1999-2000 school year to support the high school STAR boot camp program at Woodlawn High School.

**Agenda Item No. 17**

**LA Federal Property Assistance Agency Authorization (Huntington High School).** Staff recommended approval of the filing of an Application for Eligibility with the Louisiana Federal Property Assistance Agency for participation in the Federal Surplus Property donation program and to designate Kevin Guerrero, principal of Huntington High School, as the school system's representative authorized to act on the school's behalf.

**Agenda Item No. 18**

**Proclamation - American Education Week.** Staff recommended that the CPSB adopt the proclamation, as included in the mailout, proclaiming November 14-20, 1999 as American Education Week in Caddo Parish public schools.

**P R O C L A M A T I O N**

**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 they custodian 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, Willie D Burton, serving as president of the Caddo Parish School Board, do hereby proclaim November 14-20, 1999 as the 78th annual observance of American Education Week.

Signed this 6th day of October, 1999.

\_\_\_\_\_  
Willie D Burton

**Agenda Item No. 26**

**S & S Concessions (Thibodeaux).** Staff recommended that S & S Concessions be reimbursed \$2,055.22 for lost profit at three varsity football games.

**Agenda Item No. 27**

**Proclamation - Education Support Personnel.** Staff recommended adoption of the proclamation regarding American Education Week (Education Support Personnel) as presented at the CPSB meeting.

## PROCLAMATION

**WHEREAS,** Caddo Parish education 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,** Willie D Burton serving as President of the Caddo Parish School Board does hereby proclaim Wednesday, November 17, 1999 as:

### NATIONAL EDUCATIONAL SUPPORT PERSONNEL DAY

Signed this 20th day of October, 1999.

#### Agenda Item No. 28-A

**Requests for Leaves.** The superintendent recommended approval of the following requests for leaves and/or requests of the board, with the exception of the leave request for \*Rosilind Scott.

Sabbatical Leave for Study, Spring Semester 1999-2000 and Fall Semester 2000-2001 School Year

Beachman Williams, Assistant Principal, Green Oaks High School

Leave Without Pay (Personal), February 1-29, 2000

Patrick Landreth, Assistant Custodian, Blanchard Elementary

Leave Without Pay (Personal), 1999-2000 School Year

Darnell White, Teacher Aide, Oak Terrace/J B Harville

\*Leave Without Pay (Personal), 1999-2000 School Year

\*Rosilind Scott, Education Diagnostician, Special Education Center (Note: Staff did not recommend approval of this request.)

**Requests of the Board.** D Aubrey Wells, bus driver, requested to rescind his leave without pay for August 23 - August 30, 1999.

Gary Gafford, security coordinator, requested to rescind his leave without pay for September 16, 1999 - September 15, 2000, and return to his position.

#### PERSONNEL RECOMMENDATION(S)

The superintendent recognized and introduced Penny Claudis, director of Section 504/ADA, to the school board and audience.

#### RESOLUTION ENDORSING THE PURCHASE OF PROPERTY ADJACENT TO MIDWAY MIDDLE SCHOOL (Pugh)

Mrs. Pugh moved, seconded by Mr. Mims, for acceptance of the resolution. Mr. Brooks said he needs to know more about what is going on in district seven, and he expressed appreciation for the information provided earlier by Councilman Burrell. Mr. Brooks asked legal counsel for his input

on this issue, and legal counsel said he has not been directly involved in this matter. Further, his comments earlier were with reference to the sale and acquisition of other abandoned property that has already been adjudicated. Mr. Brooks asked the superintendent if the CPSB is being asked to purchase the old Sheraton Hotel property, and the superintendent answered no. Vote on the motion carried unanimously.

### **SUPERINTENDENT SEARCH (Burton)**

Burnadine Moss Anderson, staff liaison for the superintendent search, capsulized the proposed timeline for the superintendent search process. The calendar provides suggested dates for: a) opening and logging of applications (Friday, October 29, 1999 - 8:00 a.m. at central office); b) screening of applications and announcing candidates for interviews; c) optional dates for interviews; c) authorized background checks; d) CPSB members to travel to communities of finalists; e) special CPSB meetings to receive reports of candidates' background checks and travel reports; f) negotiations and hearing of negotiation report; and, g) selecting and announcing the superintendent. Mrs. Anderson also noted that the schedule allows for finalists to: tour CPSB schools and facilities; have a Dutch-treat lunch with representatives of community groups and organizations; news conference and reception with the Advisory Committee, general public and media; and, have dinner with CPSB members and the board's legal counsel.

Dr. Hitchcock asked if the schedule allows time for finalists to meet with the Advisory Committee. Mrs. Anderson said time is allocated on the daily schedule for Advisory Committee members to meet the candidates and exchange dialogue. Further, Advisory Committee members were appointed by CPSB members to represent each school district, and they are responsible to their school board member. Dr. Hitchcock said he did not want to interrupt the superintendent search process, but he informed the CPSB that he is scheduled to be out-of-town on November 8, 1999. He asked that no interviews be scheduled on this date, if possible. Mrs. Anderson said there is flexibility in the calendar. The president said Mrs. Anderson would take care of Dr. Hitchcock's request.

**Travel.** Mr. Powell moved, seconded by Mr. Brooks, that the CPSB adjust the timeline to allow for possible board travel to acquire community information regarding the six finalists for superintendent prior to their interviews; and, that the CPSB do background checks on the six finalists. Mr. Powell said he thinks the school board has to be prudent and should be prepared in advance of the personal interviews. Also, background checks are beneficial and should be done in a thoughtful manner. Mrs. Boykin encouraged the board to stay with the process and to support the motion. In referencing the number of candidates for interviews, Dr. Hitchcock suggested that six to ten be eliminated from the wording in the schedule, and that it be modified to read, ". . . and announces candidates for interviews. " The president said the number of finalists would be discussed at a later point. Mr. Powell clarified that he did not mean to restrict the number of finalists; he is flexible; and, if the board wants to take a different approach when it makes the cut, then the number of finalists could be adjusted. Mrs. Pugh said she hopes the CPSB would set some parameters regarding the number of school board members traveling, and that the traveling school board members would bring back a report to share with those who did not make the trip. Mr. Vance echoed Mrs. Pugh's sentiments, and encouraged CPSB members to stick with the agenda and make decisions as one body. Mr. Powell said his motion builds in optional time if needed and he encouraged school board members to share information with the entire body. 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.

**Negotiations.** Mr. Vance moved, seconded by Mr. Mims, that past CPSB presidents (currently seated on the board) serve as the Negotiation Committee for the superintendent search process; namely, Boykin, Milam, Powell, Pugh, Thibodeaux and Burton. Vote on the motion carried with CPSB members Guin, Vance, Thibodeaux, Pugh, Mims, Burton, Brooks, Boykin, Armstrong and Dr. Hitchcock supporting the motion. Mr. Powell abstained and Mr. Milam voted in opposition.

### **HEPATITIS B IMMUNIZATION PROGRAM (Powell)**

Mr. Powell moved, seconded by Mr. Brooks, that the CPSB approve the Hepatitis B immunization for all employees which allows the employees to receive at their own expense and at their own election, but at the reduced cost as provided at select high schools and as provided in the mailout.

Mr. Powell said staff communicated with Willis-Knighton and the Health Department and they said they would come into select high schools, inject the shots, and at half the cost of the immunization. Mr. Brooks spoke in support of the motion and said staff needs the immunization as well as students. The superintendent said he is in favor of the motion. Dr. Hitchcock said because this item appears to be employer-related, he would abstain from voting on the motion. Vote on the motion carried with board members Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong supporting the motion. Dr. Hitchcock abstained.

## **SUPERINTENDENT'S REPORT**

**Accomplishments.** The superintendent again recognized the accomplishments of Caddo schools' talented staff and students as showcased earlier in today's meeting. He said there is still a lot of work to do and a lot of challenges lying ahead.

**First Quarter.** The superintendent reminded CPSB members that the end of the first quarter (nine weeks reporting period) is Friday, October 22, 1999.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Paperwork.** Mr. Milam asked staff to provide him with a recap on their plans and/or efforts to reduce the amount of paperwork for teachers.

**Construction Concerns.** Mr. Vance asked staff to check on the construction work at Pine Grove Elementary. He said some walls in the new construction area have already begun to crack. The superintendent said staff is aware and is already monitoring the referenced construction work.

**Textbooks.** Mr. Brooks said he visited several schools last week and some schools are in need of textbooks. He expressed concern that some of the schools have been cited for making low scores, and he asked staff to look into purchasing needed textbooks and distribute them to the schools. Mr. Brooks was particularly concerned about the lack of textbooks at Bethune Middle School. Mr. Burton asked staff to provide school board members with a list of schools and their textbook needs. Dr. Hitchcock asked if there are not enough textbooks in the parish or if it is a matter of leveling textbooks from school to school. Roy Thomas, director of middle schools, said the shortage is due to several reasons, i.e. lost textbooks, and shortage of allotted revenue to order enough textbooks. Mr. Vance asked the superintendent to provide him with the book allotment for each school and to identify staff who is responsible for purchasing textbooks. He said he would discuss this matter in more detail with the superintendent later. Mrs. Pugh requested staff to find out if there is available funding to purchase textbooks, and inform the board on what is being done to correct the matter. Mr. Milam asked staff to provide him with information on how many textbooks are lost during the school year and what is the value of the textbooks that fall into this ratio.

**Food Court.** Mr. Powell asked the superintendent to provide him with a report from the Child Nutrition Programs Department on the feasibility of incorporating a food court concept in the school lunch program. He asked staff to include in the report what is possible and identify any limitations.

**Parking - C E Byrd.** Mr. Powell requested staff to provide school board members with an update on the new parking lot for C E Byrd High School. He asked what progress has staff made on what it would take to get the parking lot in place, once the school board acquires the property.

## **EXECUTIVE SESSION**

Roosevelt Shelby, director of attendance, said the parent called and cancelled the student hearing that was scheduled for today's meeting.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Mr. Powell seconded the motion, which carried, and the meeting adjourned at approximately 5:31 p.m.

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James E Foster, EdD, Secretary

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Willie D Burton, President

### November 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, November 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 James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

#### ANNOUNCEMENT

Scott Hughes, member of the Pugh's Civic Entrepreneur Program (a sub-program sponsored by the Shreveport Chamber of Commerce), said their group focuses on communities, problems within the communities and possible solutions. He said the diverse 18-member group would like to do a project that could impact Caddo public schools and that project is to conduct data relative to the implementation of a mandatory school uniform program. Mr. Hughes said the group is asking the board's permission to enter into talks with the administration to see what the pulse of the community might be in this regard. The president informed Mr. Hughes that his announcement is for informational purposes and the Executive Committee could not give him the authorization sought. He encouraged him to talk to the superintendent for further direction. Mrs. Pugh asked the president to inform Mr. Hughes, for the record, that the Executive Committee is comprised of only three members of the CPSB and the committee is not empowered to grant the requested authorization.

#### SPECIAL PRESENTATIONS

**Architectural Design Displays for Creswell, University, Caddo Heights, C E Byrd and South Highlands.** Lory Smith, project manager, introduced the following presentations. The projects, with the exception of the one for South Highlands Elementary, are funded through Proposition 1 of the October 11, 1997 bond issue election.

Ralph Kipper and Associates presented architectural designs for the **C E Byrd High School** construction project for 12 classrooms - third floor addition. Mr. Kipper said the outside masonry would look like the existing exterior. The bid date for the project is November 23, 1999, and the budget is \$1,000,000.

Biles/Manning Architects, LLC presented the architectural plans for the **Caddo Heights Elementary** construction project for 10 classrooms. The design plans were developed to compliment the existing structure with brick veneer, metal studs, and blond bricks. The bid date for the project was October 26, 1999 and the construction allocation is \$956,250.

Pollard and Associates presented the architectural plans for the **Creswell Elementary** construction project for six classrooms. The bid date was November 2, 1999 and the budget is \$587,250. The project manager reported that the soil stabilization project is being taken into consideration.

William J Colbert, architect, presented the architectural designs for the **South Highlands Elementary School** construction project of four classrooms for the enrichment program. The bid date is November 9, 1999 and the budget is \$405,843. The new construction design will compliment the existing structure.

Schuldt, Goza and Babineaux Architects presented the architectural designs for the **University Elementary** construction project of 17 classrooms and a room for offices for staff and/or testing.

The budget is \$1,680,750 and the bid date is December 21, 1999. Covered canopies will connect the classroom wings, and additional restrooms will be accessible from the inside and outside.

Mr. Milam inquired about roofing and air-conditioning. He also asked staff to provide him with the projected completion date for each project.

**Superintendent Search Update.** Burnadine Moss Anderson, staff liaison for the superintendent search, reported that: a) applications for the position of superintendent were opened by the CPSB President Willie D Burton on Friday, October 29, 1999, in an open setting; b) 32 applications were received from across the country and the state of Louisiana; and, c) she personally contacted each applicant via phone or personal visit to make them aware that the board had opened the applications. School board members were given a list, which included the applicants' name, address, educational background and professional background. Board members were also provided with a copy of the letter that was sent to participants for the Dutch-treat luncheons with candidates to be interviewed. She asked board members to inform her of any group to be added. Mrs. Anderson reviewed the proposed timeline which takes into consideration the approved motion made at the October 20, 1999 regular CPSB meeting relative to adjusting the timeline to allow for possible board travel and background checks prior to interviews. She noted that: 1) the office would remain open late tonight for board members to review applicants' files; 2) a proposed special session of the CPSB has been scheduled for November 5, 1999 at 3:30 p.m. for the purpose of the board announcing applicants for interviews, determining the board's travel schedule, authorizing staff to proceed with background checks and authorizing staff to overnight a letter to applicants to be interviewed; 3) board travel and background checks are scheduled for November 6 - 14, 1999; 4) staff liaison and the school board attorney would secure applicants' permission for a background check; 5) a special call meeting to hear board members' travel reports and background checks in executive session is tentatively scheduled for November 15, 1999; 6) interviews would be conducted beginning November 16-19, 29-30, and December 2-3; 7) a special call meeting would be held on December 6, 1999 for the CPSB to decide on finalists for negotiations; 8) negotiations would occur on December 7, 8 and 9; and, 9) the CPSB would call a special meeting on December 13, 1999 to hear negotiation reports, select a superintendent and announce the superintendent. Mrs. Anderson reported that she has visited with two companies that are available to do background checks and board members would be provided with information on the firms.

The president said Mr. Guin has requested that the CPSB combine the proposed special CPSB meeting of November 15 with the regular CPSB meeting already scheduled for November 17, 1999. After discussion, board members agreed that the CPSB should combine the meetings, and the CPSB would meet on November 15, 1999 instead of November 17, 1999.

Board members Guin and Armstrong noted possible conflicts with scheduled interview dates. Mrs. Anderson cited the flexibility in the schedule, and Mr. Guin agreed with the schedule as explained by Mrs. Anderson. Mrs. Armstrong said she would inform staff if she is unable to attend the proposed special meeting on December 13. Mrs. Anderson shared a copy of the tabulation grid with board members to be used in determining board members' votes on applicants. Discussion followed on the proposed number of applicants to be interviewed. Mr. Thibodeaux requested that all CPSB meetings, starting with the ones on November 5 and 15, 1999, the interviews, and the special call meeting on December 6 and final meeting not start before 4 p.m. The president said he has night classes on some evenings, but something could be worked out. School board members agreed that the meeting on Friday, November 5, could start at 4 p.m.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE NOVEMBER 15, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the Monday, November 15, 1999, CPSB meeting. "Evaluation of Student Enrollment Projections " (Powell); "School Uniforms for Schools in District Seven (Informational) " (Brooks); "Executive Session - Reports on Travel and Background Checks of Applicants for Superintendent Position "; " Superintendent's Report - Update on Parking Lot Project for C E Byrd High School " (Powell) and "Superintendent's Report - Status Report of Building Six Renovation Project" (Powell) were added to the agenda. The **Executive Committee** categorized items 9, 11-13 as consent agenda.

**Evaluation of Student Enrollment Projections.** Mr. Powell asked staff to present a recommendation with regard to what resources might be necessary in order for the board to take the next step in evaluating enrollment projections.

**Update on Parking Lot for C E Byrd High School.** Mr. Powell requested a report on the status of the parking lot situation at C E Byrd High School relative to the property that the CPSB is getting from the Kings Highway Christian Church. Also, for staff to share their plans for utilizing the property. Mr. Powell said this item could be placed under the Superintendent's Report.

**Status Report of Building Six Renovation Project.** Mr. Powell asked staff to give the board a report on the status of Building Six, with respect to delays. He asked that an explanation be provided on the delays; the cost to the school system; and, what delay damages might be provided for in any contract. He suggested that this item be placed under the Superintendent's Report.

**Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program).** Mr. Vance said the superintendent said in his review of the proposed agenda that staff is still working on this item and suggested that this item should be delayed until a later school board meeting. Mr. Vance suggested that the item be deleted from the November agenda and postponed until December. The superintendent concurred with Mr. Vance's suggestion, and board members expressed no objection.

**School Board Meetings.** Mr. Vance suggested that the December meeting start at 6 p.m. instead of 3:30 p.m. in order to give employees and citizens an opportunity to attend the school board meeting.

**School Uniforms for Schools in District Seven.** Mr. Brooks said he had survey information from constituents, schools' staff, and students in district seven relative to school uniforms. He said he would provide this data for informational purposes at the November 15 meeting, and would introduce a motion at the December regular school board meeting.

**Paperwork.** Mrs. Armstrong asked the superintendent for a status report on the reduction of paperwork for principals and teachers and that this item be added to the November agenda. Willie Henderson, assistant superintendent for human resources, said the data processing department is working very hard with human resources to accomplish some things this month, and it might be better if this report could be added to the December agenda. He said staff would have some more definitive information at that time. The superintendent concurred with Mr. Henderson's comment and said staff is surveying teacher organizations, principals and teachers to determine the specific problems. Mrs. Armstrong said the information could be reported in December.

**Whistle Blowing.** Mrs. Pugh said some time ago Mr. Powell asked the superintendent for a report on the whistle blowing policy and action, and she would like to have a copy of the report that was shared with Mr. Powell.

Mr. Powell moved, seconded by Mr. Brooks, that the **Executive Committee** approve the proposed agenda, with the items previously designated by the president as consent items, for the meeting to be held at 3:30 on November 15, 1999. Mr. Powell said discussion was held for changing the time for special meetings. Mr. Thibodeaux clarified that he had requested a change in time for the regular meeting in December. Vote on the motion carried unanimously.

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

**Request Approval of Teaching Position for Sci-Port.** Mr. Vance requested clarification of this item. The superintendent said he talked with Andree Peek, executive director of Sci-Port, and when the center first opened, Caddo supplied a science teacher and paid two-thirds of the teacher's salary. Bossier Parish paid one-third of the salary. Now, Bossier Parish is supplying the teacher and is paying two-thirds of the salary, and Caddo is paying one-third. Because of the size of the program, building, and the number of students visiting the center, an additional teacher is needed. Bossier has agreed to pick up the additional one-third cost of the salary and Caddo would pick up two-thirds. As a result, both parishes would be supplying one full time teacher. Mr. Vance asked if record is maintained of Caddo students visiting the center, and the superintendent answered in the affirmative. Mr. Powell expressed appreciation for this endeavor and said this is another opportunity for the community and Caddo school system to come together.



**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion, which carried, and the meeting adjourned at approximately 4:41 p.m.

### **November 3, 1999**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:42 p.m. (immediately following the Executive Committee meeting) on Wednesday, November 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 Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, 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.

The president said the special school board meeting was called to act on a personnel recommendation and approve bids for Caddo Heights Elementary and Creswell Elementary classroom additions.

#### **PERSONNEL RECOMMENDATION**

The superintendent recommended that Scott Aymond be appointed assistant principal of administration and discipline at Ridgewood Middle School, and the terms of contract are November 4, 1999 through June 15, 2002. Mr. Aymond would receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Vance moved, seconded by Mr. Powell, approval of the superintendent's recommendation as included in the mailout. Vote on the motion carried unanimously. The superintendent said Mr. Aymond is coaching a Ridgewood football game tonight, which accounts for his absence. He further noted that he has spoken with Mr. Aymond and he is pleased to get the position.

#### **APPROVAL OF BIDS FOR CADDO HEIGHTS ELEMENTARY AND CRESWELL ELEMENTARY CLASSROOM ADDITIONS**

Staff recommended approval of the bids for Caddo Heights Elementary (Project 2000-106) and Creswell Elementary (Project 2000-106) classroom additions, as included in the mailout. Mr. Thibodeaux moved, seconded by Mrs. Pugh and Mr. Brooks, approval of the bids for Caddo Heights Elementary and Creswell Elementary classroom additions. Vote on the motion carried unanimously.

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

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James E Foster, EdD, Secretary

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Willie D Burton, President

### **November 5, 1999**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 4:00 p.m. on Friday, November 5, 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 were Secretary James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

The president said the school board is meeting for the purpose of: 1) concluding screening and announcing applicants for interview; 2) determining travel schedules and individuals to travel;

3) authorizing staff to proceed with background checks of applicants; and, 4) authorizing staff to overnight letters to applicants to be interviewed.

## **SCREENING AND ANNOUNCING APPLICANTS FOR INTERVIEWS**

Burnadine Moss Anderson, board liaison in the superintendent search process, called board members' attention to the updated timeline for the search process; and, an alphabetized chart to be used in the screening of the 32 individuals who have made application for the position of superintendent. Mrs. Anderson said the screening process calls for the president to announce the name of each candidate, and the board's secretary and other staff would be tabulating the votes. The president suggested that each board member would have eight votes and the eight candidates receiving the highest number of votes would be interviewed by the CPSB for the position of superintendent. School board members expressed no opposition to the president's suggestion and he proceeded to announce the name of each candidate with the official results being: **Henry Phillip Boening** - Galveston, TX (7 - Guin, Vance, Brooks, Powell, Boykin, Armstrong and Dr. Hitchcock); **Willie L Henderson** - local (7 - Vance, Burton, Pugh, Mims, Brooks, Milam and Dr. Hitchcock); **Chester Joroska** - Sour Lake, TX (8 - Guin, Vance, Pugh, Mims, Powell, Boykin, Armstrong and Dr. Hitchcock); **Dr. James Kemp** - Covington, KY (7 - Guin, Burton, Pugh, Mims, Powell, Boykin and Armstrong); **Sandra Neeson** - local (6 - Guin, Burton, Pugh, Brooks, Boykin and Armstrong); **Dr. Robert E Schiller** - Stuart, FL (11 - Guin, Vance, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Boykin and Armstrong); **Dr. Larry Thompson** - Hamilton, NJ (8 - Guin, Thibodeaux, Brooks, Powell, Milam, Boykin, Armstrong and Dr. Hitchcock); and, **Ollie Tyler** local (10 - Guin, Vance, Burton, Thibodeaux, Pugh, Mims, Brooks, Milam, Armstrong and Dr. Hitchcock). (Note: The voting tally for all 32 applicants is filed in the official papers of the board.)

## **CPSB TRAVEL SCHEDULES AND INDIVIDUALS TO TRAVEL**

The president said the aforementioned candidates would be interviewed by the school board and school board members who are available and interested in traveling to conduct background investigations of the candidates should contact him to arrange trips. He noted that the timeline allows for board members to travel on November 6 - 14, 1999. Mrs. Pugh said the school board should determine its budget for travel and how in-depth background checks should be. Mr. Milam suggested that if candidates have been employed in several school systems, then the investigation should go back to at least two of those school systems. Mrs. Armstrong questioned the type of background investigations school board members would be conducting. Mrs. Anderson clarified that school board members would be conducting interviews with people in the communities, PTA presidents, people in the school systems, ministers, etc. She said the board has published that it would not make contact with the candidates. Further, staff and the firm to conduct background checks would be seeking authorization from the candidates to conduct background checks. The president said the board would be governed according to published statements.

## **AUTHORIZATION TO PROCEED WITH BACKGROUND CHECKS OF APPLICANTS**

Mr. Vance moved, seconded by Mr. Powell, that staff be authorized to proceed with securing an investigative firm to conduct background checks on the candidates. Mrs. Anderson said the brochure indicates that background checks would be conducted on candidates' professional and personal lives. Mr. Powell inquired about cost and the work that the investigative firm would be doing. Mrs. Anderson said the cost is relatively competitive and she visited with two firms and informed them of what the CPSB had specified it wants. She reported that investigative reports would include employment records, educational/professional credential verifications, criminal records, civil court records, official driving record, social security checks, personal references, etc. After discussion, the CPSB agreed that the authorized firm should go back 15 years in its investigation. Mrs. Armstrong asked if background checks for criminal reasons should be conducted on a lifetime basis. The president said criminal background checks should go back to candidates' age of 18. Mrs. Pugh noted that one candidate has served as school superintendent in four different states and asked if the background search would cover the four states. Mrs. Anderson answered in the affirmative and said the investigative companies are international, and she would be sitting with the authorized firm to relay the board's specifications. Mrs. Pugh asked if in the case of a community property state, if the spouse's record would be reflected on the candidate's record. Mrs. Anderson said it is indicated in data received from the investigative firms that Mrs. Pugh's

concern would be covered under the civil court records portion of the investigation. Vote on the motion carried unanimously.

### **AUTHORIZATION TO SEND OVERNIGHT LETTERS TO APPLICANTS TO BE INTERVIEWED**

Mr. Vance moved, seconded by Mr. Powell, that staff be authorized to send overnight letters to applicants to be interviewed. Vote on the motion carried unanimously.

Adjournment. There being no further business, Mr. Powell moved for adjournment. Mr. Brooks seconded the motion, which carried, and the meeting adjourned at approximately 4:37 p.m.

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James E Foster, EdD, Secretary

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Willie D Burton, President

### **November 15, 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 Monday, November 15, 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, Michael J Thibodeaux and Johnny Vance, Jr. Mildred B Pugh arrived at approximately 3:35 p.m. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel. Mr. Guin gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE OCTOBER 20, 1999, NOVEMBER 3, 1999 AND NOVEMBER 5, 1999 CPSB MEETINGS**

Mr. Thibodeaux moved, seconded by Mr. Powell, approval of the October 20, 1999, November 3, 1999 and November 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 superintendent announced that at the request of the parent(s), the executive session to hear a student expulsion appeal has been cancelled for today's meeting. Mr. Powell said staff indicated in the mailout that additional time is needed to bring back a recommendation on "Evaluation of Student Enrollment Projections. " He asked that this agenda item be postponed for another month to give staff additional time to complete their work. Also, Mr. Powell reported that he received information in the mailout on "Update on Parking Lot Project for C E Byrd High School " and "Status Report of Building Six Renovation Project, " and it is the pleasure of the board as to how these items should be addressed. The president said the board would consider these items at the appropriate time.

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Each honoree and/or school received a framed certificate for the special recognition.

**National Merit Semifinalists.** Ten students from Caddo Magnet High School are National Merit Semifinalists and they are: Trent J Dupuy, Jordan M Lewis, Emily E Matlock, John Todd McDaniel, Amanda R McDowell, Stephen T Milligan, John H Murchison, Kelly K Payne, Jessica E Sledge and Heather L Spaulding. Parents, grandparents and Principal Mary Rounds were recognized.

**National Merit Commended Students.** Two students representing C E Byrd High School are National Merit Commended Students and they are Brett Harris and Michelle Nix. Caddo Magnet High School had seven students in this category and they are Kathleen J Berg, Laura S Cummings, Lynn L Goodrich, Angela M Huddleston, Leslie R Johnson, Charity A Schubert and Nicholas S

Todaro. Captain Shreve High School's National Merit Commended Student is Christian E Prothro. Parents, grandparents and Principals R Lynne Fitzgerald (C E Byrd), Mary Rounds (Caddo Magnet) and Dr. Sandra McCalla (Captain Shreve) were recognized.

**National Achievement Scholarship Semifinalist.** Tiffany M Jones representing Caddo Magnet High School is a National Achievement Scholarship Semifinalist. Tiffany's parents, grandparents and Principal Mary Rounds were recognized.

**National Achievement Scholarship Commended Students.** Krystal T Moore and Maritza S Nelson are National Achievement Scholarship Commended Students representing Caddo Magnet High School. Charles E Lovelace is Captain Shreve High School's representative in this category. Parents, grandparents and Principals Mary Rounds and Dr. Sandra McCalla were recognized.

**Aaron and Peggy Selber, Red River Research Competition Winner.** Tanika Casson, tenth grade student at Caddo Magnet High School, recently won the Aaron and Peggy Selber, Red River Research Competition at Sci-Port Discovery Center. She is the recipient of \$1,000 for her winning paper. Tanika's family and Principal Mary Rounds were recognized.

**National Festival of States' Participant.** Southwood High School band has been selected to represent Louisiana in Washington, D C at the National Festival of States. The Capital is celebrating its 200th year anniversary since moving from Philadelphia to Washington. Band members, Band Director Mark Poole, parents and Principal Kathryn Gallant were recognized.

**Louisiana's Outstanding PTA Unit Award.** The Captain Shreve High School PTSA is Louisiana's Outstanding PTA Unit award winner. Chouttie Hayter is the president of the school's unit for 1999-2000; Rosemary Day was the president of the unit at the time the award was given; and, Dr. Sandra McCalla is principal.

**LACUE Outstanding Educator (Middle Level).** Katie Franklin, teacher at Linwood Middle School, was recently honored at the Louisiana Association of Computer Using Educators Conference as an outstanding educator who integrated the use of computers into the classroom. Jimmy Windham is principal at Linwood Middle School.

**JROTC Cadet Corps Commander.** Col Richard Miller, supervisor of JROTC Programs in Caddo Parish, announced the promotion of Shakenya F Martin, student at Huntington High School, as the 1999-2000 JROTC Cadet Corps Commander. Shakenya is the number one cadet of the nearly 3,000 member Caddo Parish JROTC Cadet Corps. The superintendent and president assisted in the ceremony by pinning Cadet Corps Commander Martin and presenting her with a desk pen set. Also present were Wanda Martin, Shakenya's mother; Principal Kevin Guerrero; and, Major Dallas Miller, Senior Army Instructor.

**LSU Agricultural Center Character Counts Program.** On behalf of the Caddo Extension Service and the LSU Agricultural Center Character Counts Program, Lola Boone and Louise McDonald presented the superintendent with a token of appreciation for his support of the 4-H Program and the Character Counts Program. They asked the superintendent to continue supporting their efforts and . programs even after his retirement. The superintendent said the 4-H program is in 64 Caddo public schools.

**President National Baptist Convention of America, Inc.** The president recognized Reverend E Edward Jones, president of the National Baptist Convention of America, Inc., who was in the audience. Reverend Jones was present in support of his granddaughter, Tiffany M Jones, who was recognized earlier as a National Achievement Scholarship semifinalist.

## **VISITORS**

Leigh Pourciau, student at Caddo Middle Magnet, represented over 200 students of Caddo Middle Magnet, and asked the CPSB to investigate a concern that the school does not allow youth ministers to visit and eat lunch with their students. She presented a petition to the board and asked persons in the audience who agree with this concern to stand. (Note: The president asked the superintendent to investigate this concern.)

Emma Shepard, president of Caddo Association of Educators (CAE), informed the board of CAE's interests. She reported that: a) CAE supports the hiring of a teacher for Sci-Port; b) this week is American Education Week and board members and staff are encouraged to use this observance to become involved in school activities; and, c) CAE has designated November 17, 1999 as Educational Support Personnel Day in Caddo Parish.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed the federation's concern about employees' representation rights at school sites. She particularly expressed concern about provisions in the board's grievance policy relative to principals' obligation to meet with employees and stipulations relative to staff's response time to filed grievances. She asked the board to revisit its policy and tighten the loopholes. Mrs. Lansdale also expressed concern about the paper workload for teachers/principals, and about the safety of employees who work late hours at schools.

### **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by 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 bids for band uniforms for Captain Shreve High School; interior and exterior paint; small kitchen equipment; and, South Highlands classroom wing addition, Project 2000-204. A copy of the tabulation bid sheets marked "Exhibit A, ten pages, November 15, 1999" is filed in the official papers of the board.

**Approval of Change Order.** Staff recommended that the superintendent be authorized to sign Change Order No 1 for Project 1999-323 (Title IX improvements at Fair Park, Green Oaks, J S Clark, North Caddo, Woodlawn and Northwood), as included in the mailout.

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

**Authority to Auction (Temporary Buildings and Commercial Camera).** Staff was authorized to auction transportable buildings and a commercial camera located at the Caddo Career and Technology Center. The date for the auction will be determined later.

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

**Interagency Agreement With First Baptist Church School.** Staff recommended approval of the Interagency Agreement with First Baptist Church School, as included in the mailout. The agreement will allow preschool children with disabilities to receive consulting teacher services and speech therapy (if appropriate) in their natural setting.

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

**Request Approval of Teaching Position for Sci-Port.** Staff recommended approval of the request to provide a teaching position at Sci-Port, as outlined in the mailout. Caddo Parish schools are frequent users of Sci-Port and teachers and students will benefit from the additional staffing.

#### **Agenda Item No. 17-A**

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

Sabbatical Leave for Study, Spring Semester 1999-2000 School Year

David Bellar, Teacher, C E Byrd High School  
Frankie Bryant, Teacher, Caddo Heights Elementary

Sabbatical Leave for Study, Spring Semester 1999-2000 School Year and Fall Semester of 2000-2001 School Year

Cherry Burton, Principal, Caddo Heights Elementary

Leave Without Pay/Personal, October 25, 1999 Through the Remainder of the 1999-2000 School Year

Patrick Cush, Teacher, Fair Park High School

Leave Without Pay/Personal, Spring Semester of the 1999-2000 School Year

Gina Ford, Teacher Aide, Sunset Acres Elementary

### **2000-2001 CAPITAL PROJECTS PLAN (Informational)**

A draft and revised draft of the Capital Projects Plan 2000-2002 was shared with board members. Staff noted that the drafts are presented for informational purposes and a recommendation will be made for approval in December.

### **SCHOOL UNIFORMS FOR SCHOOLS IN DISTRICT SEVEN (Informational)**

Mr. Brooks said survey information was shared with staff at the November Executive Committee meeting. He said this item is on the agenda today for informational purposes, and he would bring a recommendation at the December 1999 regular school board meeting.

### **SUPERINTENDENT SEARCH (Burton)**

Burnadine Moss Anderson, staff liaison for the superintendent search process, reported that there are eight candidates to be interviewed by the CPSB and she reviewed the interview schedule as follows: 1) Tuesday, November 16, 1999 - Dr. James A Kemp; 2) Wednesday, November 17, 1999 - Dr. Larry Thompson; 3) Thursday, November 18, 1999 - Mr. Willie Henderson; 4) Friday, November 19, 1999 - Mrs. Sandra Neeson; 5) Monday, November 29, 1999 - Dr. Chester Juroska; 6) Tuesday, November 30, 1999 - Mr. Henry Boening; 7) Thursday, November 2, 1999 - Mrs. Ollie Tyler; and, 8) Friday, December 3, 1999 - Dr. Robert Schiller. Mrs. Anderson summarized the daily schedule for candidates noting that interviews will be conducted in the Caddo Parish School Board office complex in Room 1 at 4:00 p.m. She introduced Mrs. Nina Waldron, vice president of the investigative division, Southern Research Company, Inc., and said the CPSB would hear Mrs. Waldron's investigative reports during the executive session scheduled for later today. Mrs. Anderson suggested that the board might want to give thought to firming up a contract and salary for the new superintendent. She informed the board that legal counsel has several drafts of contracts for consideration. Mrs. Anderson also noted that a seven-minute video presentation depicting an overview of the Caddo Public School System will be shown to each candidate, and the presentation was shown to CPSB members as well.

Mr. Brooks expressed concern that low-performing schools like Bethune and Midway were not included on the list of schools to be toured by candidates. Mr. Brooks said schools that are falling through the cracks should be showcased as well as the other schools. Mrs. Anderson said she made note of the observations expressed by Mr. Brooks. She further noted that the schools' tour schedule has been planned and principals have been notified; but staff would continue to work on the schedule and try to include such schools as referenced.

### **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Pugh).** The superintendent said an update of construction projects in Caddo public schools was included in the mailout for board members' perusal.

**Update on Parking Lot Project for C E Byrd High School (Powell).** The superintendent said information was included in the mailout. Mr. Powell said he understands that the project is a go and staff will build the parking lot during the summer in hopes that it would be ready for the next school year. The superintendent said this thought is correct and necessary papers were signed Tuesday, November 9, 1999.

**Status Report of Building Six Renovation Project (Powell).** Mr. Powell said the mail indicated that the work would be completed at Building Six today, and he asked if the work has been done. Keith Norwood, director of school plant, reported that according to information that he received this morning, staff is still scheduled to move on Wednesday, November 17, 1999.

#### **UNFINISHED BUSINESS**

No unfinished business was introduced at today's meeting.

#### **NEW BUSINESS**

No new business was introduced at today's meeting.

#### **ANNOUNCEMENTS AND REQUESTS**

Parking at Bethune Middle School. Mr. Brooks reported that the parking lot on the western side of Bethune Middle School campus is caving in, and he asked staff to investigate this complaint and make the necessary repairs.

**Lunch With Youth Ministers.** Mr. Brooks asked staff to look into the visitor's report that youth ministers aren't allowed to eat lunch with students at Caddo Middle Magnet. The president asked staff to keep him informed of the investigation on this request, and to act on this as soon as possible. Mr. Milam asked if there is a board policy relative to this matter, and if so, to provide him with a copy of the policy. Mr. Powell also asked staff to give him a copy of the investigative report on policies regarding visitors eating lunch at schools. The superintendent said staff has something in writing; the courts continually deal with these situations and present findings; and, staff will bring the board up to date on this matter.

#### **EXECUTIVE SESSION**

**Reports - Travel and Background Checks of Candidates for Superintendent Position.** Mr. Powell moved, seconded by Mr. Brooks, that the CPSB go into executive session for the purpose of hearing the reports on travel and background checks of applicants for the superintendent position.

**Recess.** The president called for a 15-minute recess at approximately 4:20 p.m. The board reconvened at approximately 4:45 p.m.

The board went into executive session at approximately 4:45 p.m. and reconvened at approximately 6:00 p.m. Mrs. Boykin left the meeting at approximately 5:56 p.m. The board discussed the format to be used during the interview process for each candidate. The president noted that each board member would be given an opportunity to ask specific questions during the interview process. Mr. Guin noted that he is new to the interview process and asked the president to consider starting with district two rather than one during the interview process, so that he could become familiar with the process.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Milam seconded the motion, which carried, and the meeting adjourned at approximately 6:05 p.m.

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James E Foster, EdD, Secretary

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Willie Burton, President

## November 16, 1999

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street Shreveport, Louisiana at 4 p.m. on Tuesday, November 16, 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 and Michael J Thibodeaux. Mark Milam arrived at approximately 4:05 p.m. and Johnny Vance, Jr. arrived at approximately 4:07 p.m. Mrs. Armstrong gave the invocation and led the Pledge of Allegiance. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel.

The president said the purpose of the special school board meeting is for the board to entertain a motion to go into executive session to interview Dr. James A Kemp (Covington, KY), candidate for the position of superintendent of Caddo Public Schools.

Mr. Powell moved, seconded by Mr. Mims, for an executive session for approximately two hours to interview Dr. James A Kemp, candidate for the position of superintendent of Caddo Public Schools. Vote on the motion carried unanimously. The president said the CPSB would retire to Room 1 for the executive session, which began at approximately 4:05 p.m.

**Recess.** The CPSB recessed at approximately 6:15 p.m. and the president said the school board would reconvene on Wednesday, November 17, 1999, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants for the position of superintendent of Caddo Public Schools. School board members and Dr. Kemp relocated to the boardroom to engage in a media conference and public reception at 6:30 p.m.

## Reconvened - November 17, 1999

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the Caddo Parish School Board office complex at approximately 4 p.m. on Wednesday, November 17, 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, and Michael J Thibodeaux. Johnny Vance, Jr. arrived at approximately 4:16 p.m.

The president said the CPSB is reconvening for the purpose of interviewing Dr. Larry Thompson (Hamilton, New Jersey), candidate for the position of superintendent of Caddo Public Schools. The executive session began at approximately 4:05 p.m.

**Recess.** The CPSB recessed at approximately 6:15 p.m., and the president said the CPSB would reconvene on Thursday, November 18, 1999, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants for the position of superintendent of Caddo Public Schools. School board members and Dr. Thompson relocated to the boardroom to engage in a media conference and public reception at 6:30 p.m.

## Reconvened - November 18, 1999

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the Caddo Parish School Board office complex at approximately 4:05 p.m. on Thursday, November 18, 1999, with President Willie D Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh and Michael J Thibodeaux. Johnny Vance, Jr arrived at approximately 4:19 p.m. and Judy D Boykin arrived at approximately 5:04 p.m. Jerry Tim Brooks was absent due to illness.

The president said the CPSB is reconvening for the purpose of interviewing Mr. Willie Henderson (Shreveport, LA), candidate for the position of superintendent of Caddo Public Schools. The executive session began at approximately 4:08 p.m.

The president excused himself from the remainder of the meeting at approximately 4:45 p.m. and the first vice president presided over the meeting.



**Recess.** The CPSB recessed at approximately 6:09 p.m. The CPSB would reconvene on Friday, November 19, 1999, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants for the position of superintendent of Caddo Public Schools. School board members and Mr. Henderson relocated to the boardroom to engage in a media conference and public reception at 6:30 p.m.

#### **Reconvened - November 19, 1999**

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the Caddo Parish School Board office complex at approximately 4:10 p.m. on Friday, November 19, 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, Michael E Powell, III, Mildred B Pugh and Michael J Thibodeaux.

Alvin Mims arrived at approximately 4:20 p.m. and Johnny Vance, Jr. arrived at approximately 4:27 p.m.

The president said the CPSB is reconvening for the purpose of interviewing Mrs. Sandra Neeson (Shreveport, LA), candidate for the position of superintendent of Caddo Public Schools. The executive session began at approximately 4:05 p.m.

**Recess.** The CPSB recessed at approximately 6:26 p.m., and the president said the CPSB would reconvene on Monday, November 29, 1999, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants for the position of superintendent of Caddo Public Schools. School board members and Mrs. Neeson relocated to the boardroom to engage in a media conference and public reception at 6:30 p.m.

#### **Reconvened - November 29, 1999**

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the Caddo Parish School Board office complex at approximately 4:00 p.m. on Monday, November 29, 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 and Michael J Thibodeaux. Michael E Powell, III arrived at approximately 4:10 p.m. and Johnny Vance, Jr. arrived at approximately 4:20 p.m.

The president said the CPSB is reconvening for the purpose of interviewing Dr. Chester Juroska (Sour Lake, TX), candidate for the position of superintendent of Caddo Public Schools. The executive session began at approximately 4:05 p.m.

**Recess.** The CPSB recessed at approximately 6:20 p.m., and the president said the CPSB would reconvene on Tuesday, November 30, 1999, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants for the position of superintendent of Caddo Public Schools. School board members and Dr. Juroska relocated to the boardroom to engage in a media conference and public reception at 6:30 p.m.

#### **Reconvened - November 30, 1999**

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the Caddo Parish School Board office complex at approximately 4:00 p.m. on Tuesday, November 30, 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 and Michael J Thibodeaux. Johnny Vance, Jr arrived at approximately 5:40 p.m.

The president said the CPSB is reconvening for the purpose of interviewing Mr. Henry Boening (Galveston, TX), candidate for the position of superintendent of Caddo Public Schools. The executive session began at approximately 4:05 p.m.

**Recess.** The CPSB recessed at approximately 6:15 p.m., and the president said the CPSB would reconvene on Thursday, December 2, 1999, at 4 p.m. in Room 1 of the Caddo Parish School Board

office complex to continue interviewing applicants for the position of superintendent of Caddo Public Schools. School board members and Mr. Boening relocated to the boardroom to engage in a media conference and public reception at 6:30 p.m.

### **Reconvened - December 2, 1999**

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the Caddo Parish School Board office complex at approximately 4:00 p.m. on Thursday, December 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 Hitchcock, ScD, Mark Milam, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Alvin Mims arrived at approximately 5:30 p.m.

The president said the CPSB is reconvening for the purpose of interviewing Mrs. Ollie Tyler (Shreveport, LA), candidate for the position of superintendent of Caddo Public Schools. The executive session began at approximately 4:10 p.m.

**Recess.** The CPSB recessed at approximately 6:17 p.m., and the first vice president said the CPSB would reconvene on Friday, December 3, 1999, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants for the position of superintendent of Caddo Public Schools. The president excused himself from the meeting at approximately 5:00 p.m. School board members and Mrs. Tyler relocated to the boardroom to engage in a media conference and public reception at 6:30 p.m.

### **Reconvened - December 3, 1999**

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the Caddo Parish School Board office complex at approximately 4:00 p.m. on Friday, December 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 Hitchcock, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr.

The president said the CPSB is reconvening for the purpose of interviewing Dr. Robert Schiller (Stuart, FL), candidate for the position of superintendent of Caddo Public Schools. The executive session began at approximately 4:10 p.m. and concluded at approximately 6:35 p.m.

**Adjournment.** There being no further business, Mrs. Boykin moved for adjournment. Mr. Brooks seconded the motion that carried unanimously, and the meeting adjourned at approximately 6:35 p.m. School board members and Dr. Schiller relocated to the boardroom to engage in a media conference and public reception at 6:36 p.m.

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James E Foster, EdD, Secretary

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Willie D Burton, President

### **December 1, 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, December 1, 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, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were James E Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATION**

**Superintendent Search Update.** Burnadine Moss Anderson, staff liaison for the superintendent search, reported that the superintendent search calendar remains on target. Six of eight candidates

have been interviewed thus far and the interview process resumes on Thursday, December 2, 1999. The board president has called a special meeting of the CPSB for Monday, December 6, 1999, and at that time the board will decide on up to three finalists for negotiations. On December 7, 8, and 9 the board will negotiate with the finalists for the position of superintendent of schools. Mrs. Anderson reported that at a prior school board meeting, the CPSB named the past presidents of the school board, along with legal counsel, to serve as the negotiation team. Legal counsel will provide board members with the skeleton contract for review. She further reported that there would be a proposed meeting of the negotiation team on Thursday for school board members to discuss contracts with finalists. Further, on Monday, December 13, the CPSB would meet in another special session to hear the results of the negotiation reports to select and announce the superintendent of schools.

Mr. Thibodeaux requested that the meetings on December 6 and 13, 1999 begin at 4:30 p.m. instead of 3:30 p.m. Mrs. Armstrong requested that the meeting on December 13, 1999 begin at 4:00 p.m. Following discussion, the president announced that the meeting on Monday, December 6, 1999, would begin at 4:30 p.m. and the meeting on Monday, December 13, 1999, would begin at 4:00 p.m.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE DECEMBER 15, 1999 CPSB MEETING**

The superintendent reviewed the proposed agenda for the Wednesday, December 15, 1999, CPSB meeting. "Approval to Name New Automotive Technology Center After Former Automotive Teacher" (Foster/Fritz) was removed from the agenda. "Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program)" (Pugh/Foster) was postponed until the January 2000 regular school board meeting. Mr. Powell requested that "Executive Session - Personnel Matter" be added to the agenda for the December 13, 1999 special school board meeting. Mr. Powell also asked when would the superintendent be bringing a recommendation to the board on the year three-wing list for the board's approval. The superintendent said this item is on the agenda for January. Mr. Powell further requested a report of information under the Superintendent's Report as to the legal impediments and regulatory requirements which impede the CPSB being able to expand Early Childhood Education to schools using local and/or state funds in general fund (without jeopardizing federal funding). Mr. Powell said the assistant superintendent of human resources informed the CPSB that if the school system supplemented funding of early childhood education, it would jeopardize federal Title 1 funding. He said he would like to specifically know what staff's source of information is regarding this matter. The **Executive Committee** categorized items 9-12, 14-20 and 25-A as consent agenda.

**Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program).** The superintendent said it would be helpful to staff if this item could be delayed until January or February 2000. Mrs. Pugh clarified that she wants the item brought back to the CPSB when staff is prepared to present it in final form. Willie Henderson, assistant superintendent for human resources, said staff could have the item ready for presentation in January.

**Executive Sessions - Employees' Grievances.** The superintendent reported that he received notification from the president of pending employees' grievance hearings, and he informed the board that he has not received any paperwork regarding this item. The president said two hearings will be heard on December 13 and two will be heard on December 15. He further noted that the hearings will be heard by the CPSB if the superintendent receives the necessary paperwork from the people involved. The president asked Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), to provide staff with the necessary information.

**Promotional Administrative Appointments.** Mrs. Pugh asked how does this item relate to the personnel recommendation agenda item. Mr. Henderson said the promotional administrative appointments would be contracts for counselors, and these positions are not board appointed. Mrs. Pugh requested that the word administrative be deleted from the wording of the agenda item.

**Approval to Name New Automotive Technology Center After Former Automotive Teacher.** Mrs. Pugh asked if the guidelines for naming facilities have been followed in this particular item. The superintendent said the request is to name the facility after a deceased teacher at the Caddo Career and Technology Center, and information will be in the mailout. Mrs. Pugh said the CPSB

has guidelines to be followed in this matter that includes input from the community. The superintendent said staff will follow the guidelines, and to ensure such, this item should be removed from the agenda at this time. Mrs. Pugh said she would like to be informed as to when community input would be heard.

**Youth Ministers.** Mrs. Armstrong asked when could the CPSB expect to receive a report on policy regarding youth ministers visiting schools at lunch. The superintendent said staff is gathering information on this matter; conversations have been held with legal counsel relative to procedures and equal access laws; and, information will be forthcoming to CPSB members.

**School Uniforms for Schools in District Seven (Brooks.)** Mrs. Pugh said she hopes that the CPSB is being consistent in following guidelines regarding this request. She noted that each school in district seven should bring to the CPSB a proposal for consideration. Mr. Brooks said he presented necessary documents from schools in district seven to the deputy superintendent at a former school board meeting. He said district seven schools are in favor of students wearing uniforms, and he would be presenting a motion at the December 15 meeting. Mrs. Pugh clarified that she is asking staff to be consistent in presenting to the board the same packets (from each school in district seven) as presented by other schools that have gone to uniforms.

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

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

**Professional Staff Leaves and Absences - GCBD/C.** Jackie Lansdale (CFT/SP) asked if there is an adjustment to the policy. Mr. Henderson said this item addresses the catastrophic illness policy.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell seconded the motion that carried, and the meeting adjourned at approximately 3:51 p.m.

### **December 1, 1999**

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, December 1, 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, ScD, Mark Milam, Alvin Mims, Michael E Powell, III, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Judy D Boykin 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 president said the CPSB is meeting to take action on a bid for the C E Byrd High School classroom wing addition, Project 2000-105 and to have a work session on the Capital Projects two year plan. He further noted that the scheduled executive session for litigation is postponed until a later date.

#### **APPROVAL OF BID (C E BYRD HIGH SCHOOL CLASSROOM WING ADDITION, PROJECT 2000-105)**

Staff recommended approval of the bid for C E Byrd High School classroom wing as outlined in the mailout. Mr. Thibodeaux moved, seconded by Mr. Powell and Mr. Brooks, approval of the bid for the C E Byrd classroom wing addition, Project 2000-105. Vote on the motion carried unanimously. The total allocation for the project was \$1,015,611. Design fees, surveys, and permits were estimated to cost \$78,988.26. Twelve classrooms were estimated to cost \$1,019,000. The balance of the cost of the base bid will be paid from the uncommitted balance and from interest on bonds.

#### **WORK SESSION - CAPITAL PROJECTS TWO-YEAR PLAN**

CPSB members were provided with a draft of the revised Capital Projects two-year plan. Keith Norwood, director of school plant, capsulized the highlights of the year one plan (2000-2001), the

major projects, expenditures and sources of funding. A copy of the reports was distributed to school board members. Mrs. Pugh noted that funds (\$800,000) are being appropriated for land acquisition, and she asked what land is being considered. Mr. Norwood said reference is for purchase of the special programs center and the other is money set aside to investigate the possibility of buying additional land adjacent to Captain Shreve High School. Mr. Brooks inquired about the identity of schools to be air-conditioned in year one. Mr. Norwood said the schools for years 2000-2001 are Eighty-First Street, Fairfield, Northside, EBW Stoner Hill, Werner Park and West Shreveport. Additionally, the committee has recommended the cafetorium at Jack P Timmons for air conditioning. He proceeded to explain the committee's plan/rationale for prioritizing projects for air-conditioning. Mr. Thibodeaux asked how many transportable buildings are being relocated at a cost of \$300,000. Mr. Norwood said 12 to 13 portable buildings would be relocated at the current cost, which is about \$22,000 or \$23,000 per building on an average. Mr. Norwood said with the availability of transportable buildings and the need for new programs to improve student achievement, staff has seen an increase in the number of requests for transportable buildings. Mr. Thibodeaux said he hopes that staff is escrowing funds to purchase land for a baseball field for C E Byrd High School. Mrs. Pugh asked when does staff plan to construct the new library for Claiborne Fundamental, and Mr. Norwood said if the board approves, the design will begin in January. Dr. Hitchcock asked after the electrical upgrades for technology listed on the 2000-2001 plan are completed, how many more projects remain. Mr. Norwood said after the two years shown on the plan are completed, there would be four more projects. Dr. Hitchcock asked Mr. Norwood to let him know how many cafeteria air-conditioning projects remain. Mr. Brooks inquired about transportable buildings for Midway Middle School. Mr. Norwood said transportable buildings are available for Midway. Mr. Milam expressed concern that with all of the new classroom construction projects underway, that there are still a high number of requests from schools for transportable buildings. Mr. Norwood said the buildings are being requested because of implementation of new programs, but staff is recommending that some of the smaller (single) and older office buildings located at the Caddo Career and Technology Center and special education center be auctioned. The superintendent said principals are making requests to meet academic needs as a result of reducing class sizes particularly at the elementary level, and the need for additional space for special programs such as speech and Discoveries. Mr. Milam asked that school board members be kept informed of the needs for transportable buildings; where they are being shipped; and, the rationale for the requests. Mrs. Pugh gave a brief account of how transportable buildings were initially removed from inner city school campuses, i. e. Lakeshore Elementary. She noted that principals requested some time ago that transportable buildings be returned for academic purposes and she encouraged staff to move more expeditiously in honoring the principals' requests. Mrs. Armstrong asked staff to pursue all avenues to get the traffic beacon on Ardis Taylor Drive. Mr. Norwood said this item is listed on the year two plan, but staff is looking at doing it sooner and out of this year's funds. Mr. Mims advised staff to work with the Zoning Board of Appeals before relocating transportable buildings.

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

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James E Foster, EdD, Secretary

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Willie D Burton, President

### **December 6, 1999**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 4:30 p.m. on Monday, December 6, 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. Johnny Vance Jr. arrived at approximately 4:31 p.m. 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.

The purpose of the special meeting is for the CPSB to (1) hear an update on the superintendent search, (2) decide on finalists for negotiation for the position of superintendent, and (3) go into executive session to discuss the contract for the new superintendent.

## **SUPERINTENDENT SEARCH UPDATE**

Burnadine Moss Anderson, board liaison in the superintendent search process, reported that the last two interviews were conducted on Thursday and Friday, December 2<sup>nd</sup> and 3<sup>rd</sup>. Mrs. Anderson introduced, as a group, the Citizens Advisory Committee. Persons appointed to represent each district, as well as organizations represented on the committee, were: District 1, Dr. Steve Taylor; District 2, Mrs. Eursla Hardy (who was elected by the group as co-chair); District 3, Reginald Wright; District 4, Mrs. Kathy Cook (and serving with Mrs. Cook for the interview portion of the process was her husband Dr. Cook); District 5, Mrs. Lola May; District 6, Mrs. Gloria Harrison; District 7, Mrs. Lois B Wilson; District 8, Mrs. Margaret Firestone; District 9, Mrs. Rosie Woodley (Mrs. Woodley was elected by the group as chair of the Citizens Advisory Committee); District 10, Mr. Neil Kalberg; District 11, Mr. Will Hubbard; District 12, Mrs. Judy Ball Johnson; Association of Professional Educators of Louisiana, Mrs. Kim Brun; Caddo Association of Educators, Mrs. Emma Shepard; Caddo District PTA, Mrs. Tillie Cailleff; the Caddo Federation of Teachers and Support Personnel, Mrs. Jackie Lansdale; and, the Caddo Retired Teachers Association, Mrs. Josephine Allen. Mrs. Eursla Hardy spoke personally and on behalf of the Citizens Advisory group, thanking board member Johnny Vance for appointing her to the search committee. She also thanked other board members for their selections in putting together such a great committee. Mrs. Hardy commended the board for making the superintendent search an open and democratic process and for the many hours they personally put in to do an extensive search for the best professional educator who can and will move the schools forward. She commended Mrs. Anderson and her staff for the work done in organizing the process. On behalf of the Advisory Committee, Mrs. Hardy stated that committee members are satisfied that some of the candidates will be an asset to the Caddo Parish School System. She stressed that the people demand an aggressive, strong, and proven leader, and feel that the board will make the best choice for Caddo.

President Burton expressed the Board's appreciation to the Committee for their dedication and sense of purpose in the superintendent search. Mrs. Pugh moved that the Caddo Parish School Board express its appreciation to the Citizens Advisory Committee members for their efforts in the superintendent search process and that it officially disbands the committee. The motion was seconded by Mr. Vance and carried unanimously.

Mrs. Anderson provided the board with a list of staff who served in various capacities to assist in the superintendent search process, and she expressed a special note of appreciation to Gloria Finister, secretary to the board; Debbie Lohnes, secretary to the superintendent; and Mary Trammel, secretary to Mrs. Anderson, for their extensive added responsibilities in the superintendent search process.

A motion was made by Mr. Powell, seconded by Mr. Brooks, that the Caddo Parish School Board approve an adjustment of \$10,000 to the budget for the superintendent search to cover the cost of candidates' travel and other related interview expenses. Vote on the motion carried unanimously.

Mrs. Anderson reported that the board's legal counsel has prepared a skeleton contract and that there is an item on today's agenda for an executive session to look at that item. Mrs. Anderson reviewed the superintendent's search process of 1995 as it relates to the point where the board is in today's search. Her review of board minutes of 1995 found that the school board named three finalists for the position of superintendent of schools. When those three finalists were named, the staff was directed to work with an outside agency to do background checks on the individuals. The 1999 schedule was adjusted and background checks were conducted on all eight candidates to be interviewed. The next step in the process for 1995 was negotiations. The board negotiated with two candidates for the position of superintendent of schools. Mrs. Anderson provided the board with a grid of the eight 1999 candidates for use if desired by the board. Mrs. Anderson concluded her report on the superintendent search by thanking members of the board for the trust placed in her by appointing her as staff liaison to the superintendent search process. The president thanked Mrs. Anderson for serving as staff liaison in the superintendent search.

A motion was made by Mrs. Boykin, seconded by Mr. Thibodeaux, that for the purpose of determining the finalists that each board member would cast two votes and that the board enter into negotiations with the top two vote getters. Mrs. Pugh expressed concern that in the process of choosing two, this could be an opportunity in the process that if one should drop out, then the one they are negotiating with will become the superintendent, which means that it is structured where someone else can select the superintendent and not the board. Mrs. Pugh inquired of the board attorney and Mrs. Anderson that the board was advised at one time that when only two are selected, the board is allowing one of the candidates to select the superintendent by default. Mrs. Anderson responded that she researched the board materials and in 1989, the board did select three candidates for negotiation and in 1995, the CPSB negotiated with two candidates.

Mr. Vance expressed that he would not like to deviate from the process and wishes that the board would choose three.

Mr. Powell clarified that the board made a difference in the 1999 process by conducting background checks on the eight candidates prior to selecting finalists. He concluded that since the CPSB has already conducted background checks, selecting two is not a deviation. He expressed that he feels the motion allows the board some flexibility and ultimately the selection will not be made until the board votes on December 13th or whatever date the board meets. Further, if someone drops out, it does not necessarily mean that the other person is the superintendent, but it would be up to the board to decide.

Mr. Milam asked for clarification on Mrs. Pugh's comments. Mrs. Pugh clarified that she is asking where in the motion does it allow for the board to come back before it makes a final decision, if the board votes to select two and one of the two should drop out. Mr. Milam asked the board attorney how might this "handcuff" the board. Legal counsel explained that he did not feel that the motion would "handcuff" the board, but there is a negotiating committee that will negotiate with the candidates and will bring a negotiation report back to the board. The negotiating committee cannot make the final decision, but must bring it back to the board for its decision. Mr. Milam also asked that if one of the candidates should drop out, would the other candidate automatically be named by default. Legal counsel explained that he didn't believe that was the motion. He clarified that the board is talking about selecting two candidates to negotiate with and the board still has other candidates for consideration should the board want to come back with that option.

The motion carried with board members Guin, Thibodeaux, Mims, Brooks, Powell, Milam, Boykin and Armstrong supporting the motion. Board members opposed were Vance, Burton and Hitchcock. Mrs. Pugh abstained.

President Burton stated that he would call the candidate's name and each board member would vote for two candidates. The results of the vote were Henry Boening (0 votes); Willie Henderson (2 votes - Burton, Mims); Chester Juroska (7 votes - Guin, Pugh, Brooks, Powell, Milam, Boykin, Armstrong); James Kemp (0 votes); Sandra Neeson (0 votes); Robert Schiller (11 votes - Guin, Vance, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Boykin, Armstrong, and Dr. Hitchcock); Larry Thompson (0 votes); and Ollie Tyler (4 votes - Vance, Burton, Thibodeaux and Dr. Hitchcock).

Dr. Hitchcock raised a point of order following the vote for Dr. Schiller, noting that Mr. Brooks had voted three times. President Burton said board members are to vote only two times. Mr. Brooks stated that he misunderstood and asked that his first vote (for Boening) be removed from the grid, and that his first vote be recorded for Dr. Juroska and his second vote for Dr. Schiller.

Mrs. Anderson verbally confirmed the vote on each candidate.

Mr. Milam moved, seconded by Mr. Brooks, that the board go into executive session to consider the superintendent's contract. The motion carried unanimously and the board went into executive session at approximately 5:00 following a five-minute recess. The board reconvened at approximately 5:15 p.m.

**Adjournment:** Mr. Vance made a motion for adjournment. The motion was seconded by Mr. Brooks and carried unanimously. The meeting adjourned at approximately 5:16 p.m.

**December 13, 1999**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 4 p.m. on Monday, December 13, 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 4:03 p.m. Mr. Mims gave the invocation and led the Pledge of Allegiance. Also present was James E Foster, secretary, and Fred Sutherland, legal counsel.

The president said the executive sessions for a personnel matter and employees' grievances will follow the selection and announcement of superintendent for Caddo public schools.

### **EXECUTIVE SESSION**

**Negotiation Reports on Finalists for Superintendent Position**. Mr. Powell moved, seconded by Mrs. Pugh, that the CPSB go into executive session for up to 15 minutes for the purpose of hearing negotiation reports on finalists for the superintendent position. Vote on the motion carried unanimously, and the board went into executive session at approximately 4:02 p.m. The board reconvened at approximately 4:25 p.m.

### **SELECTION AND ANNOUNCEMENT OF SUPERINTENDENT FOR CADDO PUBLIC SCHOOLS**

The president thanked all individuals involved in assisting the CPSB in the superintendent search process. He particularly commended the Advisory Committee and community-at-large for its support and a job well done.

Mr. Powell moved, seconded by Mr. Brooks, that Dr. Robert E Schiller be appointed and employed as the superintendent of schools for the Caddo Parish School System on the terms and conditions provided in the contract negotiated by the board's negotiating committee; and, further that the CPSB authorize, empower and direct the president of the board to execute the contract. Vote on the motion carried unanimously. The president announced that Dr. Robert E Schiller is the new superintendent for Caddo Public Schools.

### **SUPERINTENDENT EMPLOYMENT CONTRACT**

This agreement has been made and entered into on this 13th day of December, 1999 by and between:

CADDO PARISH SCHOOL BOARD, a political subdivision of the State of Louisiana, domiciled in Shreveport, Caddo Parish, Louisiana, appearing herein through its President, Willie D. Burton, duly authorized to act herein by resolution adopted December 13, 1999, a certified copy of which is annexed hereto, hereinafter referred to as "Board", and,

ROBERT E. SCHILLER, a person of the full age of majority, being a resident of Stuart, Martin County, Florida, hereinafter referred to as "Superintendent" both of whom did declare and agree as follows:

#### **W ITNESSETH**

In consideration of the mutual covenants and benefits herein contained, and on the terms and conditions herein set forth:

#### **1. APPOINTMENT; ACCEPTANCE; TERM**

The Board does hereby appoint and employ ROBERT E. SCHILLER who hereby accepts such appointment and employment as Superintendent of Schools for Caddo Parish, Louisiana for a term of two (2) years and six (6) months, commencing January 1, 2000 and ending at midnight on June 30, 2002.



## **2. CERTIFICATION**

The Superintendent shall hold and maintain throughout the life of this contract, and any renewal thereof, a valid certificate issued by the Louisiana Department of Education certifying that he is qualified to act as parish school superintendent in the State of Louisiana.

## **3. GENERAL DUTIES OF SUPERINTENDENT**

The Superintendent shall reside in Caddo Parish and shall devote his entire time, attention and energy to the business of the school system and faithfully perform all the duties and responsibilities of his office as Superintendent, Chief Executive Officer and ExOfficio Secretary and Treasurer of the Board in accordance with the laws of the State of Louisiana and the lawful policies and directives of the Board.

The Superintendent shall have charge of the administration of the schools under the direction of the Board. He shall direct and assign teachers and other employees of the schools under his supervision and shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the school system subject, however, to the approval of the Board. He shall from time to time suggest regulations, rules and procedures deemed necessary and appropriate for the efficient operation of the school system and in general perform all other duties as may be prescribed from time to time by the Board. The Superintendent shall attend all board meetings and provide administrative recommendations on each item of business considered by the Board.

The Board, individually and collectively, shall promptly refer to the Superintendent for study, action and/or recommendation, all criticisms, complaints and suggestions called to its attention.

## **4. SALARY**

The Board shall pay to the Superintendent for the first year of this contract an annual minimum base salary of One Hundred Twenty-Five Thousand (\$125,000.00) Dollars. Such annual salary shall be payable monthly at the rate of 1/12th thereof in accordance with the Board's procedure governing payment of salary to other professional staff members in the school system.

## **5. SALARY ADJUSTMENTS**

The Board may increase the annual salary of the Superintendent during the term of this contract but may not reduce same unless such reduction is part of a uniform plan affecting salaries

of all employees of the Board. Except as otherwise provided in this contract, any action by the Board adjusting the Superintendent's salary during the term of this contract, or any renewal thereof, shall be considered as an amendment to, and becomes a part of this contract, and shall also increase the minimum base salary for each subsequent year by the same amount. Such action shall not, however, be considered as an extension of term, nor a renewal of this contract.

Following completion of the first six months of the initial contract year, the Board agrees to increase the Superintendent's annual minimum base salary by \$5,000.00 if, and only if, the Board deems the Superintendent to have performed effectively during the previous six month period. The determination of effective performance on the part of the superintendent shall be decided solely by the Board based upon its evaluation of the superintendent's effort and achievement in assessing the school system's needs and in developing an initial plan for the overall improvement of academic performance.

## **6. PERFORMANCE BONUS**

At the end of the 2000-2001 school year and at the end of each school year thereafter, the Superintendent shall be eligible for a performance bonus of up to Fifteen Thousand (\$15,000.00) Dollars as determined by the Board in its next annual evaluation of him. The Board's determination shall be based upon its evaluation of the Superintendent's performance and the achievement of specific performance measures. Such performance measures shall be designated and agreed to by the Board and Superintendent at or prior to the beginning of each school year in accordance with the provisions of Paragraph 16 of this contract. The performance measures will relate to the various performance indicators contained in the annual School Accountability Roster published by the Louisiana Department of Education (for example, academic achievement measured by performance of the school district's students on the annual LEAP, IOWA and other standardized tests) but may include other performance measures or indicators mutually agreed upon by the Board and Superintendent. It is contemplated that there will ordinarily be from four (4) to six (6) such performance measures and that each shall in substantial part be objectively measurable. For the 2000-2001 school year, the performance measures will be discussed and agreed upon at a retreat meeting of the Board and Superintendent contemplated to occur within the first three (3) months of the initial contract year. The amount awarded to the Superintendent as performance bonus shall not be a permanent adjustment to his base salary.

## **7. VACATION AND OTHER FRINGE BENEFITS**

The Superintendent shall receive twenty (20) vacation days annually, exclusive of legal holidays. He shall be allowed to carry over no more than ten (10) unused vacation days per year but may take no more than thirty (30) vacation days in any one year. Prior to his leaving on vacation, the Superintendent shall notify the President of the Board of his absence and designate a person who shall, should the Deputy Superintendent also be absent, serve as Acting Superintendent during such period.

The Superintendent shall be entitled to all benefits of the sick leave policy of the Caddo Parish School Board in effect at the time for twelve month administrative personnel and shall be entitled to accumulate earned sick leave in the same manner as is provided for such employees by the laws of the State of Louisiana and the appropriate policies of the Caddo Parish School Board. Such accumulated sick leave may be used for personal illness only and in the event the Superintendent should leave office by reason of death or retirement, then he or his estate will be paid for accumulated sick leave not to exceed twenty-five (25) days. The Superintendent shall also be allowed to participate in the Board's Group Medical and Life Insurance program available to other administrative personnel and the Board shall pay the same percentage of premiums therefor as it pays for other such employees of the Board.

The Board, in addition to the foregoing payments, shall monthly make all employer payments to the Teachers' Retirement System of Louisiana on behalf of the Superintendent in the same manner as is provided for other administrative personnel under the appropriate policies and procedures of the Board.

The Superintendent shall have the option to purchase a life insurance policy on his life with such insurance carrier as he shall determine that will provide at his election, either term life insurance or whole life insurance, and the Board agrees to pay that portion of the insurance premium on such policy that does not exceed \$3,000.00 per annum or the Superintendent may direct that said payment be made to the annuity provided for in Paragraph 8 hereinbelow. The Superintendent shall pay any insurance premium cost in excess of such amount. The payment by the Board, whether for insurance or annuity, shall be made only during the Superintendent's term of employment.

## **8. INTERIM AND TAX DEFERRED ANNUITIES**

A. The Board also agrees to pay twelve percent (12%) of the Superintendent's monthly base salary into an annuity program designated by the Superintendent. This payment will be made semi-annually and shall terminate when the Superintendent obtains vesting rights under the Teachers' Retirement System of Louisiana or when this contract terminates or expires, whichever occurs first.

B. If the Superintendent desires to participate in a tax-deferred annuity program, the School Board agrees to withhold and apply thereto that portion of the Superintendent's salary designated by him to be so applied in accordance with appropriate policies and procedures of the Board.

## **9. AUTOMOBILE EXPENSE**

During the term of this agreement, the Superintendent shall also be provided the use of an automobile, leased or purchased, insured, and maintained by the Board, and he shall be reimbursed for all actual expenses incurred in the performance of his duties, including gasoline and other automobile expenses, as evidenced by appropriate expense vouchers. All out-of-parish and out-of-state travel shall be subject and paid pursuant to the appropriate administrative policy governing such items. The Board shall also permit the Superintendent to use a car telephone or cellular telephone on a maintenance-free basis. The Board shall pay the monthly cost associated with all business use of such telephone provided such cost shall be documented and provided further that the Superintendent shall be responsible and reimburse the school system for all non-business related calls.

## **10. PROFESSIONAL DUES**

The Superintendent shall attend appropriate professional meetings at the local, state and national level, the expenses of said attendance, as evidenced by expense vouchers, to be paid by the Board. The Board expects the Superintendent to continue his professional development and expects him to participate in relevant learning experiences. In that regard, the Board agrees to pay all professional association dues incurred by the Superintendent (such as for the American Association of School Administrators) and agrees to pay such other membership dues as the Board and the Superintendent may agree upon.

The Board also feels that it is in the best interest of the school system for the Superintendent to be an active member in local civic and community organizations, such as the Rotary Club, Kiwanis Club, etc. As a result, and in consideration for the salary hereinabove provided for, the Board expects the Superintendent to join such organizations, and to actively participate therein.

## **11. MOVING AND TEMPORARY HOUSING EXPENSE**

The Board shall reimburse the Superintendent for customary and reasonable expenses incurred in moving his family, furniture, household goods, and related personal belongings from Stuart, Florida to Caddo Parish, Louisiana, said reimbursement not to exceed the actual expenses incurred by the Superintendent, as evidenced by appropriate expense vouchers.

The Board shall also reimburse the Superintendent for the reasonable costs of appropriate temporary housing for the Superintendent and his immediate family for up to three months from the commencement of this contract or until the Superintendent has moved into permanent housing, whichever occurs first. Should the temporary housing consist of hotel or other accommodations without usual kitchen facilities for all or part of such period, the costs eligible for reimbursement shall include reasonable costs of meals. The Superintendent must reside within Caddo Parish during such time.

## **12. DISCHARGE FOR CAUSE**

Throughout the term of this contract, the Superintendent shall be subject to discharge for good and just cause in accordance with the laws of the State of Louisiana, including LSA-R.S. 17:54, which cause shall include but not be limited to, neglect of duty, breach of contract, dishonesty, incompetence, inefficiency, unworthiness, or any other conduct which is seriously prejudicial to the school system. Prior to his dismissal, the Superintendent shall have the right to written charges against him, notice of hearing, and a full and fair hearing before the Board. If the Superintendent chooses to be accompanied by legal counsel at this hearing, he will assume the cost of his legal expenses, regardless of the outcome of the hearing.

## **13. DISABILITY**

Should the Superintendent be unable to perform any or all of his duties by reason of illness, accident, or other causes beyond his control, and said disability exists for a period longer than ninety (90) consecutive calendar days following the exhaustion of any current and accumulated sick leave the Superintendent may have earned and accumulated during the term of this contract, the Board may in its discretion, at any time after such period of disability, determine that the disability is permanent, irreparable, or of such serious nature that it is impossible for the Superintendent to perform his duties, and may by written notice to the Superintendent terminate this contract, whereupon the respective duties, rights and obligations hereunder shall terminate.

#### **14. HOLD HARMLESS**

The Board shall as part of the consideration of this contract, defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions, judgments and legal proceedings. brought against the Superintendent in his individual capacity or in his official capacity, provided that in the incident giving rise thereto the Superintendent was acting within the scope and course of his employment with the Board. This indemnification shall not include criminal proceedings.

#### **15. MEDICAL EXAMINATION**

The Superintendent does hereby agree to have a comprehensive medical examination once each year, cost of said medical examination to be borne by the Board. The Superintendent must file with the President of the Board a yearly statement from a qualified physician certifying to the Superintendent's physical competency. To the extent allowed by law, this statement or medical report shall be treated as confidential information by the Board.

#### **16. GOALS AND OBJECTIVES**

On or before March 1, 2000, the Superintendent will develop, in cooperation with the Board and the staff of the Board, school system goals and objectives for the 2000-2001 school year including the means of measuring such accomplishments. The goals and objectives shall be reduced to writing and be among the criteria by which the Superintendent is evaluated. On or prior to March 1st of each succeeding year, goals and objectives for the next succeeding school year will be established in the same manner and with the same effect as described herein.

#### **17. EVALUATION OF SUPERINTENDENT**

The Board shall initially evaluate in writing the Superintendent's performance for the preceding eighteen months and annually thereafter. The evaluation shall be reasonably related to the job description of the Superintendent and shall be in part based upon the goals and objectives of the school system for the year in question. Should the Board determine the performance of the Superintendent to be unsatisfactory in any respect, the Board shall describe, in reasonable detail, specific instances of such unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory and in any other areas the Board believes improvement is necessary or desirable.

The Superintendent shall receive from the Board written notice of his annual evaluation and shall have the right to make a written response thereto, which response shall become a permanent attachment to the Superintendent's personnel file. The Board shall meet with the Superintendent in executive session to discuss the evaluation no earlier than seven (7) days and no later than the next regularly scheduled Board meeting after the Superintendent has received a copy of said evaluation.

#### **18. RENEWAL NOTICE**

The Board agrees to notify the Superintendent in writing, on or before March 1, 2002, whether or not it intends to renew his contract for an additional term commencing July 1, 2002, and the terms and conditions upon which it proposes such renewal. If the Board timely notifies the Superintendent that it intends to renew his contract, the Superintendent shall advise the Board in writing, within thirty (30) days of his receipt of said notice, whether or not the said terms and conditions are acceptable. When the parties hereto agree upon the terms and conditions, a new written contract, or an extension of this contract, shall be executed as soon as possible thereafter. If the Board timely notifies the Superintendent in writing that it does not intend to renew his contract, then this contract shall terminate at 12:00 midnight on June 30, 2002.

If the Board fails to notify the Superintendent of its intention to renew his contract or not to renew the contract, such failure of the Board shall automatically result in an extension of this contract for one year beyond the date of termination, at which time this contract shall terminate.

The Superintendent shall, by certified mail to each Board member during the month of January preceding the year in which this contract expires, remind the Board of the existence of this automatic renewal clause. Failure to mail such required notice during the time specified shall invalidate the renewal clause and the Contract shall terminate at 12:00 midnight on June 30, 2002.

#### **19. TERMINATION OF EMPLOYMENT CONTRACT**

This employment contract shall be terminated upon the death or retirement of the Superintendent or upon his discharge for cause. It may be terminated due to the disability of the Superintendent as is hereinabove provided, or by the mutual agreement of the parties hereto.

#### **20. APPLICABILITY OF BOARD POLICIES CONCERNING SUPERINTENDENT**

All policies and regulations concerning the Superintendent now found in the policy handbook of the Caddo Parish School Board are incorporated in this contract as if copied herein in full, and the Superintendent agrees to accept and follow those policies and regulations. In the event

that specific conflicts now or hereafter exist between this contract and the policies of the Board, the provisions of this contract shall prevail.

**21. SEVERABILITY CLAUSE**

If any provision or item of this contract or the application thereof is held invalid or found to be in violation of state and/or federal constitutional or statutory law, such invalidity shall not affect other provisions, items or applications of this contract which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this contract are hereby declared severable.

**22. CONTROLLING LAW AND FORUM**

The obligations herein assumed by the Superintendent and the Board shall be governed by the laws of the State of Louisiana and the parties hereto agree that jurisdiction and venue for any claim arising under this contract or arising from or related to any act or omission of the Superintendent in the performance of his duties shall be exclusively in Caddo Parish, Louisiana.

**23. CHANGES TO CONTRACT**

In addition of the aforementioned provisions, it is mutually agreed by the parties to this contract that the Board and the Superintendent may at any time modify, amend or terminate this contract by mutual consent. Any such modifications or amendments shall be in writing.

THUS DONE AND SIGNED by the parties in duplicate originals on the dates hereinafter indicated in the presence of the undersigned competent witnesses and notaries public.

CADDO PARISH SCHOOL BOARD

WITNESSES:

By: \_\_\_\_\_  
Willie D. Burton  
President

\_\_\_\_\_  
Robert E. Schiller  
Superintendent

STATE OF LOUISIANA

PARISH OF CADDO

SUBSCRIBED before me this 13th day of December 1999, by WILLIE D. BURTON.

\_\_\_\_\_  
Fred Sutherland  
Notary Public  
My Commission is for life.



STATE OF FLORIDA

COUNTY OF MARTIN

SUBSCRIBED before me this 11th day of December, 1999, by  
ROBERT E. SCHILLER

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Deloris Vance  
Notary Public  
My Commission Expires:

### **EXECUTIVE SESSIONS**

**Employees' Grievances.** Mr. Thibodeaux moved, seconded by Mr. Milam, that the CPSB go into executive session for 20 minutes (per hearing) to hear employees' grievances. Vote on the motion carried unanimously.

**Recess.** The president called for a ten-minute recess prior to going into executive session. The CPSB recessed at approximately 4:29 p.m. and reconvened and went into executive session at approximately 4:39 p.m. The CPSB reconvened at approximately 5:39 p.m.

**Employment Termination of Mr. Warren Thomas.** Dr. Hitchcock moved, seconded by Mr. Powell, to uphold staff's decision in handling the employee, Warren Thomas. Vote on the motion carried with Mr. Vance abstaining. Board members Burton, Pugh, Mims and Brooks voted in opposition; and, board members Guin, Thibodeaux, Powell, Milam, Boykin, Armstrong and Dr. Hitchcock supported the motion. Staff recommended employment termination for Mr. Thomas.

**Announcement.** The president announced that Burnadine Moss Anderson, staff liaison in the superintendent search process, contacted Dr. Schiller to inform him of the board's decision and Dr. Schiller is grateful, honored and pleased about the appointment. He further noted that Dr. Schiller will attempt to be present at Wednesday's (December 15, 1999) school board meeting.

**Personnel Matter - Termination of Security Coordinator.** Dr. Hitchcock requested clarification of the nature of the personnel matter, and the president said this issue involves an individual. Dr. Hitchcock asked if the person has been notified, in accordance with Louisiana law and CPSB policy, that they would be discussed at today's meeting, and the president answered no. In light of the president's response, Dr. Hitchcock asked legal counsel for guidance in this matter. Legal counsel advised that the board is required to notify the individual 24 hours in advance if the board intends to discuss the professional competency, character, physical and/or mental health of the individual. Dr. Hitchcock made a point of order that based upon the advice of legal counsel the CPSB should not proceed in this matter. The president said the superintendent sent school board members a report on this case. Mrs. Boykin asked if the individual is still employed with the Caddo Public School System, and the superintendent said the termination took place on July 26, 1999. Mrs. Boykin asked if this hearing is an update on litigation in the case. Legal counsel advised the board on open meeting laws, which requires that the name of the case be published in the media. Dr. Hitchcock clarified that he does not object to the board going into open session for litigation. Mr. Powell asked what would be the appropriate manner in which to handle the case if the matter involves litigation as well as concerns raised about the handling of the matter by staff. Legal counsel advised that if the board wishes to discuss allegations of misconduct, then the board does not need to notify the particular employee. Further, as he appreciates the circumstances presented, the board is not looking at the individual employee, and the board could go into executive session to discuss or investigate allegations of misconduct. Mr. Powell said board members are interested in looking at allegations of misconduct and not in specifically dealing with personnel termination. Legal counsel said the board could proceed if it votes to suspend the rules and gets a two-thirds vote. Board members expressed no opposition to legal counsel's advice. Dr. Hitchcock asked legal counsel to offer advice on the extent to which the CPSB could discuss any litigation in this session. Legal counsel said the board could not discuss strategy and litigation in the executive session and he would be present during the session and would advise the board if it were in violation of the law. Mr. Powell moved, seconded by Mr. Milam, to suspend the rules to go into executive session to discuss allegations of misconduct for up to ten minutes. Vote on the motion carried unanimously.

The board went into executive session at approximately 5:46 p.m. and reconvened at approximately 5:56 p.m.

Dr. Hitchcock asked the president to clarify the number of executive sessions scheduled for Wednesday's (December 15, 1999) school board meeting. After consulting with staff, the president said three employee grievances and two student hearings are scheduled.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Vance seconded the motion that carried, and the meeting adjourned at approximately 5:58 p.m.

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James E Foster, EdD, Secretary

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Willie D Burton, President

### **December 15, 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, December 15, 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. Vance gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE NOVEMBER 15, 16 (17, 18, 19, 29, 30 and December 2, 3), 1999 and December 1 and 6, 1999 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Thibodeaux, approval of the aforementioned school board 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. "Bid - C E Byrd High Classroom Wing Addition, Project 2000-105 " and "Promotional Appointments " were deleted from the agenda. The following items were postponed until the January 2000 regular school board meeting: "Bids - Musical Instruments for All Middle and High Schools "; "Repair of Caddo Heights Activities Room Floor, Project 2000-010 "; "2000-2001 Calendar "; "Personnel Recommendations (Elementary Education Supervisor, Supervisor, Early Childhood/Kindergarten Education and Principal of Booker T Washington High School) "; and, "Evaluation of Student Enrollment Projections " (Powell). "School Uniforms for Schools in District Seven " (Brooks) was postponed until the February 2000 school board meeting.

#### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Each honoree and/or school received a framed certificate for the special recognition.

**Louisiana School-to-Work Art Competition.** The theme for the competition is School-to-Work, Key to Success. " Carolyn Murphy, student at South Highlands Magnet, is the poster design art competition first place winner. She also won best of show in all divisions, a \$500 savings bond, and a TV/VCR for the art room. Carolyn will be honored at a reception at the Governor's mansion on Thursday night (December 16, 1999). Madison Shuey, student at South Highlands Magnet, won second place. Relatives of the honorees were recognized. Judy Ball Johnson is the art teacher at South Highlands. Student managers for the competition are: Thomas Hensley (Northwood), Amber Cornett (Northwood), Jeremy Lubom (Woodlawn), Larry Funderburk (Woodlawn), Christina Ray (Byrd), and Ira House (Captain Shreve).

**The Times Christmas Card Design Winner.** Laura Kovalsky, student at South Highlands Magnet, is the Christmas card design winner. The design will be distributed to all employees and

subscribers of The Times. Laura received \$40 for her winning design and the school's art department was awarded \$50. Laura's relatives were recognized.

**National Merit Semifinalist.** Jason M Au, student at Caddo Magnet High, was recognized as a National Merit semifinalist.

**Red Ribbon Week Competition Winners.** The competition encourages students to think about the dangers of drinking and smoking. The overall essay winners are Deanna Wallace, senior at Caddo Career and Technology Center, and Ryan Veuthey, seventh grade student at Youree Drive Middle School. Each student was awarded \$100. Justin Chase Williams, fifth grader at Lakeshore Elementary, won first place representing the fourth and fifth grades and was awarded \$50. William H McCollister, senior at C E Byrd, is the overall poster winner and received \$100. Sandra Oglethorpe's class at Sunset Acre Elementary won first place in the special education group project category and received \$50. Carmen Ortiz, student at Riverside Elementary, and Emily McGowan, student at Judson Fundamental, tied for first place at the third grade level and each received \$25. Edmundson Sella, fourth grader at Riverside Elementary, won first place and received \$50. Jacob Moore, eighth grade student at Hollywood Middle, won first place and was awarded \$50. Tony Phillips, eleventh grader at Green Oaks, won first place and received \$50. Relatives of the honorees, school principals and drug-education staff were recognized.

**LASE 1999 Educator of Distinction Awards.** Caddo's Deputy Superintendent Ollie Tyler and Albert Hardison, principal at Walnut Hill Elementary/Middle School, were recognized during the November 16 conference held in Baton Rouge, Louisiana for making outstanding contributions to the field of education. They are the 1999 recipients of the Louisiana Association of School Executive's Educator of Distinction Award.

**Salute to Superintendent James E Foster.** Burnadine Moss Anderson, communications assistant to the superintendent, capsulized the events of staff's salute to Caddo's retiring chief, Dr. James E Foster that was held last Thursday. She said today, the Caddo Parish School Board joins in the continued recognition of Dr. Foster's retirement. A salute, via a special video presentation, highlighting some of Dr. Foster's accomplishments during the past four years was shown. On behalf of the CPSB and in a more formal manner, the president read a proclamation from the CPSB honoring Dr. Foster for his tenure and leadership to the Caddo Public School System. He also presented the superintendent with an Eagle statute and a clock. Mr. Milam made the board's personal presentation of a gift certificate to Lorants Sporting Goods Store to the superintendent. Mrs. Anderson acknowledged Gwen Campbell, KTBS television education reporter, and Jan Elkins, KTBS news director, for their generous cooperation and contribution to enhance Caddo's video library. Dr. Foster kindly received the plaudits and gifts; he expressed appreciation for the greatest staff in the country and for the CPSB; he expressed thanks to the media for its support and contribution; and, he encouraged the board and staff to continue moving forward as it meets new challenges.

The president recognized and introduced Caddo's new superintendent, Dr. Robert E Schiller. Dr. Schiller greeted the board and audience and introduced his wife, Mrs. Lucille Schiller. He said he and Mrs. Schiller are excited about becoming a part of the Caddo Parish community and serving as Caddo's superintendent is a great honor for him. Dr. Schiller noted that it is his sincere honor to have the opportunity to help the CPSB and community meet the challenges of the new millennium.

## **VISITORS**

Chris LeFebure, owner of The Band House, expressed concern about Caddo's bid process for band instruments. He informed the board that his company's bid for band instruments was rejected, even though they met Caddo's bid specifications. A document outlining the company's rejection issues was shared with the board. The president informed Mr. LeFebure that the item was deleted from today's agenda; and, the matter will be revisited by staff for presentation to the board at a later date.

Father John Morris, pastor of St Nicholas Orthodox Church, recognized other clergy in the audience who supports his views. He said Caddo's policy on holiday observances discriminates against people on the basis of religion and he urged the CPSB to change its policy to accommodate all religious groups.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed the federation's concerns and asked for the board's help in addressing/resolving the following: a) placement of Level II students; b) special education students being tested on grade level; c) paper workload for teachers and principals; d) safety concerns for support workers at schools; e) bomb alert searches by school staff; and, f) religious holidays for all employees.

Emma Shepard, president of Caddo Association of Educators (CAE), wished everyone a happy holiday season and offered a special wish of goodwill to Dr. James E Foster on his retirement. Ms. Shepard expressed CAE's concerns relative to increases in insurance premiums. She said the association urges the board to approve staff's recommendation regarding the catastrophic illness leave policy and to adopt the proposed 2000-2001 school calendar.

#### **CONFIRM THE CONSENT AGENDA**

Mr. Powell moved, seconded by Mr. Thibodeaux, approval of the consent agenda as proposed. Vote on the motion carried with Mr. Milam absent for the vote. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Boykin, Armstrong and Dr. Hitchcock.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled bids for computer furniture for Green Oaks, Huntington, Northwood, Vivian and Woodlawn; computer printers for special education center and information technology department; furniture and equipment for stock; energy conservation/lighting retrofit at Oil City, Northside and Fairfield, Project 2000-238A. A copy of the tabulation bid sheets marked "Exhibit A, 11 pages; December 15, 1999 " is filed in the official papers of the board.

**Approval of Change Order.** Staff recommended that the superintendent be authorized to sign Change Order No 1 for Project 2000-235 and Change Order No 1 for Project 2000-205, as included in the mailout.

**Approval of Agricultural Lease, Project 2000-020.** Staff recommended that the bidder be approved as noted in the mailout. (Harold Abraham, 811 Pine Tree Drive, Shreveport LA).

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

**Approval of Professional Services.** Staff recommended that the design professionals for 2000-2001 be approved as recommended by staff and included in the mailout. The architects and engineers are recommended based on their qualifications and experience with similar projects. A list of the projects and architects is filed in the official papers of the board.

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

**2000-2001 Capital Projects Plan.** Staff recommended that the Capital Projects two-year plan for 2000-2001 and 2001-2002 be approved as included in the mailout.

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

**Renewal of Group Medical 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, 2000.

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

**Authorization for Superintendent to Sign Bell South Telecommunications, Inc Servitude Agreement.** Staff recommended that the superintendent be authorized to sign servitude documents as supplied by Bell South Telecommunications, Inc for the purpose of relocating the point of entry to school premises for voice and data communication services. Such servitude documents are subject to verification and approval of the servitude location by the school plant department.

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

**Sex Education Parental Review Committee (PRC).** Staff recommended approval of the Sex Education Parental Review Committee as submitted. The nominees and their districts are: Amy Lawler (district one); Hilda Braggs (district three); Jestine Williams (district five); Eric R Anthony (district seven); Mark Griffin (district nine); and Becky Mire (district eleven).

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

**Resolution to Hold a Hearing for a Tenured Bus Driver.** Staff recommended approval of the resolution calling for a tenure hearing in accordance with La.R.S. 17:493 to determine whether or not Abe Payne, Jr. should be dismissed or otherwise disciplined as a school bus operator in the Caddo parish School System.

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

**Approval of FY1999-2000 Vocational and Adult Education Budgets.** Staff recommended approval of the FY1999-2000 budgets (Perkins 11 Vocational Federal Funds, Adult Education State/Federal Funds, and High Schools That Work State 8(g) Funds).

### **Agenda Item No. 23-A**

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

Sabbatical Leave for Study, Spring Semester 1999-2000 School Year

Susan Matthews, Counselor, Huntington High School

Sabbatical Leave for Medical, Spring Semester 1999-2000 School Year

Karen Cates, Teacher, Jack P Timmons Elementary  
Elmira Johnson, Teacher, Linear Middle School  
Gaddie Baker, Speech Therapist, Itinerant Speech  
Mary Sue Grappe, Teacher, Hamilton Terrace  
Elizabeth Moss, Teacher, South Highlands Magnet  
Jannell Stevens, Teacher, Barret Elementary

Leave Without Pay (Study), January 3 - June 3, 2000

Roslyn Williams, Teacher Aide, Westwood Elementary

### **PERSONNEL RECOMMENDATIONS**

Dr. Hitchcock moved, seconded by Mr. Thibodeaux, that the CPSB adopts the superintendent's recommendations. Mr. Brooks made a substitute motion, seconded by Mrs. Pugh and Mrs. Boykin, to remove the contract personnel from the recommendations except for the school psychologist and recommendations for Green Oaks and Caddo Heights. Mr. Brooks said more time is needed to act on the recommendations and the new superintendent needs to have a voice in this and see how things work. Mrs. Pugh concurred with Mr. Brooks and said she also wished to make an offer that the Caddo Heights and Green Oaks positions be approved as recommended by the superintendent. Dr. Hitchcock asked the superintendent if the personnel recommendations before the board today were handled differently than according to board policy, and the superintendent answered no. Dr. Hitchcock asked the superintendent if there were any recommendations presented today whereby he did not agree with the results of the Interview Committee, and the superintendent answered no. Dr. Hitchcock said the recommendations before the board are the superintendent's recommendations as well as the Interview Committee's recommendations. He suggested that if the superintendent had declined a recommendation from the Interview Committee, then perhaps the CPSB should allow the new superintendent to look into the matter. However, when the board meets again, the new superintendent would have been installed in his position for three weeks and would not be in a position other than to follow the recommendation of the committee. Dr. Hitchcock said there is no need to postpone the recommendations, and he urged the board to move forward. The

president asked what would happen to the assignment to Booker T Washington if the substitute motion passes. The superintendent said the principal is assigned to the position through the first semester of the 1999-2000 school year, and the positions need to be filled. Mr. Powell said the board faced a similar situation some time ago when staff had violated policy and the board decided to readvertise the position and the person in the position at that time continued serving. Legal counsel said a similar situation did occur and the person serving temporarily continued serving until the position was readvertised. Mr. Powell asked Mr. Brooks if it is his intention that the person now serving temporarily at Booker T Washington should continue in the position until the matter comes back to the board and Mr. Brooks answered in the affirmative. Dr. Hitchcock called for point of order and said Mr. Brooks' intentions are not spelled out in the motion. Mr. Powell requested clarification of the motion, and the president said it is his understanding that the three positions referenced in the motion are to be approved and the other positions would be brought back to the board. Mr. Powell moved to amend the substitute motion, seconded by Mr. Mims, that Curley White will continue in the temporary position at Booker T Washington High School until this position comes back to the board for approval in January. Mrs. Pugh noted that Mr. White has a contract through the first semester of the 1999-2000 school year. Mr. Vance moved, seconded by Mrs. Armstrong, to call for the question on all motions and amendments. Vote on the motion to end debate carried with Mr. Milam opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Boykin, Armstrong and Dr. Hitchcock. Vote on the amendment to the substitute 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. Vote on the substitute motion as amended 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. Mrs. Pugh asked the president to explain the substitute motion, as amended that was just passed by the board. The president said the positions for Green Oaks, Caddo Heights, school psychologist, and continuation of principal in a temporary position at Booker T Washington were approved by the CPSB. The other recommendations presented today will be reviewed and returned to the board in January 2000. The superintendent recognized the following promoted administrators: a) Barzanna White is appointed system school psychologist; b) Cleveland White is appointed assistant principal of administration and discipline at Green Oaks High School for the spring semester of the 1999-2000 school year and the fall semester of the 2000-2001 school year; c) Charles Lowder is appointed principal of Caddo Heights for the spring semester of the 1999-2000 school year and the fall semester of the 2000-2001 school year; and, d) Curley White will continue serving temporarily as principal of Booker T Washington High School until the matter is returned to the board in January 2000 for further action. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

## **2000-2001 CALENDAR**

Mrs. Armstrong moved, seconded by Mrs. Pugh and Mr. Brooks, to postpone the 2000-2001 calendar pending review by the new superintendent. Mrs. Armstrong said in light of comments made during the new superintendent's interview, there might be some concerns with the calendar. Mrs. Armstrong said she would appreciate the new superintendent's review before the board takes action. 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.

## **PROFESSIONAL STAFF LEAVES AND ABSENCES - GCBD/C**

Jackie Lansdale, (CFT/SP), asked the board to revisit this item and consider input from professional organizations and employees before adopting a policy. Staff recommended approval for the adoption of Policy GCBD/C - Professional Staff Leaves and Absences (Catastrophic and Long Term Illness), as included in the mailout. Mrs. Boykin asked if the CPSB is under any time constraints to adopt the policy. Willie Henderson, assistant superintendent for human resources, answered yes. He said legislation provides for up to 90 days of extended sick leave in a six-year period; after which the employee would no longer be eligible for pay. Mr. Henderson reported that Caddo has a number of employees approaching the 90-day mark, and unless there is provision for them in the policy, then they will go off the payroll. He said once the employee has exhausted the 90 days, this policy would provide for 30 additional days. Mrs. Boykin asked if input was received from employees. Mr. Henderson said staff invited input from the four professional organizations;

input was received from two organizations; and, the input was considered. Mrs. Boykin suggested that when items are considered relative to how employees are treated, that input be received (via work sessions), and legislative updates be provided so that issues are better understood. She requested staff to provide her with information (legislation, input) that might be available in this regard. Dr. Hitchcock moved, seconded by Mr. Powell, to adopt policy GCBD/C as recommended by the superintendent. Vote on the motion carried with Mrs. Pugh and Mr. Brooks opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Mims, Powell, Burton, Milam, Boykin, Armstrong and Dr. Hitchcock.

### **SCHOOL UNIFORMS FOR SCHOOLS IN DISTRICT SEVEN (Brooks)**

The president said this item was postponed until the February 2000 regular school board meeting. Mr. Brooks noted that he received staff's memo regarding this item, and was concerned about the delay in staff's response. He informed the board that he plans to bring a motion at the February 2000 regular school board meeting to adopt a uniform policy for schools in district seven. Further, he asked the deputy superintendent to return the information to him that he shared with her that was received from schools in district seven.

### **EVALUATION OF STUDENT ENROLLMENT PROJECTIONS (Powell)**

Mr. Powell moved, seconded by Mr. Brooks, approval of the superintendent's recommendation for technology to employ a person and buy necessary software to evaluate parish student population decline, school decline and student movement in Caddo Parish. Mr. Powell said the information would be necessary as the board evaluates the parish and the school board's future direction, and he inquired about the cost. The superintendent said the cost projection is in the neighborhood of \$34,800; and, the cost for the software would be approximately \$2,500. Mr. Thibodeaux asked if this is a permanent position. The superintendent said the intent is that it would probably last the scope of the project, approximately three years. Mr. Thibodeaux asked that the maker of the motion accept a friendly amendment to the motion to include a limitation of three years, after which it would come back to the board for review. Mr. Powell accepted the friendly amendment. Mrs. Pugh expressed reservation about approving a position at this time for this particular item. She said she feels that the new superintendent should have an opportunity to see where this project is going to take the school system and whether or not this is the direction it should go. Mrs. Pugh asked the board to consider delaying this item until the new superintendent has had a chance to understand what this position will entail and how it will be utilized by the system. Mrs. Pugh moved, seconded by Mr. Mims, to postpone this item until January 2000. Mr. Powell said his concern is that he believes it is very important that as the CPSB develops a plan for the coming year, that Caddo should have the necessary data and information. He further noted that if the work is contracted out, it would cost the school system twice as much, and he would like to save the school board the money. He further noted that since the board plans on scheduling a retreat in latter January, then it should have good data. Mrs. Boykin asked if the timeline to purchase needed software is critical. Clay Slagle, technology manager for Caddo Public Schools, said given the scope of the project, it is his belief that staff wishes to analyze the data school by school, and then project up to 2004 and produce reports reflecting 74 school sites. He said any amount of time that could be saved at this point would be appreciated. Mrs. Pugh reminded the board that it is adding more personnel and the board has asked the incoming superintendent to make an assessment. She said with the number of people already in technology, the capability might already be in place. Vote on the motion to postpone carried with board members Guin, Brooks, Powell, Milam and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Mims, Burton, Armstrong and Dr. Hitchcock.

**Recess.** The president called for a 15-minute recess at approximately 5:10 p.m. The board reconvened at approximately 5:29 p.m.

### **SUPERINTENDENT'S REPORT**

**Personnel Transaction Report.** The superintendent said personnel transaction reports are sent to school board members.

**Update on CPSB Construction Projects (Pugh).** The superintendent said an update of construction projects in Caddo public schools was included in the mailout.

**Report - Paper Workload for Principals and Teachers (Armstrong).** The superintendent reported that an update regarding the paper work for principals and teachers was included in the mailout. Requested information on this topic has been received from one professional teacher organization and staff is making the effort of identifying specifics items of paperwork.

**Report - Legal Impediments and Regulatory Reduirements Which Impede the CPSB Being Able to Expand Early Childhood Education to Schools Using Local and/or State Funds in General Fund (Without Jeopardizing Federal Funding (Powell).** The superintendent said a summary of data received from state and federal officials was placed at school board members' seats regarding this matter. He encouraged school board members to review the material and consider scheduling a work session for discussion. Mr. Powell expressed appreciation for the report and scenarios; however, he requested staff to provide him with federal and/or state statutes and regulations relative to expanding the program using local and/or state funds. He asked staff to identify the person(s) at the federal or state government level who would say that they are against the school system trying to provide early childhood education to students that don't meet their criteria. The superintendent said he received a copy of federal public law 103-382 (October 20, 1994) today and would make it available to school board members.

**School Cafeteria Visitors (Thibodeaux).** The superintendent said a report was sent to school board members regarding this item.

Rick Griffith asked the board to strike the reference in its policy that says youth counselors do not evangelize during their visits to schools.

Gary Lash, parent, spoke in favor of a motion to allow clergy/youth ministers to visit schools. He said visits should be regulated in such a way that there would be no disruption of school.

Mr. Thibodeaux moved, seconded by Mr. Brooks, that the Caddo Parish schools not exclude youth ministers, Rabbis and similar established religious leaders to come visit with students in their congregation and/or churches at lunchtime. Such visitors must check in with the school office to establish to the reasonable satisfaction of the school administration that the visits are limited to their congregations and/or churches; and, the visits shall not interfere with the instructional time of the students. Mr. Thibodeaux said the visits could be positive for students and until there appears to be a problem, he would hope that the CPSB would allow students to have this positive influence. He said if problems should arise, the board could address them at that time. Mr. Brooks spoke in support of the motion and said schools in district seven would welcome the clergy. Mr. Mims expressed concern about legalities of clergy evangelizing at middle schools. Legal counsel advised that the equal access act does not apply to middle schools, it applies to only secondary schools in Louisiana. Legal counsel expressed concern that the CPSB would be opening up the schools to outside influences and also about safety concerns. Mr. Mims asked the board to be careful in its action in this matter. Mr. Vance said he supports student activities that are effective, decent and in order. However, he expressed concern that the CPSB could be opening up a can of worms if this motion passes because other groups could appear before the board and request the same privilege. Mr. Vance said this is an item that the board needs to discuss at its upcoming retreat, and he encouraged the CPSB to postpone this item until after that time. Mrs. Pugh said the motion addresses all schools, and to some extent she supports site-based management. She further noted that the particular school of reference (Caddo Middle Magnet) indicated problems and cited the problems in this regard. Mrs. Pugh expressed concern that the school is located in an enclosed neighborhood; and, the configuration of the school building is different and there is concern about the manpower for supervision. Mrs. Pugh said the school's administrator has indicated that they could not provide this opportunity and other principals have not addressed the issue. She said she rejects the motion to allow this type of visitation in all Caddo public schools. Mr. Thibodeaux said the motion states that all visitors must check in at the school's office. Further, clergymen are taxpayers and they, too, have rights of access to the schools within reason. He further observed that students brought this matter to the board's attention. Mrs. Boykin asked if the motion is a policy change or a resolution from the CPSB. Mr. Thibodeaux said the CPSB does not have a policy on this matter. Mrs. Boykin said it's not okay to exclude one group and allow others to visit the school, and she supports the motion. Mr. Powell said the CPSB needs to find ways to reach out to the community; to get parents involved; and, to find ways to weave within the community a fabric between schools, the spiritual community, other governmental bodies, neighborhoods, etc. He urged the board to support the motion. The president expressed concern about the number of visitors that might visit during lunchtime. Legal counsel said he has a concern if outside groups are



allowed to determine when they would visit schools to apostatize children, and he did not understand this issue to be a part of the discussion. Mr. Milam said to vote against the motion would be penalizing other schools. Furthermore, its good common sense to support the motion and if problems occur, then the board could deal with them at that time. Mr. Vance encouraged the board to use common sense and discuss this matter further in the board's retreat, and to work together for a common cause for the betterment of all students. Mrs. Pugh said any action taken by the board becomes board policy and the concern that was brought to the board by a particular school should have been handled by the superintendent and the administration at the school; then brought back to the board. Mrs. Pugh said passage of the motion would be putting into place a policy for the entire school system and it is not a system problem. She also noted that she believes that the board should allow the administration to resolve this matter. Mrs. Boykin moved, seconded by Mr. Brooks, for the previous question. Vote on the motion to end debate carried with Dr. Hitchcock absent for the vote. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong. Vote on the motion carried with board members Vance, Pugh and Mims opposed. Board members supporting the motion were Guin, Thibodeaux, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock.

### **UNFINISHED BUSINESS**

**Bids - Band Instruments.** Mrs. Boykin asked if staff is revisiting this item. The superintendent said staff will review the bids and if appropriate, staff will bring another recommendation to the board for consideration.

### **NEW BUSINESS**

**Election of Officers.** The president declared the floor open for nominations for president of the CPSB for 2000. Dr. Hitchcock nominated Johnny Vance. Mr. Guin nominated Mike Powell. The president declared the nominations closed. Voting for Mr. Vance were Dr. Hitchcock, Vance and Burton. Voting for Mr. Powell were Guin, Thibodeaux, Mims, Brooks, Powell, Milam, Boykin and Armstrong. Mrs. Pugh did not cast a vote. The president announced that Mr. Powell is elected president of the CPSB for 2000.

The president declared the floor open for nominations for first vice president of the CPSB for 2000. Mr. Milam nominated Mr. Brooks. Dr. Hitchcock nominated Mr. Vance. The president declared the nominations closed. Voting for Mr. Brooks were Guin, Thibodeaux, Mims, Powell, Burton, Brooks, Milam, Boykin and Armstrong. Voting for Mr. Vance were Vance, Pugh and Dr. Hitchcock. The president announced that Mr. Brooks is elected first vice president of the CPSB for 2000.

The president declared the floor open for nominations for second vice president of the CPSB for 2000. Mr. Brooks nominated Mr. Mims. Dr. Hitchcock nominated Mr. Vance. The president declared the nominations closed. Voting for Mr. Vance were Vance, Burton and Dr. Hitchcock. Voting for Mr. Mims were Guin, Thibodeaux, Pugh, Mims, Powell, Brooks, Milam, Boykin and Armstrong. The president announced that Mr. Mims is second vice president of the CPSB for 2000.

**President Authorized to Use Facsimile Signature.** Mr. Thibodeaux moved, seconded by Mr. Mims, that the CPSB, in conformity with Act 31 of the 1954 session of the Louisiana Legislature authorize its president to use a facsimile signature in signing all checks issued by the board. Vote on the motion carried unanimously.

### **ANNOUNCEMENTS AND REQUESTS**

**Artwork.** Mr. Milam asked the superintendent to express his appreciation to Henry Price, art supervisor for CPSB, for the students' artwork on display in the boardroom.

**Evaluation Forms.** Mrs. Boykin requested staff to provide her with information concerning Caddo's evaluation document and respond to the following: a) did Caddo develop its own instrument based on certain criteria or is it developed by the state; b) is Caddo required to use that form and only as instructed; c) what criteria is Caddo required to evaluate; d) what timeframe is Caddo using to conduct evaluations; e) what are they based on; f) what is Caddo complying with; g) what leeway does Caddo have; and, h) what avenue does Caddo have available.

## **EXECUTIVE SESSIONS**

**Student Appeal.** Mr. Powell moved, seconded by Mr. Milam and Mrs. Pugh, for the CPSB to go into executive session to hear a student appeal hearing for approximately 20 minutes. Vote on the motion carried with Mr. Vance and Mr. Guin opposed. Board members supporting the motion were Thibodeaux, Pugh, Mims, Powell, Burton, Brooks, Milam, Boykin, Armstrong and Dr. Hitchcock. The board went into executive session at approximately 6:10 p.m. and reconvened at approximately 6:51 p.m. Mr. Powell moved, seconded by Mr. Milam, that the board adopts and affirms the recommendation of staff. Mrs. Pugh said it appears that the document presented to the board did not come at the request of the parent, and she asked how did the appeal get to the board level. Mrs. Pugh further noted that the parent requested an open apology from the school. Mr. Powell said further discussion is not appropriate in open session. Mrs. Pugh said the motion on the floor is not what the parent requested. The president said the motion does not refer to the parent's request, but the motion before the board is to accept or deny the request. Mr. Powell called for point of order and said he questions the propriety of the process, which has to do with an appeal of a placement decision. The superintendent concurred with Mr. Powell's point of order. Mrs. Pugh asked staff if there is documentation whereby the parent requested the appeal. Roosevelt Shelby, director of attendance, said he has the document. Legal counsel said the appeal before the board is for school placement and there are avenues for the parent to request other things. The president called for vote on the motion which carried with board members Pugh and Boykin abstaining; Mrs. Armstrong did not cast a vote; board members Vance and Burton voted in opposition; and, board members Guin, Thibodeaux, Mims, Powell, Brooks and Milam supported the motion. Staff's recommendation is that JeCorey Bryant, student at Youree Drive Middle School, be referred to middle School Away From School for the remainder of the 1999-2000 school year.

Dr. Hitchcock excused himself from the remainder of the school board meeting at approximately 6:12 p.m.

**Recess.** The president called for a five-minute recess at approximately 6:55 p.m. The board reconvened at approximately 7:05 p.m.

**Personnel Grievance- Cheryl Morris.** Ted Casten, legal counsel for Cheryl Morris (CPSB employee), informed the board that Dr. Morris is requesting to have her grievance heard in open session. He provided board members with an outline of the facts and basis for the grievance and summarized that Mrs. Morris is a member of the Eastern Orthodox Christian faith, thus, she: a) observes a different calendar for Easter in that the Eastern Orthodox Christian faith uses the Julian calendar in determining the date for Easter; b) sought to take off Holy Friday and asked CPSB personnel staff what procedures should be followed; c) reportedly was told to report her absence as a sick day and to obtain a letter from her priest explaining the basis for her absence; and, d) did as instructed, but was docked a full day's pay for her absence on April 9, 1999. School board administration informed Dr. Morris that she had already exhausted her sick and emergency leave days due to her own illness and that of her father, therefore, she had no leave available to use for observance of Holy Friday. The relief sought by Dr. Morris is: a) restoration of monies subtracted from her pay due to her absence on April 9, 1999; b) to be allowed to practice her religion and observe religious holidays without penalties or discrimination; and, c) anything else to make her whole. Mr. Casten suggested that the school board might remedy this situation by adopting an amendment which allows employees such as Dr. Morris a reasonable method by which they could observe religious holidays without penalty. He further suggested that adoption of such a policy would place the school board in compliance with Title VII of the Civil Rights Act of 1964, as amended. Dr. Morris gave an account of events leading to today's hearing and said she believes it is important for people to stand up for what they believe to be right. She further noted that Western Christians are allowed Good Friday off, and she would have worked on that day, however, the schools were closed. Dr. Morris encouraged the board to accommodate the needs of various religious groups. Mr. Powell asked Mr. Casten if he was saying that the CPSB is being unconstitutional for being closed on Christmas. Mr. Casten said he did not say this, but the board is discriminating against Dr. Morris. Mr. Powell asked if the CPSB would allow for employees to have an additional personal day that is not deducted from sick leave that could be used for religious or non-religious purposes, would this address his concern. Mr. Casten said he does not believe that this would completely address his concern. Debate ensued on the provisions of the law relative to discrimination based on religious reasons. Mr. Powell said he hopes this grievance could be resolved, and the board needs to be inclusive. Mr. Powell asked the superintendent if it is his understanding that the relief being sought is the loss of pay for the day off. The superintendent

answered in the affirmative and further noted that the employee had exhausted her sick time. Mrs. Boykin asked if Dr. Morris's job was threatened in any way if she took the day off. Caddo's legal counsel answered no and said had she had an urgent personal reason day, she would not have been docked. Discussion followed on policy for students to attend religious functions. Mrs. Boykin asked what constitutes reasonable accommodations, and legal counsel proceeded to highlight the provisions of the law and expounded further on cases originally introduced by Mr. Casten relative to Supreme Court decisions of 1985 and 1986. He concluded by informing board members that the school board's policy is not unconstitutional and does not violate Title VII. The Very Reverend Father John Morris, pastor of St. Nicholas Orthodox Church in Shreveport and husband of Dr. Morris, addressed the board and emphasized that Caddo's policy discriminates against people of different religious faith, and his experience is that other school districts do not discriminate. Mr. Milam asked Father Morris if he has copies of other school systems' policies on this subject to share with Caddo's board of education, and Father Morris answered no. Mr. Brooks asked legal counsel what options does the CPSB have to resolve Dr. Morris grievance relative to loss of pay. Legal counsel said the board could make whatever decisions it wants, but the employee's rights have not been violated. Further, the board has allowed the employee provisions to observe religious holidays. Mrs. Armstrong suggested that the board should discuss this policy at its upcoming retreat. Mr. Thibodeaux noted that at the time that Dr. Morris took the day off to observe a religious holiday, she had exhausted all of her current and accumulated sick leave/urgent personal reason (UPR) days. He said she was not docked for observing a religious holiday, but because she had exhausted all of her days. Debate continued on: a) leave provisions for personal illness; b) contract provisions for Caddo teachers; and, c) legal concerns for policy revisions. Mr. Powell said he hopes that whatever resolution on this specific request is made tonight, that the board would come together in a serious effort, including the new superintendent and the spiritual community to discuss this policy. Mrs. Boykin said this grievance has nothing to do with religion or discrimination. Further, this appears to be an issue of a sequence of events that led to Dr. Morris not having a day off. Mrs. Boykin said the CPSB is a friendly system; it provides a liberal package of benefits that allows for a number of days to be used as needed by employees; and, the employee's job was not threatened. Mr. Milam encouraged the board to receive input from the religious community when it reviews its policy. Mr. Brooks moved that the CPSB look at this policy at its retreat, and the president said a motion is not needed in this regard. Mr. Milam asked if this grievance could be tabled. The president explained the provisions for tabling items. Legal counsel said the issue is an employee's appeal and if the board decides not to decide the case, then staff's decision will stand. Mr. Thibodeaux said in order for the board not to make a decision, then he would make a motion to adjourn. The president said the board has another case for consideration, and in light of the discussion, the president said the board is taking no action in this case.

**Personnel Grievance - Willie Sims.** Mrs. Pugh moved, seconded by Mr. Mims, that the CPSB go into executive session to hear its next case for up to 20 minutes. Vote on the motion carried with board members Vance, Thibodeaux and Powell opposed. Board members supporting the motion were Guin, Pugh, Mims, Burton, Brooks, Milam, Boykin and Armstrong. The board went into executive session at approximately 7:56 p.m. and reconvened at approximately 8:53 p.m. Mrs. Pugh moved, seconded by Mr. Brooks, that the case be remand back for professional evaluation by a new investigator. Mr. Vance requested clarity of the motion. Mrs. Pugh said the current decision could stand, but there is a concern for getting the facts straight. Further, the administrator from Fair Park who evaluated Mr. Sims is not present. The president said the employee has been terminated, but if different facts come out of the investigation, then the case would come back to the board. Mr. Powell asked how many due process hearings have been heard in this case, and legal counsel answered four. Mr. Powell said he would prefer for the board to deal with the case tonight. He said the current superintendent would not be able to participate if it goes back to the superintendent being that the board won't meet again until January. The president called for the vote on the motion that failed with board members Burton, Pugh, Mims and Brooks supporting the motion. Mr. Thibodeaux was absent for the vote. Board members Guin, Vance, Powell, Milam, Boykin and Armstrong voted in opposition to the motion. The president said the ruling stands. Mr. Casten asked the board to vote the grievance. Mr. Mims moved, seconded by Mr. Powell, to uphold the superintendent's recommendation. Vote on the motion carried, with Mr. Vance opposed; board members Burton and Pugh abstained; and, board members Mims, Guin, Powell, Milam, Boykin and Armstrong supported the motion. Board members Thibodeaux, Dr. Hitchcock and Brooks were absent for the vote.

Mr. Thibodeaux excused himself from the remainder of the meeting at approximately 8:00 p.m. and Mr. Brooks excused himself from the remainder of the meeting at approximately 8:56 p.m.

**Personnel Grievance - Kathy B Franklin.** Mr. Powell moved, seconded by Mr. Mims, for the CPSB to go into executive session for up to 20 minutes to hear a personnel grievance. Vote on the motion carried with board members Guin, Vance, Pugh, Burton, Powell, Mims, Milam and Boykin supporting the motion. Board members Armstrong, Thibodeaux, Brooks and Dr. Hitchcock were absent for the vote.

**Recess.** The president called for a five-minute recess at approximately 9:05 p.m. The board reconvened at approximately 9:15 p.m.

Ms. Franklin informed the board that she wished for her grievance to be heard in open session. The superintendent reviewed Ms. Franklin's grievance and a written copy of the outline was shared with board members. He reported that Ms. Franklin was an applicant for a position at the Caddo Career and Technology Center; she had an interview, but was not selected for the position. He further reported that the person who was selected for the position, at the time of the selection process, had not received total certification. However, prior to the individual going to work, certification was received. The superintendent said this has been a long-standing practice in the child nutrition program, and upon learning of the practice he directed that it be stopped. Further, in the future, anyone selected as a cafeteria manager must have the proper, complete certification. Ms. Franklin is requesting that since she was not selected for the position, that she be awarded another cafeteria manager position. The superintendent said he has not agreed with the request and it is his opinion that even though she wasn't selected for the position at the Caddo Career Center (which he understands from the principal that she would not have been selected), this does not constitute her right to be awarded another position. Mr. Casten said the application calls for license, registration and certification from the Louisiana State Department of Education Managers. He commended the CPSB for always talking about following board policy, and said he is now asking the board to follow its own policy. Mr. Casten said Ms. Franklin was certified, and asked how did the other applicant receive the job. Further, she is working in a temporary position at University Elementary, and the board could place her in that assignment. Ms. Franklin capsulized her grievance and informed the board that she followed board policy and passed the required training and tests. Further, she works hard at her job, gets along with people, and does not want to be passed up for promotion. Mr. Powell questioned if the applicants met certification. He asked Willie Henderson, assistant superintendent for human resources, if he had written a letter to Ms. Franklin stating that because the person did not meet certification requirements, that the position would be voided and opened up for new interviews or a new process. Mr. Henderson said he wrote the letter, but it was not supposed to be mailed. Mr. Powell asked if the person selected for the position met certification requirements at the time of the selection. Mr. Henderson said no based on his evaluation of the situation. He said he spoke extensively with Jacqueline Solomon, director of child nutrition programs, regarding the issue and she disagreed with his assessment. Mr. Powell expressed concern that there are three applicants who could come before the board and make the same complaint. He said he is troubled that staff did not follow policy, and sought legal counsel's opinion. Legal counsel said he would ask if the grievant in this case would have been the person selected to fill the position. Mr. Powell moved, seconded by Mr. Vance, that in response to this grievance, that the CPSB direct the superintendent to void the position that was filled, to readvertise the position and to properly fill it with a certified person. Mr. Powell said the only logical step for the board to correct the matter is to void it and begin again. He noted that CPSB has a non-retribution policy and the board does not allow for employees to be discriminated against, harassed, or negatively treated because of information brought forward. Mrs. Pugh asked if persons who were not certified as of that date, and might be certified at this time, if they are eligible to apply. Legal counsel said the error was an error of the system and persons certified at the first advertisement should be allowed to apply. Mr. Guin said the right thing was not done initially and he expressed concern about allowing the same people to apply for the position. Mrs. Boykin requested clarification of eligible applicants for the position. Legal counsel said he understands that someone in personnel was charged with interviewing people on the list and certified that people on the list for consideration did meet certification. Mrs. Armstrong asked what position is being advertised at University, and staff said it is a cafeteria manager's position. Supposing that the school system determined that it faulted at the point of selection, Mr. Powell asked could it not void the selection and go back to the three people who applied for the purpose of determining who should fill the position. Legal counsel expressed appreciation for the concern and said there is a problem with the time element. Mrs. Boykin asked why is the position at University a temporary position. Mr.

Henderson said Ms. Franklin is filling in because there is a vacancy and the position is being advertised. More discussion followed on placement for Ms. Franklin and on events that occurred at the Caddo Career Center. Mr. Vance said a mistake was made and he has a concern about the other candidates not being certified. Mrs. Solomon explained the certification process that is required by the state and her understanding is that if employees have successfully completed any part of the three phases, then the employee is certified and could be considered for an advertised cafeteria manager vacancy. Mr. Powell said the process was not followed and he would not vote to circumvent the process because it was not followed before. Mr. Milam acknowledged staff's error, and encouraged Ms. Franklin to apply for other vacancies. The superintendent said he advised Ms. Franklin that consideration has been given to her qualifications and he encouraged her to continue to seek a cafeteria manager position, if this is her goal. Mrs. Armstrong asked staff to read the certification requirements aloud. Mrs. Armstrong said it is a matter of practice where cafeteria managers are moved from school to school, and the board needs to recognize this. She said she does not wish to circumvent the process, and suggested that the board needs to offer Ms. Franklin its apology. The president called for vote on the motion that failed with Mr. Powell supporting the motion. Board members opposed were Guin, Vance, Pugh, Burton, Mims, Milam, Boykin and Armstrong. Mr. Milam moved, seconded by Mr. Powell, to uphold staff on their decision. Vote on the motion carried with board members Guin, Pugh, Boykin and Armstrong opposed. Board members supporting the motion were Vance, Burton, Mims, Powell and Milam.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Mims seconded the motion that carried, and the meeting adjourned at approximately 9:55 p.m.

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James E Foster, EdD, Secretary

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Willie D Burton, President

### **January 5, 2000**

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, January 5, 2000, at 3:30 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present being a quorum. Other board members present were Ginger Armstrong, Judy D Boykin, Willie D Burton, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Superintendent Robert E. Schiller, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

The president welcomed everyone to the meeting, especially Dr. Robert E. Schiller, newly appointed superintendent of Caddo Public Schools. He also recognized The Honorable Keith Hightower, mayor of Shreveport; Julian L Darby, president of the Bossier Parish School Board; and, State Representative Wayne Waddell.

### **INSTRUCTIONAL PRESENTATION - SCHOOL-TO-WORK**

The superintendent introduced the School-to-Work presentation and noted that the program is a vital component of the school system. He recognized Gayle Flowers, principal of the Caddo Career and Technology Center, and mentioned that he personally visited the center about a decade ago when he was Deputy Superintendent of Louisiana. The superintendent noted that: a) he is impressed with the center's programs, services, and growth; b) he believes the center is a hallmark of where the school system needs to be in providing a true transition from school to work; c) staff is providing a structured and high-quality work base learning program that is affecting students throughout the district; d), and, staff has authored a number of grants that have brought about the Red River Partners at Work and funded the Northwest Louisiana Consortium. He said today's presentation focuses on successes of the school and comments from some of the customers served. Principal Flowers emphasized that Caddo's School-to-Work connection's mission is to improve student achievement by connecting students, educators and employers. She introduced current students, former students, parents, employer partners and community leaders who shared their views on the value of the program. Visitors proudly boasting the successes and viable contributions of the center and highlighting their personal involvement were: a) current students Candice Frazier (dental assistant), Danny London (machine shop), and Jon Swickard (automotive technology and

machine shop); b) former students Chere' Felton (1979-99 nurse assistant), Anthony Dudley (1986-87 electronics), and Mark Norman (1977-78 drafting); c) Marion Marks, parent; and, d) employer partners and community leaders Rickey R Hall (president and owner of Hall Builders), Robert B Hamm (president of Berg, Inc.), Arthur L Walker (president and owner, Communications Unlimited and chairman of the Shreveport Chamber of Commerce), and the Honorable Mayor Keith Hightower. The mayor also thanked the school board for its dedication to educating students and pledged his commitment to work with the school board. School board members were provided with a folder of facts about the program and the center in general. Mr. Burton recognized Ron Adams, former school board member. The president noted that Mr. Adams is the founder of the established scholarship fund at the Caddo Career and Technology Center. Mr. Brooks expressed appreciation for the principal, staff and students at the center.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE JANUARY 19, 2000 CPSB MEETING**

The president expressed appreciation to the superintendent for providing school board members with available information relative to proposed agenda items prior to today's meeting. Items added to the agenda are: 1) Executive Session - Hearing Tenured Bus Driver (superintendent); 2) Report Instructional Program at Central Elementary (Use of Substitute Teachers); 3) Update - Teachers' Salary Increase (MFP Funding) (Armstrong); 4) Report - Student Uniforms for Schools in District Seven (Brooks); 5) Status of 2000-2001 Calendar (superintendent); 6) Renaming the Auto Technology Center at the Caddo Career and Technology Center (Pugh). Renewal of Promotional or Administrative Appointment Contracts was postponed until the February 2000 regular school board meeting. Mr. Brooks requested that Discontinuation of the Interview I and Interview II Committees be added to the agenda. The president informed Mr. Brooks that this item is on the agenda for discussion at the upcoming retreat for school board members, and he asked Mr. Brooks if he would withhold this request until after the retreat. Mr. Brooks agreed to the president's request.

**Executive Session - Hearing Tenured Bus Driver.** The superintendent said the board passed a resolution at its December 15, 1999 school board meeting to hold a hearing for a tenured employee. He requested that this item be added to the agenda under executive session.

**Report - Instructional Program at Central Elementary School (Use of Substitute Teachers) (Burton).** Mr. Burton asked staff to look at the staffing at Central Elementary School with reference to the number of substitute teachers used daily and for more than two or three days at a time, particularly at the fourth and fifth grade level. Mr. Burton expressed concern about fourth graders being prepared for testing. He asked that this item be added to the January 19 school board meeting agenda as a report under the superintendent's report.

**Renaming the Auto Technology Center at the Caddo Career and Technology Center (Pugh).** Mrs. Pugh requested that this item be added to the January agenda. She noted that according to policy, the item must be presented to the public 90 days in advance of the school board taking action. She suggested that staff should review school board policy FF for directions. Mr. Milam requested clarification and asked if Mrs. Pugh's reference is to the renaming of the school or to the Auto Technology Center. The president said reference is only to the Auto Technology building.

**Update - Teachers' Salary Increase (MFP Funding) (Armstrong).** Mrs. Armstrong said that at the beginning of the school year, the board implemented pay raises for teachers. She noted that staff was asked to update the board in October on student enrollment (MFP allocations), and requested that this item be added to the agenda as a report under the superintendent's report for the January 19 meeting. The superintendent said he met with staff in anticipation of this question and he would be prepared to address this item under his report.

**Student Uniforms for Schools in District Seven (Brooks).** Mr. Brooks said he wants this item added as a report to the January 19 agenda prior to his bringing a motion in February. Mr. Brooks said he wants staff to apprise the board as to where staff is in addressing this item - what is being done and what is not being done.

**Evaluation Instrument (Boykin).** Mrs. Boykin said she requested information on this item at the December 1999 school board meeting, and asked for instructions from the president as to how she should proceed. The president said the superintendent would like to address this subject at the

school board's retreat, and he suggested that any dialogue should be delayed until February. Mrs. Boykin asked if the board would have any information prior to the retreat, and the superintendent answered in the affirmative.

**Policy GCBC (Boykin).** Mrs. Boykin said she previously requested staff to provide her with the input received from teacher organizations relative to the revision of this policy. The president said this item is on today's agenda, and the board will consider it today at a later point.

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

**Personnel Recommendations.** The superintendent reported that information on the personnel recommendations would be provided in advance of the January meeting for board members to review. He said personnel recommendations were deferred at the December 1999 school board meeting, and he has taken the initiative to schedule interviews next week with the finalists for the positions deferred. Further, if he reaches any conclusions, this information would be included in the mailout. Mr. Brooks asked the superintendent if all of the applicants for the deferred positions could be interviewed. The superintendent said the applicants forwarded to him are the ones who emerged from Level II interviews, and at this point he does not know the entire pool of candidates neither whether it would be feasible to interview everyone. He said he would seek the board's counsel on this matter. Mrs. Pugh recommended that the superintendent move forward with the naming of positions that are available at this time and under the board's current policy.

**Approval of Bids/Proposals Taken.** Mrs. Armstrong requested clarification of the number of cars to be purchased for driver's education at a cost of \$35,190. Ron Festavan, assistant superintendent for support services, reported that two cars are to be purchased.

**Classroom Wings.** The superintendent said information was provided in the packet for review. The president said the projects came through a committee last spring and the projections are for years three, four and five. Mrs. Armstrong asked why is there a minus symbol opposite Broadmoor Laboratory School and Fair Park High School. Keith Norwood, director of school plant, said the plus and minus symbols are indicative of student enrollment trends. Mrs. Armstrong asked if the minus symbol opposite the aforementioned schools is an indication that changes should be made with the number of new classrooms to be constructed. Mr. Norwood said if changes in student enrollments are so severe as to cause a change in the number of transportable buildings, then this equates to a number of changes in the number of permanent classrooms.

**Approval of Professional Services.** The superintendent said the memorandum presented lists of the design architects for the classroom construction projects. He noted that staff has reviewed the architects for accuracy.

**Contract With LSUMC for Physical Therapy Fieldwork Experience and Internship.** The superintendent said the interagency agreement is with LSUMC and the Caddo Parish School Board and it allows the Louisiana State University Medical Center physical therapy students to have internship experiences within the school system. Furthermore, the document has been reviewed for legal sufficiency by legal counsel.

**2000-2001 Calendar.** The superintendent asked the school board to defer action on the 2000-2001 calendar for a month. He asked the board to allow him to give an update on the progress of the calendar during the January meeting, but he would not request any action. The superintendent said he has had discussions with staff; plans to meet with representatives of professional associations and other interested entities to gauge their input; and, is also seeking counsel from school board members. The superintendent said one of his major goals is to maximize the instructional time delivery, and in preparation for statewide testing and Caddo's assessment program that there be continuity of instruction that is not broken up in such a way that would hurt students and teachers. Furthermore, that staff explores fully how adequate time could be provided for inservice and professional development training. The president said this item would be placed under the superintendent's report on the agenda. Mr. Burton spoke in agreement with the superintendent's thoughts and he encouraged him to proceed with his plans and make a report to the board. Dr. Hitchcock asked the superintendent and staff to give consideration to scheduling inservice training for teachers at times other than regular school hours. He spoke against schools having 10 to 12 substitute teachers in a school on any given day. The president encouraged the superintendent to

seek input from high school staffs relative to winter breaks and schedules for midterm examinations. Mr. Brooks expressed interest in scheduling inservice training sessions after school hours and on weekends, and without the school board incurring an expense.

**Promotional Appointment Contract for New Counselor.** The superintendent said information would be provided in the mailout, thus, providing school board members with adequate notice.

**Renewal of Promotional or Administrative Appointment Contracts.** The superintendent said background information was provided for the board's consideration. He sought counsel from legal counsel and school board members in that there is an obligation requirement for staff to review the administrators, whose contracts will expire. He further noted that there is a statutory responsibility to provide a 120-day notice prior to an expiration date of contract. The superintendent said he does not contemplate bringing a recommendation at the January 19 meeting. The president asked the superintendent if he is desirous of leaving the item on the agenda for January 19, and the superintendent said he does not believe that action would be sought at the January meeting. The president said this item would be removed from the agenda with the understanding that if the superintendent's evaluation changes, then the item could be added. He alerted the board that staff will keep abreast of the timeline and if necessary, a special called school board meeting would be scheduled. Mrs. Pugh noted that the evaluations should be in line with guidelines that are currently in force. Mr. Guin encouraged staff to share future contract renewal information with board members in a more timely manner.

**Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program (Pugh/Superintendent).** The superintendent said board members have received copies of the revised policy. Mrs. Boykin asked if input was provided from employee groups, and Willie Henderson, assistant superintendent for human resources, answered in the affirmative. Mrs. Boykin asked staff to provide board members with copies of the data, if it was received in writing. She further noted that the proposed policy reads .... Voluntary use of the EAP is confidential and this information will not be reported to any person within the Caddo Parish School System, unless mandated by federal and/or state law. " Mrs. Boykin asked under what circumstances would the EAP be required to share the information with central office staff. Mr. Henderson said information would be shared if EAP staff believes there is a situation where someone's life or health is in danger or in response to a legal/court action subject to a subpoena, and it is his understanding that this is a federal/state requirement. Mrs. Boykin said it concerns her that the EAP program does not offer an independent referral service. She also noted that reference is made in the policy that if an employee refuses the EAP referral, then there is a referral of information sent to the director of certified or classified personnel, and asked how does staff know when an employee refuses the referral. Mrs. Boykin suggested that this reference should be deleted from the policy. The superintendent said staff would provide board members with the type of input and process for input for this policy; and, staff will review section V-2 for revision.

**Evaluation of Student Enrollment Projections (Powell).** The superintendent said at present Caddo does not have the software or source data necessary to offer long-range planning and projections for school level enrollments. Further, it is a cost efficient fashion to go forward with purchasing the software rather than hiring an outside consultant to do the work. A cost analysis was provided for board members to consider. The superintendent introduced a visual presentation as prepared by Clay Slagle, technology manager for Caddo Public Schools. Mr. Slagle showed samples of information that the software would produce, i. e. historical information - household population in a given area on a geo map within defined school district boundaries and relationships that exist in student mobility, etc. Mrs. Pugh inquired about the capability of tracking neighborhood components and non-neighborhood components. Mr. Slagle did not have an example of this sort, but said this is one type of scenario that staff would begin to address if the technological capability exists. He further noted that there are many dynamics that would enter into a population study versus an enrollment study. The superintendent shared with board members a packet of complete projections and drafts as prepared by Mr. Slagle. Mr. Milam asked staff to review projected student enrollments at schools where construction projects are scheduled to attain more definitive construction needs and/or plans before construction work begins. The superintendent said he would confer with staff prior to recommending to the board approval of construction projects. The president said the board could always make adjustments.



**Superintendent's Report - Instructional Program at Central Elementary (Substitute Teachers in the Fourth and Fifth Grades).** Mr. Burton said the superintendent has an understanding of the type of information he is seeking relative to this item.

**Student Uniforms.** The president said information and/or a recommendation would be presented to the board in February.

**MFP Funding.** The president said the board is looking for a report on MFP based on numbers provided by the state.

**Auto Tech Building.** Mrs. Pugh said staff should present to the board factual information, allowing for input from the citizenry; after which, the board could take action 90 days after the public hearing. The president asked the superintendent to provide school board members with a copy of Policy FF.

**Executive Session - Tenure Hearing.** Mrs. Boykin requested that staff should work with the attorney and organize the hearing to insure that staff and board members are not required to be at the meeting until early morning hours.

**Bids - Musical Instruments.** Mr. Milam asked when would the musical instruments be in the schools. Ben Wreyford, director of finance, said it depends on what instruments are being ordered; but instruments would be shipped out over the next few months. Further, the bid did not specify delivery dates but instruments should be received in time for the upcoming school year. Mr. Milam said since there might be a delay in receiving the instruments, perhaps staff should consider bids submitted from other vendors that are acceptable to music directors in that some were offered at a lower rate and would save the school system money. Mr. Wreyford said he would meet with staff and provide board members with additional information.

**Consent Agenda.** The president proposed that agenda items 9-13, 15, 17-19(A) be categorized as consent agenda. Mr. Mims moved, seconded by Mr. Brooks, approval of the president's proposal. Vote on the motion carried unanimously.

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

**EAP Policy.** Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, asked if the EAP policy presented at today's meeting is the policy that was presented in October. Staff said the policy has been revised. Mrs. Lansdale requested a copy of the revised document.

### **RETREAT (Informational)**

The president called board members attention to his memo relative to the retreat. The retreat will be held on the evening of January 21, 2000 (Friday) and all day January 22, 2000 (Saturday) at Emerald Hills in Florien, Louisiana (formerly known as Toro Hills). The president reviewed the proposed list of items that are suggested for discussion and encouraged board members to apprise him of their availability to attend and of any additional items for discussion.

**Adjournment.** There being no further business, Mr. Mims moved for adjournment. Mr. Brooks seconded the motion, which carried unanimously, and the meeting adjourned at approximately 5:14 p.m.

### **January 5, 2000**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:15 p.m. with President Mike Powell 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 Hitchcock, SCD., Mark Milam, Mildred B. Pugh, Alvin Mims, Michael J. Thibodeaux and Johnny Vance, Jr. The invocation and Pledge of Allegiance were omitted.

The purpose of the special school board meeting was for the school board to hear strategies with respect to prospective litigation.

## **EXECUTIVE SESSION**

Mr. Thibodeaux moved, seconded by Mr. Brooks, that the Caddo Parish School Board go into executive session for approximately 30 minutes to hear strategies with respect to prospective litigation. Vote on the motion carried with board members Guin, Vance, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock supporting the motion. Mr. Burton was absent for the vote. The president announced that the school board would take an eight-minute recess before going into executive session.

**Recess.** The president called for an eight-minute recess at approximately 5:16 p.m. and the board reconvened at approximately 5:25 p.m.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Mims seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:50 p. m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

### **January 19, 2000**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:37 p.m. on Wednesday, January 19, 2000, with President Mike Powell 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 Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh and Johnny Vance, Jr. Michael J. Thibodeaux was absent due to the death of his father. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE DECEMBER 13 AND DECEMBER 15, 1999 AND JANUARY 5, 2000 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Guin and Mr. Mims, approval of the minutes of the aforementioned school board 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 February regular school board meeting: "Classroom Wing Addition (Third-Year Plan) " (Norwood); "Approval of Professional Services " (Norwood); "Review of Policy GCBC (Professional Staff Fringe Benefits Employee Assistance and Health Promotion Program " (Pugh/Superintendent); "Executive Sessions - Student Expulsion Appeal " (Shelby) and "Hearing - Tenured Bus Driver "(Henderson). The president noted that the executive session for the tenured bus driver is being postponed at the request of the employee, and the superintendent recommended postponement based upon the employee's request. As noted and requested by the school board's legal counsel, the president said "Executive Session - Hearing of Strategies With Respect to Litigation " should have the word prospective inserted prior to the word litigation. Mr. Burton moved, seconded by Mrs. Pugh, to suspend the rules. Vote on the motion to suspend the rules carried unanimously. Mr. Burton moved, seconded by Mrs. Pugh and Mr. Mims, that the word prospective be inserted prior to the word litigation in the referenced agenda item's title. Vote on the motion carried unanimously.

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Each honoree and/or school received a framed certificate for the special recognition.

**Participants in the Linda Spevacek Concert Debut at Carnegie Hall, New York.** Students representing the Booker T Washington High School Choir and under the direction of Arnese Brass, choir director, were invited to perform at Carnegie Hall, New York in November 1999. Participants were: Thelnechia Alexander, Arlander Anderson, Marshea Anderson, Lakiah Black, Adrienne Bogan, Ashleigh Claiborne, Kenyon Claiborne, Keisha Hunt, Erin Jones, Sheronda Ladell, Ashlei Leonard, Telethia Mitchell, Ronda Price, Deankika Robinson, Schwanda Stewart, Darrell Traveler, Clay Travers and Yashica Varner. Parents and Principal Curley White were recognized.

**Miss Teen USA, Louisiana.** Nina Moch, senior at Southwood High School, won the Miss Teen USA, Louisiana title. Nina will represent the state at the Miss Teen USA Pageant to be held in Shreveport in August 2000. The Honorable Keith Hightower, mayor of the City of Shreveport, proclaimed the week of December 13-17, 1999 as Nina Moch Week. Parent(s) and Principal Kathryn Gallant were recognized.

**1999-2000 Football City Champions.** The Ridgewood Raiders are the 1999-2000 football city champions. Team coaches are Scott Aymond (head coach), Roy DeSoto and Clarence Toliver. Team managers are Chris Dixon, Bryan Jordan, Kenneth Franklin and Terry Williams. Ridgewood Raiders are Xavier Dangerfield, Beaux Waddell, Charles Edwards, Chad Talbot, Cortney McCall, Marrio Stevenson, Jason Oberle, Frank Gatson, David Aubrey, Sean Cobb, Aaron Kessee, Jeremy Robinson, Jon Michael Garcia, Brian McCall, Matt Procell, Marty Humphrey, Randall Eiland, Daniel Smalley, Zach Brown, Justin Blakenship, Brandon Johnson, Darryl Williams, Chase Henley, DaJuan Weaver, Michael McDearmont, Chris Wilson, Eric Rose, Jeremy Reeves, Tim Price, Justin Reeves, Jon Michael Briceno, Chris Sanchez, Peter Schilling, Keith O'Neal, Rodney Thomas, Tim Jones, We Mason, Travis Sanders, Nathan Tharpe and Patrick Thomas. Parents and Principal Jimmy Lynn were recognized.

**Legion of Valor Award.** Col. Richard Miller, supervisor of JROTC programs for Caddo Public Schools, introduced the Legion of Valor Award presentation. Col. Miller announced that he received certificates on yesterday acknowledging that once again all 11 Caddo Parish high schools are in the top ten percent of programs in the United States; and, this is the sixth straight year that Caddo has been designated with such distinction. The four cadets selected to receive the Legion of Valor Bronze Cross for Achievement Award and being honored today are Seneca R Stephens (C E Byrd), Maritza S Nelson (Caddo Magnet), Katrina D Sullivan (Fair Park) and Jeremy L Smith (Southwood). Cadet Stephens was nominated and is going to West Point Academy. Parents, JROTC instructors, and Principals R Lynne Fitzgerald (C E Byrd), Mary Rounds (Caddo Magnet), Eddie Cooper (Fair Park) and Kathryn Gallant (Southwood) were recognized. Sgt. Major Bobby Potter pinned the cadets; the president presented the cadets with desk pen sets; and, the superintendent presented each cadet with a framed certificate of recognition.

**LSU Agricultural Center.** Winzer Andrews, 4-H county agent and representative from the LSU Agricultural Center, thanked the board and staff for Caddo's involvement in the 4-H program, specifically the Cooperative Extension Service. 4-H students were present and gave a historical review of the 4-H program and its offerings. They also presented baked cookies to the board.

**1999 President (CPSB).** On behalf of the CPSB, the president recognized Willie D Burton, immediate-past president of the CPSB, for leadership services rendered during 1999. Mr. Burton received a plaque and gavel at the end of his first term as board president, so this time he was presented a book/clock award as a reminder of his time spent as a historian, author, and school board president. Mr. Burton thanked the board for the award and for having had an opportunity to serve.

## **VISITORS**

Jackie Lansdale, president of Caddo Federation of Teachers and Support Personnel (CFT/SP), addressed the board and said there is a perception in the parish that the CPSB is employee unfriendly. She encouraged the board and staff to correct the perception and be more employee friendly when: a) developing policies that affect school board employees i.e., observance of religious holidays, Employee Assistance and Health Promotion; b) scheduling meetings/seminars; and, c) staffing vacant positions.

Emma Shepard, president of Caddo Association of Educators (CAE), expressed appreciation to the CPSB and staff for allowing the association to provide input on the development of the Employee

Assistance and Health Promotion policy. Further, CAE encouraged the board to request from staff an amended budget to determine if additional revenues are available to provide for teacher supplies and salary increases.

## **CONFIRM THE CONSENT AGENDA**

Mr. Burton moved, seconded by Mr. Brooks, approval of the consent agenda as previously proposed. Vote on the motion carried with Mr. Vance absent for the vote. Board members supporting the motion were Guin, Burton, Pugh, Brooks, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock. The following items were categorized as consent agenda.

### **Agenda Item No. 10-A (2, 4, and 5)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for equipment for disabled students (OT/PT department); technology upgrades at various schools as outlined in the mailout, Project 2000-232B; and, University Elementary classroom wing addition, Project 2000-101. The bid for the classroom project at University Elementary is awarded to Sumrall Construction Company (\$1,595,300) and the estimated completion date is October 16, 2000. A copy of the tabulation bid sheets marked "Exhibit A, 12 pages, January 19, 2000" is filed in the official papers of the board.

**Personnel Recommendation(s).** The superintendent recommended that Cynthia Brunson be appointed supervisor of Early Childhood/Kindergarten Education and the terms of contract are January 20, 2000 through June 15, 2002. Ms. Brunson will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed.

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

**Contract With LSUMC for Physical Therapy Fieldwork Experience and Internship.** Staff recommended approval of the contract with Louisiana State University Medical Center for physical therapy fieldwork experience and internship in the Caddo Public School System. A copy of the contract was included in the mailout and a copy is filed in the official papers of the board.

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

**Promotional Appointment Contract for New Counselor.** The superintendent recommended that a promotional appointment contract be issued to Karen Smith for the position of counselor at J S Clark Middle School. The terms of contract are January 20, 2000 through June 15, 2002. Ms. Smith will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed.

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

**Evaluation of Student Enrollment Projections (Powell).** The superintendent was authorized to create a position for an individual experienced in demographic projections to assist in the development of future enrollment projections for Caddo Parish schools. The length of employment is not to exceed three years from January 2000 and is to be reviewed and approved annually by the superintendent. The appropriate software shall also be purchased to accomplish the development and presentation of the enrollment projections.

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

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

Sabbatical Leave (Medical), Spring Semester 1999-2000 School Year

Debra Goss, Teacher, Linwood Middle School  
Pamela Schmidt, Teacher, Youree Drive Middle School  
Mary Davis, Teacher, Keithville Elementary/Middle

Leave Without Pay (Personal), January 10 Through the End of the 1999-2000 School Year

Patricia Seago, Sweeper, Vivian Elementary/Middle School

Leave Without Pay (Personal), January 18 - May 8, 2000

Melissa Shaw, Secretary, E B Williams Stoner Hill Laboratory School

**Request(s) of the Board.** Darnell White, teacher aide at Oak Terrace/J B Harville, requested to rescind her leave without pay and return to her position January 20, 2000.

Joseph LeBlanc, band director at Youree Drive Middle School, requested to rescind the second half of his sabbatical leave for study and staff a position at Caddo Magnet and Youree Drive Middle School.

### **PERSONNEL RECOMMENDATION(S)**

The superintendent recognized and introduced Ms. Cynthia Brunson, newly appointed supervisor of elementary/kindergarten education, to the board and audience.

### **BIDS**

**Approval of Bids/Proposals Taken - Automobiles for Driver's Education and Transportation Department (10-A-1).** The president said he asked that this item be removed from the consent agenda because he had represented one of the parties involved, and he would be abstaining when the vote is taken on this item. He relinquished the chair to the first vice president to preside over this item. The first vice president called for a motion and Mr. Guin and Mrs. Boykin moved, seconded by Mr. Burton, approval of the low bid for automobiles for driver's education and transportation, as recommended by staff. Vote on the motion carried with Mr. Powell abstaining; Mr. Vance was absent for the vote; and, board members Guin, Burton, Pugh, Brooks, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock supported the motion. Following the vote, the first vice president relinquished the chair to the president and he presided over the remainder of the meeting.

**Musical Instruments for All Middle and High Schools (10-A-3).** Mr. Milam moved, seconded by Mrs. Boykin, to accept staff's recommendation for bids on musical instruments for middle and high schools save from items #20 (baritone horns - three valve), #21 (baritone horns - four valve), and #22 (baritone horns - four valve). These items are listed as Bid No. IOM-00 and were included in the mailout document. Mr. Milam clarified that he wants the low bids on items 20, 21 and 22 to be accepted. Dr. Hitchcock suggested that Mr. Milam made a motion to approve everything other than the three referenced items and the board should consider the motion and then allow Mr. Milam to make whatever other motion he desires. The president said a motion has been made and he informed Mr. Milam that an amendment is needed in order to consider anything else. Mr. Milam made a motion to amend the motion, seconded by Mrs. Boykin and Mr. Brooks, that the board accepts the low bids for items 20, 21 and 22. Mr. Milam said several Jupiter items were bids from The Band House and were rejected because the line of instruments has not been tested and evaluated as acceptable by the district. He said the committee, which includes band directors, recommended the referenced instruments. Mr. Mims questioned the acceptance of the low bids because of the quality of the instruments and said it is his opinion that Jupiter instruments would not be in the best interest for the school board to purchase. Mrs. Pugh requested assurance from staff that the decision not to purchase the low priced instruments is in keeping with the recommendation to provide quality instruments for students. Patricia Britton, supervisor of music, affirmed that the recommendation provided to school board members is the staff's recommendation. She provided background information relative to staff's interest in leasing and/or purchasing instruments. Mrs. Britton said the Jupiter instruments have not been tested and they should be tested in a performance situation to see how they would hold up. Mrs. Pugh asked if staff has negotiated an opportunity with suppliers to test the instruments, and Mrs. Britton answered in the affirmative. Dr. Hitchcock asked how long would it take to test the instruments and if the board votes to delay purchase, would staff be able to state the results of the test and make a recommendation. Mrs. Britton said it would take a minimum of one month and staff could respond in a month. Dr. Hitchcock asked how would the delay impact the instructional program, and Mrs. Britton said many of the schools are limited with instruments and students have nothing to play. Dr.

Hitchcock asked the superintendent if he has reviewed this issue and if it is his recommendation to proceed as suggested by staff. The superintendent said he has not investigated the matter item by item, but he is concerned about any inconsistencies with prior board approval and testing. The president clarified that the list referenced by Mr. Milam was not approved by the board, but was approved by a committee. The superintendent said he could not speak to the quality of the instruments and he needs to rely on the judgement of staff and board members who have knowledge of the quality of the items under low bids and other items recommended. He said staff is usually bound by low bids unless the item is not meeting specifications for absolute quality, and in this particular case, staff does not feel that the low bids constituted their recommendation. Dr. Hitchcock asked the superintendent if it is his desire for the board to act on the original recommendation; would he want the board to act on all items other than the three referenced items; or does he embrace the amendment before the board. Mrs. Britton emphasized that delaying action on this item would cause a problem because students don't have enough instruments to play and are presently sharing instruments. The superintendent said he is student centered and his recommendation, not speaking to the quality of instruments or to the test, is that if students are to be served in a way that supports teachers' efforts, then the instruments need to be provided as recommended by staff. Dr. Hitchcock made a substitute motion, seconded by Mrs. Pugh, that the board adopts the superintendent's original recommendation with this agenda item (10-A-3). Mr. Brooks said the board needs to support staff's recommendation and the instruments need to be tested. Mr. Guin asked if the original bid specified name brands or if any specifics were given as to what the companies were to bid on. Odis Jones, purchasing agent for the school system, said the specific model numbers and brands were specified. Mr. Guin expressed concern about violating public bid laws if the board approves the purchase of equipment that was not specified in the bid. Mr. Jones said, by law, the specifications read approved equally which means the purchaser approves the material as equal to or surpasses what is requested. Mrs. Boykin asked if the three referenced items would be received in the schools before this session ends if the bid is approved. Mr. Jones said the bid is already late and there is concern about delivery dates if the item is further delayed. Further, staff may run into a fiscal problem if delivery goes beyond June 30 because staff does not have the power to spend money for next year. Discussion continued on the approved list of recommended instruments (i. e. sousaphones), testing, and legal ramifications of the bidding process. Mr. Vance encouraged the board to approve staff's recommendation and get the instruments in the schools posthaste. Mr. Burton moved, seconded by Mr. Milam, to call for the question on the substitute motion, amendment and main motion. Vote on the motion to end debate carried with Mr. Vance opposed. Board members supporting the motion were Guin, Burton, Pugh, Brooks, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock. Vote on the substitute motion carried with board members Brooks, Milam and Boykin opposed. Board members supporting the motion were Guin, Vance, Burton, Pugh, Powell, Mims, Armstrong and Dr. Hitchcock.

## **PROCLAMATION - SCHOOL NURSE DAY**

Staff recommended that the Caddo Parish School Board join Governor M J "Mike" Foster in proclaiming January 26, 2000 as School Nurse Day in Caddo Parish. Mr. Milam moved, seconded by Mr. Mims, approval of staff's recommendation. Vote on the motion carried unanimously. Mr. Milam read the below printed proclamation aloud.

### **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 nurse in our school environment and in acknowledgment of their vital role as professionals; and

**WHEREAS**, January 26, 2000 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 26, 2000

### **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/ \_\_\_\_\_  
Mike Powell, President

/s/ \_\_\_\_\_  
Robert E. Schiller, Ed.D., Superintendent

### **ATTENDANCE AWARENESS PROCLAMATION**

Staff recommended that the Caddo Parish School System support the proclamation issued by Governor Mike Foster proclaiming the week of February 14-18, 2000 as Attendance Awareness Week in all Caddo schools. Mrs. Boykin moved, seconded by Mr. Milam, approval of staff's recommendation. Vote on the motion carried unanimously. Mrs. Boykin read the below printed proclamation aloud.

**WHEREAS**, the children of our state and nation are our most valued resource; and

**WHEREAS**, the Supervisors of Child Welfare and Attendance, the International Association of Pupil Personnel Workers, and School Social Workers are cognizant of the need for children to attend school regularly to develop educationally, emotionally, and socially; and

**WHEREAS**, all the people of Louisiana join with the teachers, administrators and city and parish school officials in encouraging our students to attend school regularly.

**NOW, THEREFORE**, I, M. J. "Mike" Foster, Jr., Governor of the State of Louisiana, do hereby proclaim the week of February 14-18, 2000 as

### **ATTENDANCE AWARENESS WEEK**

in the state of Louisiana, and encourage all school districts to plan and develop activities to recognize the thousands of students who attend school regularly.

**Recess.** The president called for a five-minute recess at approximately 4:47 p.m. The board reconvened at approximately 4:59 p.m.

### **SUPERINTENDENT'S REPORT**

**Personnel Transaction Report.** The superintendent said he spoke with legal counsel and it seems to be in the board's best interest for maintenance of clear records that anytime there is a personnel transaction (hiring, resignation, etc.), that it becomes a part of the permanent record reflecting when the board's action confirms the request. He noted that he would review with legal counsel ways to present this report to the board to ensure clear record keeping.

**Update on CPSB Construction Projects.** The superintendent said an update was provided in the mailout. Mr. Guin expressed concern about the third extension for completing the project at Vivian Elementary/Middle School and he asked if the building would be ready for occupancy by the end of the month. Keith Norwood, director of school plant, said the third delay is because staff is waiting for the subcontractor to complete the fire alarm panels and proper notification to the contractor to complete the work has been made. Mr. Norwood said he understands there have been no requests for extensions. Mr. Guin inquired about penalty clauses in contracts when projects are not completed on schedule. Mr. Norwood said in general, all contracts on larger projects contain clauses for liquidated damages, which are assessed on a day-to-day basis and based on the recommendation of the architect.

**Distinguished Educator Pilot Program at Midway Middle School.** The superintendent said a report was provided in the mailout about the District Assistance Team effort. He introduced Dominic Salinas (science supervisor for Caddo Public Schools and team leader), Sue Babers (distinguished educator), and Dr. Robin Jarvis (state supervisor). The superintendent said the state is attempting to provide assistance to schools in selected areas to facilitate schools in moving ahead with its analysis, review of data and school improvement planning. The District Assistance Team report for Midway Middle School was developed using the School Analysis Model (SAM). Dr. Salinas recognized members of the District Assistance Team, Principal Roosevelt Crosby and other school staff. He shared information on what has been done through this pilot program at Midway Middle School highlighting the following: a) instruments utilized to develop the report; b) results of meetings with faculty at Midway; and, c) results of the team's efforts in merging the Title 1 Plan, School Improvement Plan, and recommendations from the report to address the instructional component in an effort to improve math and reading. Dr. Salinas emphasized that the main function of this pilot program is teaching and learning. Ms. Babers capsulized her involvement in assisting the school in monitoring activities and meeting program goals. She particularly noted her role with regard to areas of training and specific duties. Board members were provided a packet of material as provided by the State Department of Education which gives an overview of the Louisiana Distinguished Educator Program. The superintendent expressed appreciation to the team and school staff for the work being done to transform Midway Middle School.

**Report - Instructional Program at Central Elementary (Use of Substitute Teachers) (Burton)**

The superintendent said an update on staffing and the use of substitutes in the fourth and fifth grades at Central Elementary was included in the mailout.

**Update - Teachers' Salary Increase (MFP Funding) (Armstrong).** The president recognized Jackie Lansdale (CFT/SP) and she reported that MFP funding was adjusted from what was previously predicted; student enrollment and sales taxes are down; gas and oil revenue is high; yet, she is mystified at the excessive shortfall in revenues. Ms. Lansdale said the school system's needs are the same relative to pay raises and materials and supplies for classrooms.

The superintendent reported that in July 1999, MFP projections for the current school year suggested an excess of \$10 million based on prior year membership. In August, more conservative projections allowing for a possible decline in student enrollment were presented. He further reported that Ben Wreyford, director of finance, spoke with State Department officials late last week, and Caddo expects to receive firm information by the end of this month. However, based on the latest information received, the actual MFP money would be approximately \$7.1 million. The superintendent said until staff has firm figures, it would not be prudent to move in any direction in committing funds. He said he would bring updated printouts to the board once they are received.

**Report - Student Uniforms for Schools in District Seven (Brooks).** The superintendent said this item would be discussed at the board's retreat. He reported that he has reviewed survey data from schools in district seven and they reveal overwhelming support from faculty, staff and parents for school uniforms. The superintendent suggested that this matter should be considered on a school-by-school basis, and he has not had an opportunity to talk with legal counsel about a mandatory uniform implication for law. Mr. Brooks said he would be making a recommendation at the February regular school board meeting.

**Status of 2000-2001 Calendar.** The superintendent reported that he has reviewed calendars from other school systems and will be discussing several options with the Calendar Committee on Thursday, January 20, 2000. He said he hopes to bring a recommendation at the February school board meeting.

**Renaming the Auto Technology Center at the Caddo Career and Technology Center (Pugh).**

The president said the policy for renaming facilities was provided in the mailout. The superintendent said staff has outlined a timeline (included in the mailout) as how to move forward with naming the center. The schedule provides for: a) presentation of the proposal at the February 2, 2000 Executive Committee Meeting; b) announcement of a public hearing and solicitation from visitors for February 16, 2000 at 3:30 p.m.; c) adjustments to proposal if required on March 1, 2000; and, d) action by the Caddo Parish School Board on March 15, 2000.

**Greater Shreveport Chamber of Commerce Annual Meeting and Banquet.** The superintendent announced that he would be representing the CPSB at the Chamber's annual meeting and banquet



on Thursday evening, January 20, 2000, at Expo Hall. He asked board members who are interested in attending the event to notify staff in his office and arrangements would be made to get tickets.

## **UNFINISHED BUSINESS**

**Retreat (Powell).** The president called board members' attention to the reminder of the upcoming retreat that was mailed to board members as well as placed at their seat. He said other information regarding the retreat is included in the memo.

**Principalship at Booker T Washington High School.** Mr. Burton said nothing was in the mailout about the principalship at Booker T Washington High School and he has not had privy to any information in this matter. He asked the superintendent to apprise him of what is happening. The superintendent said in a memo to the board, he talked about the process he is using to interview and re-interview all eligible and qualified candidates for positions the board did not act on. He has held preliminary interviews with the candidates and has visited the school site of one candidate and will be bringing a recommendation in February. Mr. Burton encouraged the superintendent to solicit community input (alumni, booster clubs, etc.) before making a recommendation for filling the position. Mrs. Pugh asked the superintendent to revisit his actions regarding the submission of a recommendation for principal at Booker T Washington and bring a recommendation to the board as quickly as possible. She further noted that an assistant principal position at the school is soon to be vacated as well, and the school should be staffed. The superintendent said the issue of filling the roles is critical and he is working with all due haste to have a recommendation at the next school board meeting. The superintendent expressed appreciation for people who are retiring and/or moving to new vocations; however, he noted that it is difficult to properly fill vacancies when adequate and advanced notice is not given of pending exits from the school system. The president noted that the board would have a special session following the February Executive Committee meeting, if necessary, to consider staff's recommendation.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**GPA Requirement for Athletic Eligibility.** Mr. Guin challenged the superintendent to come up with a recommendation for converting the 5.0 grading system to 4.0 to determine students' athletic eligibility, and present his findings to the board in February.

**Deputy Superintendent.** The president said the Caddo Public School System would be losing Ollie Tyler, deputy superintendent, at the end of this month and he expressed appreciation to her for her service to the school system.

Dr. Hitchcock personally thanked Mrs. Tyler for a job well done; for her hard work and efforts for the children as a teacher, principal and supervisor; and, he wished her the very best.

Mr. Milam thanked Mrs. Tyler for giving Caddo 31 years of service and wished her God's speed as she prepares to leave.

**Career Fair.** Mrs. Boykin called board members' attention to the letter at their station regarding the 8th grade career fair. She encouraged school board members to mark their calendars and attend the fair, and asked staff to encourage all middle schools to participate in the event. She also asked staff to encourage the Chamber and other business people to become involved.

**Y2K Compliance.** Mr. Milam asked the superintendent to express the board's appreciation to appropriate staff for successfully preparing the school system's computer system for Y2K and for working extra time to bring the system into compliance by working on weekends and through the holidays. The superintendent said upon his coming to Caddo, he asked Clay Slagle, technology manager, about plans to bring the system into compliance. He said Mr. Slagle assured him that staff was dedicated and was preparing for the turnover. He, too, commended staff for their dedication and commitment to the school system.

**JROTC Program.** On behalf of the school board, Mr. Milam asked the superintendent to address a letter to Col. Miller, supervisor of JROTC, thanking him for the fine job he performs to keep Caddo's cadets ranking tops in the nation.

## **EXECUTIVE SESSIONS**

**Hearing or Strategies With Respect to Prospective Litigation (Powell).** Mr. Burton moved, seconded by Mr. Mims and Mrs. Pugh, for an executive session to hear strategies with respect to prospective litigation for approximately 30 minutes. Vote on the motion carried unanimously.

**Recess.** The president called for a five-minute recess at approximately 5:56 p.m. and the board reconvened and went into executive session at approximately 6:05 p.m.

Mr. Burton excused himself from the remainder of the meeting at approximately 6:04 p.m. Mrs. Pugh excused herself from the meeting at approximately 6:35 p.m. The board reconvened into open session at approximately 6:56 p.m.

**Adjournment.** There being no further business, Mrs. Armstrong moved for adjournment. Mrs. Boykin seconded the motion that carried, and the meeting adjourned at approximately 7:00 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

## **February 2, 2000**

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 2, 2000, at approximately 3:36 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present being a quorum. Other board members present were Ginger Armstrong, Judy D Boykin, Willie D Burton, Phillip R Guin, Miles Hitchcock, ScD, Mark Milam, Mildred B Pugh, Michael J Thibodeaux and Johnny Vance, Jr. Also present were Superintendent Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

## **SPECIAL PRESENTATION -1998-99 FINANCIAL AUDIT**

The superintendent said board members received a copy of the auditors' report in the mail and today representatives of the auditing firm will be presenting an overview of the system's finances. He recognized Ben Wreyford, director of finance, who advised the board that the financial record keeping and reporting of the system are in order. He introduced Steve Gullatt, partner with KPMG, and Senior Manager Cindy Border who summarized the financial reports for year ending June 30, 1999. Reports summarized were: a) Comprehensive Annual Financial Report which includes all financial statements; the unqualified opinion of the auditors; and, reflects that the General Fund balance grew by approximately \$4 million; b) Single Audit Report includes unqualified opinions on compliance as pertaining to the financial statement and on compliance and internal control as pertaining to major federal programs (approximately \$30 million); and, c) Management Letter which lists comments relative to fixed asset listings, Y2K (monitoring systems); and, the extended implementation period based on the size of the entity. Mr. Gullatt said KPMG also issued a letter highlighting information that the auditors are required to pass on to the school system. The letter indicates that the auditors did not encounter any problems in performing the audit and there weren't any concerns that auditors should bring to the board's attention. Finally, Mr. Gullatt said, by law and under the Act, auditors are required to provide an Agreed Upon Procedures Report as it pertains to monies coming in and going out of the Caddo Educational Excellence Fund. He reported that the ways in which money is received are not in accordance with the act because of the agreement between the City, Commission and Riverboats. He said there is, however, an option to fall back under the act if it comes to the point that it is more beneficial to the school board. The president expressed appreciation for the auditors' work and report.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE FEBRUARY 16, 2000 CPSB MEETING**

### **Public Hearing - Renaming of Auto Technology Center at the Caddo Career & Technology**

**Center.** The superintendent said public input would be sought relative to renaming the Auto Technology Center to The Clayton W. Posey Automotive Technology Center. The public hearing will be held at 3:30 p.m. on Wednesday, February 16, 2000, in the boardroom at the Caddo Parish School Board office complex.

**Approval of Classroom Wing Additions Plan (Third Year).** The superintendent said to approve the third year plan at this time would be prudent, and staff would follow board's policy relative to selecting architects. Referencing Captain Shreve High School, the president asked at what point is consideration given to student enrollment in constructing new classrooms. Keith Norwood, director of school plant, reported that the principal requested additional classrooms and the committee would consider the request with the funds available. He further noted that some adjustments were made as the number of transportable classrooms changed. The president asked when would the decision be made relative to additional classrooms at Captain Shreve. Mr. Norwood said the decision would be made as soon as the school board approves the architects; then the architect would visit with the principal to develop a basic scope of work and proposals for additional needs. The results of the meeting between the architect and the principal would then be presented to the committee for consideration, and the information would be relayed to the board. Citing statements from the committee's report about declining enrollment at Fair Park, Dr. Hitchcock said he was concerned about matters pertaining to the school in that more science space is needed; but, the report reads that options for renovation and conversion of existing space will be evaluated as an option to building additional classrooms. He said it seems that there is some opportunity not to construct new classrooms at the school. The superintendent said he visited the school with staff and a board member and conditions of the science laboratory were examined. He said there is no doubt that conditions need improvement; however, the issue raised with Mr. Norwood is from a time and cost perspective. He questioned if staff has looked at time and cost of renovating what is currently in the science laboratory as opposed to building a new facility. The superintendent said staff is presently considering whether they could capture a compressed period of time and upgrade the labs. He further noted that this consideration does not preclude the replacement of the transportable buildings. Mr. Norwood agreed with the superintendent's comments and said the request being introduced today is for the school and not the scope of work. Dr. Hitchcock asked if the motion coming to the board on February 16 is to say that something will be done at the schools with more to follow, and the superintendent concurred. The superintendent said labs are being replaced because of the Medical Careers Magnet Program, and the conditions of the regular science labs are antiquated and unusable, and this would be a real program addition design. Mrs. Pugh asked the superintendent to withhold this particular action or delete Fair Park from consideration because the motion suggests that because of decreasing enrollment, the school board should not build but it should renovate. The superintendent noted that he was not being driven by the enrollment, but of program needs. The superintendent asked Mr. Norwood to review the document before presenting it to the board for action on February 16. Mr. Brooks requested information on declining student enrollment at the referenced schools. The president called his attention to the report included in the mailout, which lists student enrollment over the last five years. Mrs. Pugh said the board should be aware that under the consent decree, the Medical Careers Magnet was created and at the same time the board did not have the same emphasis at the Career Center, thus, the program was demagnetized and student enrollment decreased.

**Staffing Adjustments at University Elementary School.** The superintendent said student enrollment has increased at University Elementary; classroom space is needed; class sizes for grades two and three far exceed state guidelines due to the increase in student enrollment; and, fourth grade classes are very large. He also stated that staff would like to hire additional teachers but this is not logistically possible. Marie Clark, elementary director, said she and Wanda Gunn, fellow elementary director, met with Principal Charlotte Watson and the school's administrative staff and devised a plan to give students more one-on-one instruction through use of teacher aides. The instructional aides would be serving directly in the classrooms and under the supervision of the teachers. Mrs. Gunn said classroom space is not available and the cost for four instructional aides is less than the cost for two teachers. The president said the board is in the process of building a classroom wing at University and asked if staff is anticipating adding teachers once the construction is opened. Mrs. Clark answered in the affirmative and noted that the request for additional instructional aides is just for the remainder of this school year.

**New Elective for Hamilton Terrace Learning Center.** The superintendent said staff is requesting the board's consideration and approval of an elective entitled Job Prep I (JAG) which is designed to prepare students for a quality job which will lead to a good career. Further, the elective will be .5 credit per semester, total one full credit, and over 80 hours of skill training time would be provided which would meet the requirements of State Standards for locally initiated electives. If approved, the elective will be implemented in the fall for the next school year.

**Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program).** The superintendent said the language of the policy has been revised under the Scope heading. Further, in other areas, the policy was revised to assure the correlation and consistency of the description of what is spelled out in the discipline policy (GCBC) as well as making sure it is clearly articulated with the EAP policy. The superintendent said Willie Henderson, assistant superintendent for human resource services, has worked with several representatives of various organizations and he asked him to review the changes. Mr. Henderson highlighted the major policy revisions as included in the mailout.

**Renewal of Promotional or Administrative Appointment Contracts.** The superintendent said individuals have had prior evaluations that show satisfactory performance and staff needs to provide renewal and adequate notice. He said staff would provide an adjustment to the list of employees if the board takes favorable action this afternoon on an appointment. The superintendent reminded board members that they previously discussed as a part of board members' priorities and goals that as administrators' contracts are renewable, staff would move toward a performance-based evaluation and reward system. He said he has notified the appropriate level people about the decision and they are informing him of their agreement to move in that direction and contracts would be amended accordingly. Persons choosing not to go in this direction would be given an option for another position within the district that would not be under the Performance-Based Evaluation System.

**Resolution of Continued Employment.** Mrs. Pugh said she asked the superintendent to provide the school board with the possibility of making available unemployment status for classified employees for the summer. She said the superintendent has said that he would get a cost analysis on this matter. The superintendent said he has asked Mr. Henderson and Mr. Wreyford to get together and check out the various levels and cost implications to the district. He said information would be submitted to board members by the next school board meeting.

**Donation of Computer Equipment by UOP.** The superintendent said staff is pleased that this company wants to donate computer equipment to the school system. He said staff is asking the board to accept the equipment and to authorize the execution of the gift release. A list of the donated computer items was in the mailout. The president asked if the computer systems are purged when received. Clay Slagle, technology manager for Caddo Public Schools, said as a procedural matter with UOP, the computers are completely purged before the school system takes possession of them. The president asked about possible computer viruses. Mr. Slagle said the systems are completely removed; there is a complete eradication.

**Student Uniforms for Schools in District Seven.** The superintendent said staff attempted to look at this issue in a more wholistic fashion for the district; a way in which schools could individually work with their communities, faculties and students to determine on a school-by-school basis the appropriateness of the community's desire for the schools to have uniforms. He said staff drafted a policy to make it a school-by-school consideration and the policy draft was sent to legal counsel for review. The superintendent recognized Essie Holt, assistant to the superintendent, who reviewed the proposed policy that was included in the mailout. She particularly noted that: a) it shall be the policy of the school board to make uniforms mandatory in schools where survey results indicate agreement by a minimum of 90 percent of parents (based on 60 percent return), faculty, and staff; b) the form would be developed centrally and would be sent out as schools become interested; c) implementation of uniforms in schools would start at the beginning of the school year; research would be done in the Spring; d) an opt out clause is included in the policy which appears to reduce the number of legal challenges, and the form needs to be signed by the parent and is filed in the school's office.

Mrs. Pugh expressed concern regarding state law that makes uniform wearing mandatory when school boards act, and she asked when would parents be permitted to opt out. Legal counsel said this issue was not considered specifically, but parents would probably be able to opt out on a

school- by-school basis prior to the effective day, perhaps in the spring. Mrs. Pugh asked if this statement should be a part of the policy. Legal counsel said it would probably be a part of the policy that is adopted at the school level. The superintendent said if the policy is adopted by the school board, staff would develop a set of guidelines that would administratively help schools execute the policy with certain timelines. Mrs. Pugh also questioned the language within the policy that specifies khaki pants, and she said the diverse weather in the parish might not allow for the wearing of khaki pants year round. She further noted that consideration should be given to jackets, sweaters, coats, etc. The superintendent said it would benefit staff to talk with principals and get input from communities on this issue in order to be more definitive or generic, and staff would address this issue prior to the board's meeting on February 16.

Mr. Brooks asked how many more surveys are needed from schools in district seven. Roy Thomas, director of middle schools, said because there was a small return, school administrators were asked to continue to seek returns from parents. Mr. Thomas said low survey returns were received from Midway Middle School and Bethune Middle School, and he capsulized the number of surveys distributed and returned at each school. Mr. Brooks asked if the same guidelines are being followed for schools in district seven that were used at Donnie Bickham Middle School. Mr. Thomas said that basically the guidelines are about the same; however, guidelines for Donnie Bickham were more extensive. The superintendent clarified that the survey return rate for schools in district seven was between 20 and 30 percent, and the majority of those were in the affirmative. Mr. Brooks encouraged staff to hasten their efforts in this project and said he plans to introduce a motion at the next school board meeting. The superintendent said staff's intent is to do something consistent throughout the district so that every school and its community would have a guideline that is set by board policy.

The president noted that the agenda item addresses schools in district seven and he asked the superintendent if he plans to bring an additional agenda item for a policy for student uniforms. The superintendent said he was attempting to resolve this generic issue on a district policy basis and not just attempt to address it on an ad hoc basis. Further, he proposed to bring a decision to be made districtwide that would provide a standard rather than periodically dealing with ad hoc requests by individual schools or an individual district. The president inquired about the returns from schools in district seven with a 60 plus percent return rate. Mrs. Gunn said the three elementary schools would be in this category and each school has 90 percent in affirmative responses. The president asked if there are other schools in the parish that are at this point, and staff said they were not informed of other interests. The superintendent summarized favorable survey rates as submitted by Hillsdale Elementary (93 percent), Oak Park Elementary (92 percent), and Sunset Acres Elementary (84 percent). The superintendent said if the board establishes policy with 90 percent favorable return rates, then Sunset Acres would not be included. More debate followed on the return rate for Donnie Bickham (70 percent), and it was noted that this school did not have an opt out provision. The president asked if the policy is adopted, would it change what is being done at Donnie Bickham as it relates to opting out. The superintendent said he would ask legal counsel to review this, but it would seem that district policy would take precedence over an individual action. Legal counsel said he would need to review this point.

Mr. Brooks requested staff to return to him all letters and survey information from schools in district seven that was shared with the former deputy superintendent and staff.

Mr. Guin noted that Donnie Bickham does not have an opt out provision and he believes it would create a problem if the board adopts a policy with such a clause. The superintendent said he will seek an opinion from legal counsel on this issue but it probably could allow for Donnie Bickham to be grandfathered. Mr. Guin noted that the communication in the mailout document from the attorney gives an opinion that the opt out clause is for very specific reasons i.e. religion, etc. He encouraged staff to revisit the opt out reference and include specific reasons for opting out. Mr. Guin also expressed concern about specific dress requirements in the policy, and noted that Donnie Bickham has a uniform dress provision, which allows for a variety of colors that could be worn in various combinations. The superintendent said staff would review this matter and give thought to regulations that would be an accompaniment to the policy.

Mr. Milam asked how could a policy be mandatory if there is an opt out clause, and suggested that if a policy is adopted that a timeline should be established for opting out. Dr. Holt said staff retrieved information from the Internet, the Department of Education and other school systems that have opt out clauses. Mr. Milam asked Dr. Holt to share the research information with him.

Mrs. Armstrong informed the board that Keithville Elementary/Middle School has already sent out surveys for school uniforms; the forms have been returned; and, staff is in the process of conducting a telephone survey. She asked if this school would be grandfathered. The superintendent said it depends on the timing, if the board approves the policy, and what has transpired before approval is given. Mrs. Armstrong said Keithville is at the end of its process and she would not want them to have to repeat the process.

Dr. Hitchcock commended the superintendent and staff for proposing a districtwide policy and said the policy would serve the school system well in the long term. He requested a separate agenda item for this matter and said it occurred to him that this agenda item (#23) was put on the agenda by a specific board member with very specific intent and did not intend for it to be related to a districtwide policy. Further, another item should be added to the agenda to read Districtwide Uniform Policy. The president said the superintendent has responded that he prefers to deal with this matter in a wholistic manner. He asked the superintendent if this is still his opinion or if he would like to separate the issue. The superintendent said his preference is to look at districtwide, and if a board member has a particular item that he/she wishes to have considered separately, then this is the board's determination. Further, he believes that the district is best served by the board determining if it wants a districtwide policy; and, if the board decides that it wants to attend to a specific issue of uniforms for a particular group of schools, then this is a board issue. Dr. Hitchcock encouraged the superintendent to develop the districtwide policy, and he emphasized the fact that under agenda item #23, he wants an opportunity to move to adopt the superintendent's policy. The president said he senses from the board that it wants to deal with everyone under a standard policy, and in light of what the superintendent has provided the board with in the mailout, it is everyone's intention to deal with all of this under agenda item #23. Dr. Hitchcock also encouraged the staff to: a) consider specifying certain reasons for students/parents to opt out; b) not bother with programs that are working; and, c) consider something akin to a period after the word dress (#5 in the proposed policy) and say that specific uniforms will be recommended by the school and approved by the superintendent.

Mr. Brooks informed the board that some schools want their school uniforms to be in school colors and to mandate wearing khaki would defeat the purpose.

Mr. Burton noted that if the board adopts a mandatory policy, it should also consider the expense to people who are impoverished. He said students should not be penalized because they could not afford to buy uniforms. The superintendent said consideration is being given to the financial impact. Further, staff would be looking at revenue funds that come into the school system from external donors to see if a fund could be established for those who have demonstrated economic hardships but would like to participate in the uniform dress. The superintendent noted that external funds come in that have not been earmarked for specific use and he has asked Ben Wreyford to scan the accounts and give him a report.

Mrs. Pugh said the proposed parish policy should be separated from the local school guidelines, and this would allow for individual choices. The superintendent said this issue would be revised based upon input from board members.

Mrs. Boykin asked if the policy is adopted, would schools have to come to the board for approval or ratification. The superintendent stated that schools would present their request and data to the administration; then he would make a recommendation to the board. He said he would need the board's counsel as to whether or not it wishes to take action or defer it to the administration for approval. He also noted that if the board decides that administration should approve the request, then he could provide the board with a listing of schools and backup information on the Superintendent's Monthly Report. Mrs. Boykin noted that three of the schools in district seven have met some degree of requirement, possibly greater requirement than was required at Donnie Bickham. She asked how is the board going to bring closure to the request for uniforms for schools in district seven. The president said three of the schools have significant response, but one is short of 90 percent. He said the percentage parameter has to be established by the board within the policy. Mr. Brooks said he is asking for an exception for his schools. The president said the agenda item would be separated (23-A Student Uniforms for Schools in District Seven; and 23-B Districtwide Uniform Policy). More discussion followed on the percentages of return of survey forms at Donnie Bickham and Bethune Middle School. Kenneth Coutee, principal at Bethune Middle School, was asked to capsulize the low survey return percentage rate at the school. He said staff is continuing its survey in an effort to increase the numbers. Further, he said he questions the

validity of some of the returns and staff has not had an opportunity to conduct a telephone survey. Mr. Brooks asked the president to encourage staff to bring closure to this request, and the president said the item would be dealt with at the February meeting. Mr. Thibodeaux said the state has given the staff and board some excellent guidelines that are supported by the Legislature and the parish across the bridge has an excellent uniform policy that has been upheld by the courts. He encouraged staff to use these sources for information on uniform policies. Mr. Vance expressed concern about the amount of time the board is utilizing to address school uniforms and said he believes the board needs to focus on more important priorities i.e. testing. The superintendent expressed appreciation for Mr. Vance's concern, but he said he does not see where this particular policy is going to have an impact on what is being done daily with teaching. Dr. Hitchcock encouraged the superintendent to be in a position to address external sources of funding at the February board meeting. He said he supports schools that want uniforms, but he does not want to take money away from the instructional program and from what goes on in the classroom to fund uniforms in order to make them mandatory. He said he will ask the superintendent, at the board meeting, to discuss the financial impact and to look at what was previously done in the instance where it worked. The superintendent said his priority is instruction and staff will not divert funds from supporting instructional focus.

**Recess.** The president called for a five-minute recess at approximately 5:03 p.m. and the board reconvened at approximately 5:16 p.m.

**Discontinuation of Interview I and Interview II Committees (Brooks).** The superintendent said he attempted to address this item as an issue for the district as opposed to specifically responding to a particular motion; therefore, he would refrain from responding further until the board wishes to discuss a whole district approach. The president called board members' attention to the revised draft that was distributed. The superintendent said staff attempted to look at the process in a way to update the policy and make it more responsive to personnel needs. He said his intent is: a) to ensure that the policy complies with standards for screening and making sure that all eligible candidates enter into a pool for future consideration; and, b) to expedite the Interview II process to make sure that the superintendent plays the key pivotal role in convening the committee, reviewing all candidates and moving forward. The superintendent said the goal and intent is to make the process open to assure that all qualified candidates for specific positions, their experience, and backgrounds are being screened carefully; and, for every opening, to ensure that those who are closest to the supervision of the vacant position are the ones who are having the greatest amount of input. Mr. Henderson reviewed the proposed revisions to the policy as highlighted in the draft relative to applicants' qualifications, appropriate administrative/supervisory endorsement, examinations, interviewing, etc. He said in order to maintain a good pool of applicants, staff believes the spirit of what was being done in Interview I is appropriate, but staff is sensitive to the request of the board. Interview I will be changed to the initial interview where staff will be establishing a pool of individuals who meet the criteria to be promoted to an administrative level. The superintendent said the initial interview creates the pool, and some people who have applied for administrative positions have been declared not eligible because they were not certified. Mr. Henderson said the Interview II Committee has been designed to become a screening committee. The superintendent will chair the committee, which has the responsibility of reviewing credentials of applicants for a particular position. Credentials would include background (degree) of the individual, certification (areas of expertise), and trying to match individuals with their background and their background with the particular vacancy. The superintendent noted that Caddo has some very strong applicants for positions, but because of the lack of specificity in the job requirement, many applicants are applying for positions for which they do not have the specific background. Ron Festavan, assistant superintendent for support services, reported that the revisions put more emphasis on the person supervising the job and narrow the scope of accountability through the process. Charles Walker, director of certified personnel, echoed Mr. Festavan's sentiments and said the emphasis keys the individual to the specific job and the merits they carry. The president said he noticed in a readvertised position that staff listed under qualifications emphasis in math, but there was no mention of math in the description itself. He asked staff if they are comfortable with the wording. Mr. Walker said this concern was noted and revised accordingly. Mr. Brooks said he initially introduced this issue because some employees have been treated unfairly and never get a chance to be interviewed. He said both committees should be discontinued; supervisors and directors should follow their daily schedules and be visible in the schools; and, the superintendent and personnel staff should hire employees. The superintendent said the driving need is to have a fair and impartial process and to hire the highest quality people who are able to move the program along. Mrs. Pugh expressed concern about the superintendent chairing the committee because of the amount of time

involved in the process. The superintendent said a considerable amount of time is involved, however, for the first six to nine months, this would be a good investment of his time, and hopefully, after this, the time element would be diminished. Mr. Henderson and the superintendent reviewed staff's proactive plan to develop a pool of qualified applicants prior to vacancies being advertised in an effort to initiate a smooth transition.

**2000-2001 Calendar.** The superintendent said staff considered several issues and wanted to ensure high quality maximized time for professionals for staff development; to provide time for instruction prior to the state's assessment; and, to try to accommodate district values (trying not to start school too early; trying to end before Memorial Day; holidays, etc.). The superintendent reviewed the proposed calendar as included in the mailout and recognized members of the Calendar Committee. Gerald Burrow, principal at Turner Elementary/Middle School, informed the board that the proposed calendar meets the needs of middle schools in that: a) the first semester ends prior to the holidays; b) the proposed calendar allows for more academic time prior to testing; and, c) the calendar allows ample time for closing the regular school year before beginning the summer school session. Mary Nash Robinson, staffing administrator/secondary, special education, said staff encounters difficulties in staffing summer school because there is no transition time between regular school and summer school. However, the proposed calendar provides the down time that is needed and this will enhance staffing efforts for summer school. Ed Hearn, director of high schools, reported that for years Memorial Day has interfered with graduation exercises and for the first time ending school before Memorial Day would help staff in scheduling graduations. Pat Haynie, teacher and member of the Calendar Committee, asked the board to consider instructional minutes as opposed to days in developing future school calendars. Mr. Thibodeaux expressed concern that it appears that fewer semester days have been allocated for instruction prior to testing, and he asked staff to review the schedule. He said if the days are decreased, then it puts students at a real disadvantage. The superintendent said staff would review the count. The president expressed appreciation for the committee's work. Mr. Milam asked if consideration has been given to extending the first day of school, which is usually a half-day. The superintendent said his experience is that the first day of school is a half-day, but he would survey principals and committee members to see how this would affect plans.

The president polled school board members for additions to the proposed agenda for the February 16, 2000 school board meeting. Dr. Hitchcock asked that "Changes in Caddo Parish School Board and Executive Committee Meeting Starting Times " be added to the agenda. Mr. Guin said he would be prepared to make a substitute motion to change the day of school board meetings. The president asked Dr. Hitchcock and Mr. Guin to coordinate their efforts in this regard. The superintendent requested that "Proclamation - Read Across America " and "Proclamation - Safe School " be added to the agenda.

**Consent Agenda.** The Executive Committee categorized agenda items 10-17, 19-20, 22 and the two added proclamations as consent agenda. Mr. Brooks moved, seconded by Mr. Mims, approval of the proposed agenda with the proposed consent agenda. Vote on the motion carried unanimously.

The president polled the audience for input on the proposed agenda for the February 16, 2000 school board meeting.

Dr. Mike McCoy, president-elect for Caddo Association of Educators (CAE), shared his views on the proposed 2000-2001 calendar, and said the association supports the document.

**Adjournment.** There being no further business, Mr. Mims moved for adjournment. Mr. Brooks seconded the motion, and the meeting adjourned at approximately 6:10 p.m.

### **February 2, 2000**

The Caddo Parish School Board (CPSB) met in special session on Wednesday, February 2, 2000, in its office at 1961 Midway Street, Shreveport, Louisiana, immediately following the Executive Committee meeting (approximately 6:10 p.m.) with President Mike Powell 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. Willie D Burton was absent. Also present were Secretary Robert E. Schiller, Ed.D., 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 the following items: (1) Personnel Recommendation and (2) Revision of Policy BDDB-E - Agenda Format.

### **PERSONNEL RECOMMENDATION**

The president polled the audience for input on this agenda item but no one came forward to speak. The superintendent recommended that Curley White be appointed principal at Booker T. Washington High School and the terms of contract are February 3, 2000 through June 15, 2002. Mr. White will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Mrs. Boykin moved, seconded by Mr. Thibodeaux, approval of the superintendent's personnel recommendation as included in the mailout. Vote on the motion carried unanimously.

### **REVISION OF POLICY BDDB-E - AGENDA FORMAT**

The president polled the audience for input on this agenda item but no one came forward to speak. In an attempt to facilitate school board meetings, the superintendent and staff decided to include all routine personnel matters under the heading of Personnel Transactions Report. This item would no longer be listed under the superintendent's report on the agenda, as it would become a stand-alone item with several subparts. Furthermore, it would replace what now appears as Personnel Recommendations (item nine) on future agendas. Mrs. Boykin moved, seconded by Mr. Thibodeaux, approval of the revision to policy BDDB-E (Agenda Format) as recommended by the superintendent and included in the mailout. Vote on the motion carried unanimously. The revised item will appear as listed:

Personnel Transactions Report

- A. Personnel Recommendations
- B. Requests for Leaves
- C. Other (Hiring, assignment changes, separations and resignations)
- D. Promotional Appointment Contract for a New Counselor

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mrs. Pugh seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:12 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

### **February 16, 2000**

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, February 16, 2000, with President Mike Powell 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 Hitchcock, ScD, Mark Milam, Alvin Mims, Mildred B Pugh and Johnny Vance, Jr. Michael J Thibodeaux arrived at approximately 3:40 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mrs. Pugh gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE JANUARY 19, 2000 AND FEBRUARY 2, 2000 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Brooks, approval of the minutes of the aforementioned school board 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 president noted that "Executive Session- Tenured Bus Driver" was postponed at the request of the employee's attorney, and the superintendent is in agreement with the request. The superintendent called school board members' attention to the folder of revised agenda documents that was placed at each board member's station.

## **SPECIAL RECOGNITIONS/PRESENTATIONS**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Each honoree received a framed certificate for the special recognition.

**1999 Louisiana Science Teachers Association's Outstanding Secondary Science Teacher of the Year.** Tammye Turpin, science teacher at C E Byrd High School, was chosen from all statewide high school science teachers as the recipient of this recognition. She is particularly recognized as an innovator in hands-on science teaching in the classroom.

**1999 Louisiana Science Teachers Association Vignette Award Winner.** Pam Elmore, science teacher at Captain Shreve High School, is the association's 1999 Vignette Award Winner. Ms. Elmore was one of three statewide entering the writing competition sponsored by the association. Her composition will be featured in a statewide publication later this year.

Relatives, High School Science Supervisor Jack Freeman, and Principals R Lynn Fitzgerald (C E Byrd High School) and Dr. Sandra McCalla (Captain Shreve High School) were recognized.

## **VISITORS**

Elizabeth Jackson, Woodlawn High School Parent Teacher Association (PTA) representative and Band Booster Club member, expressed pride in the school's growth and stated her concerns about the school's floundering football program. She asked the board and staff to assist in making the school and its programs what they should be.

Lucy James, citizen, spoke on behalf of teachers and acknowledged how hard they work to educate the children of Caddo public schools. She said parents should become more involved; take responsibility for their children; and, take advantage of available counseling services.

Pat Haynie, representative of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed appreciation for having had an opportunity to provide input on the 2000-2001 school calendar. She spoke in support of the proposed calendar.

John Settle, founder of the Caddo Public Education Foundation, spoke in support of public education; commended the board for its selection of Dr. Schiller as superintendent; and applauded the superintendent for his efforts and aggressive approach to move Caddo's public school system forward. He further commended the superintendent for his recommendation on the 2000-2001 school calendar; for conducting public forums; and, for developing a parishwide student uniform policy.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), apprised the board and staff of issues regarding the state's budgetary deficit in terms of its impact on teachers and school employees' pay raises. Ms. Lansdale expressed the federation's appreciation to the board for plans to revise policies BDA and BCE which would accommodate employees and students' schedules and allow them to attend school board meetings. She also noted that clarification is needed relative to CPSB policy EBCD-R (Emergency Closing of Schools).

Emma Shepard, president of Caddo Association of Educators (CAE), thanked the board for its support of the Safe School and Read Across America activities. She noted that Monday, February 28, will be proclaimed as Caddo Parish Safe Schools Pledge Day. Further, Thursday, March 2, is Read Across America Day (a celebration of Dr. Seuss's birthday). Ms. Shepard said CAE supports the proposed 2000-2001 calendar and she noted that time is needed for teachers to complete grading procedures at the end of the year.

## **PUBLIC HEARING - RENAMING OF AUTO TECHNOLOGY CENTER AT THE CADDO CAREER & TECHNOLOGY CENTER**

The president said the board is on schedule with the established guidelines for renaming the Auto Technology Center at the Caddo Career and Technology Center, and today the CPSB will receive public input on the proposal to rename the center The Clayton W. Posey Automotive Technology Center. He declared the public hearing open.

Gard Wayt, member of the Caddo Career and Technology Center Scholarship Board, spoke in favor of renaming the auto technology center. He remembered the many contributions that the late Mr. Clayton W Posey made to education.

Ron Adams, former CPSB member and founder of the Caddo Career and Technology Center Scholarship Fund, spoke in support of renaming the auto technology center. He fondly remembered the late Mr. Clayton W Posey for his strength and the positive impact he had on students.

Eddie DeHondt spoke in support of renaming the Auto Technology Center in memory of the late Clayton W. Posey, automotive technology instructor.

There being no other speakers, the president thanked the visitors for their remarks and declared the public hearing closed. He said the CPSB would take action on this item at its March 2000 regular school board meeting.

### **CONFIRM THE CONSENT AGENDA**

Mr. Mims moved, seconded by Mr. Brooks, approval of the consent agenda as previously proposed. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

#### **Agenda Item 10 (A-D)**

**Personnel Recommendations.** The superintendent recommended that: a) Dr. Barbara Hollis be appointed assistant principal of instruction at Booker T Washington High School and the terms of contract are February 17, 2000 - June 15, 2002; and, b) Larine H Pullen be appointed assistant principal of Caddo Heights Elementary School for the remainder of the 1999-2000 school year and the fall semester of the 2000-2001 school year. These employees will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

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

Sabbatical Leave for Study, 2000-2001 School Year

Teresa Aldridge, Teacher, Donnie Bickham Middle School  
Dena Howard, Teacher, University Elementary School  
Joan Maxwell, Teacher, Northside Elementary

Sabbatical Leave (Medical), Remainder of the 1999-2000 School Year

Maxine Ferguson, Itinerant Speech Therapist  
Paula Guier, Counselor, Linwood Middle School

Catastrophic Illness (30 Days)

Saralou Cunningham, Teacher, Captain Shreve High School  
Gwendolyn Harrison, Teacher, Werner Park Elementary  
Dorothy Blackstone, Teacher, Mooretown Early Childhood Education Center

Leave Without Pay, March 20-25, 2000

Stephanie Sicard, Homebound Teacher, Section 504/ADA

Leave Without Pay, February 14 Through the Remainder of the 1999-2000 School Year

Israel Chinn, Security Coordinator, Fair Park High School

Leave Without Pay, February 3, 2000 through January 1, 2001

Angela March, Bus Driver, Transportation Department

**Requests of the Board.** Pauline Cockerham, teacher at Shreve Island Elementary, requested seven days without pay for June 1, 2, 5-9, 2000 to travel to Germany accompanying her husband.

Barbara Monk, teacher at Captain Shreve High School, requested six days without pay from April 28 through May 5, 2000 to travel to Hawaii with her sister.

Deborah Hopkins, teacher at Stoner Hill Elementary, requested to rescind part of her leave without pay and staff a position at South Highlands Magnet.

**Other (Hiring, Assignment Changes, Separations and Resignations).** The superintendent recommended approval of the other above listed classified and certified personnel transaction reports as included in the mailout.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the lowest circled bids for printing of data processing continuous forms and telescoping aerial truck lift for maintenance department. A copy of the tabulation bid sheets marked "Exhibit A, three pages, February 16, 2000" is filed in the official papers of the board.

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

**Approval of Classroom Wing Additions Plan (Third Year).** Staff recommended approval of the construction schedules for Year 3 classroom wing additions as recommended by the Classroom Committee and contained in their report dated January 25, 2000. A copy of the committee's report is filed in the official papers of the board.

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

**Approval of Professional Services.** Staff recommended approval of the design professionals for 2000-2001 classroom wing additions as included in the mailout. The procedure for recommendation of professional services is outlined in CPSB Policy FEB (Selection of Architect) and firms are recommended based on their experience, prior work, staffs size, workload, etc.

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

**Acceptance of the 1998-99 Financial Audit Report.** The superintendent recommended acceptance of the 1998-99 Financial Audit Report, as presented by KPMG at the February 2, 2000 Executive Committee meeting.

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

**Request for School Bus Transportation.** Staff recommended approval of the request of LaPREP to use school buses for approximately five field trips during the period June 5 - July 21, 2000. LaPREP is an enrichment program in the mathematical sciences held on the LSU-Shreveport campus, and participants are middle school students.

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

**Staffing Adjustments at University Elementary School.** Staff recommended that the CPSB approve the request for four instructional teacher aides to be placed at University Elementary School for the remainder of the 1999-2000 school year. The school is currently understaffed and class sizes in grades second and third exceed state guidelines. Also, fourth grade classes are rather large.

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

**New Elective for Hamilton Terrace Learning Center.** Staff recommended approval of the new elective, Job Prep I - (JAG), at Hamilton Terrace Learning Center as outlined in the mailout. The elective is designed to prepare students for a quality job, which will lead to a good career; it will be .5 credit per semester, total one full credit; and, the course elective meets the requirements for State Standards for Locally Initiated Electives.

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

**Review of Policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program).** Staff recommended approval of the revisions to policy GCBC (Professional Staff Fringe Benefits - Employee Assistance and Health Promotion Program) as included in the mailout. The revisions are to: 1) eliminate possible conflict between the EAP policy and policy GBCB (Staff Conduct, Alcohol/Drug Testing and Treatment); and, 2) provide specifically for supervisor and principal referrals to EAP when the "employee's behavior is causing negative conditions in the workplace."

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

**Authority for Superintendent to Sign Teacher Contracts for the 2000-2001 School Year.** The superintendent was authorized to sign teacher contracts for the 2000-2001 school year as recommended. The superintendent is acting on behalf of the board and in compliance with the requirements of R.S. 17:413 and policy GCB.

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

**Resolution of Continued Employment.** The superintendent recommended approval of the resolution of continued employment for school employees as described in the mailout. The resolution directs the superintendent to write letters of reasonable assurance of continued employment, and this response will relieve the CPSB of unemployment compensation expenses during the summer. A copy of the resolution is filed in the official papers of the board.

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

**Donation of Computer Equipment by UOP.** The superintendent was authorized to execute the gift release document that was submitted by UOP, LLC for donation of computer equipment to the school system. Donated computer equipment consists of LaserJet printers, systems (processor, mouse, keyboard, dos 6.22, windows 3.1), monitors, non-operational systems (mouse, keyboard, processor) and inkjet printers.

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

**Proclamation - Read Across America.** The board endorsed the Read Across America proclamation that was included in the mailout. This nationwide event celebrates the March 2 birthday of Dr. Seuss, and this is an opportunity for communities to engage in programs and activities to emphasize why the ability to read is the key to student achievement and success. A copy of the proclamation is filed in the official papers of the board.

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

**Proclamation - Safe School and Student Pledges.** The CPSB endorsed the Safe School Proclamation and student pledges as included in the mailout. Monday, February 28, 2000, will be proclaimed as Caddo Parish Safe Schools Pledge Day. The CPSB calls upon its employees and others in the community to make a new commitment to helping students behave responsibly and safely.

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

**Discontinuation of Interview I and Interview II Committees Brooks).** The CPSB approved the revisions to Policy GCO/GCCA as recommended by the superintendent and included in the mailout. Procedures are being initiated in order that all professional personnel in Caddo Parish will

have an opportunity to seek appointed positions in administration and supervision as they occur. A copy of the revised document is filed in the official papers of the board.

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

**Revisions and Additions to District Test Security Policy.** Staff recommended that the CPSB approve the revisions and additions to the District Test Security Policy regarding LEAP testing for nonpublic/home schooling transfer students, as outlined in the mailout. The revisions and deletions are necessary in order for the district to be in compliance with current state Board of Elementary and Secondary Education (BESE) policy relating to LEAP 21.

### **Agenda Item No. 32**

**Addendum to Superintendent's Contract Regarding the Establishment of Performance Measures (Powell).** The president said after discussion with the superintendent, he is requesting the CPSB to provide a one-month extension within the superintendent's contract; thus, moving from March 1 to April 1 for setting "performance measures" under the Results-Oriented Performance Based Incentives in the contract. He further noted that approval of this item would give him authorization to sign for the board to grant the one-month extension.

### **PERSONNEL TRANSACTION REPORTS**

**Personnel Recommendations.** The superintendent recognized and introduced the newly-appointed administrators as identified previously under the personnel recommendation heading (Agenda Item 10 [A-DJ, page two of these minutes). He also recognized and introduced Curley White who was appointed principal at Booker T Washington High School at the school board's special session on February 2, 2000.

### **RENEWAL OF PROMOTIONAL OR ADMINISTRATIVE APPOINTMENT CONTRACTS**

The president said one of the names on the list previously provided to the board has been removed and the board needs to suspend the rules to go into a ten-minute executive session to discuss this matter. Mr. Brooks moved, seconded by Mrs. Pugh, to suspend the rules so that the CPSB could go into executive session. Vote on the motion carried unanimously. Dr. Hitchcock noted that the audience is full and he asked the board to consider moving this item to the end of the agenda (include it with other items under #37) rather than empty the boardroom at this point. The president said with the consent of the board, this item would be moved on the agenda as suggested. School board members expressed no objection to the request.

### **STUDENT UNIFORMS**

Mr. Brooks moved, seconded by Mr. Mims, that student uniforms be mandated for all Caddo public schools located in district seven, to be implemented at the beginning of 2000-20001 school year. Further moved approval of the districtwide uniform policy as recommended by staff and included in the mailout. The president asked Mr. Brooks if he is combining the two motions and Mr. Brooks answered in the affirmative. The president asked Mr. Brooks if it is his intention for district seven to come under the proposed policy and Mr. Brooks again answered in the affirmative. For clarity, the president asked if the first part of the motion is necessary. Mr. Brooks restated his motion and moved, seconded by Mr. Mims, that based on the premise that a safe and disciplined learning environment is a prerequisite to a quality learning environment, it shall be the policy of the CPSB, on a school-by-school basis, to make uniforms mandatory in schools where survey results indicate agreement by a minimum of 75 percent of parents (based on 75 percent return), faculty, and staff. The president called board members' attention to the mailout document for specifics relative to general guidelines. The superintendent said he is in agreement with the motion on the floor. Dr. Hitchcock requested clarification and asked what action would happen under the first part (A part) of the motion. The president said he understands Mr. Brooks to be saying that he wants the board to adopt a parish policy; work has already been done at schools in district seven; and, schools fitting under the parish policy would have uniforms. For clarity, Dr. Hitchcock said the motion is the B part with a notation that schools in district seven would fall under the policy. Mr. Burton said he wants to be sure that the board and staff take their time during the first year of implementation to assist the other 25 percent of students who might be financially handicapped, and that they not be punished for not having a uniform because of the parents' condition. The president said the

mandatory policy provides for exemptions for: a) religious tenets requiring the wearing of specific garb/dress; b) a physical disability or certified medical condition that prevents the wearing of all or part of the school uniform; and, c) constitutionally protected rights. He said there is also a provision under number seven of the policy that says the school principal shall be responsible for seeking financial assistance, where necessary, from external sources to help those who might not be able to purchase the uniform; and if he has difficulty doing this, then he would contact the superintendent who has been working to get community support. The superintendent announced that the school system has donated funds (\$6, 916 to date) that are undesignated; the donor has been contacted and would be pleased to assist staff in terms of providing additional donations; and, the funds could be earmarked in such a way as to support those who are in financial hardship to help them purchase uniforms. Dr. Hitchcock said he found a revised draft of the policy at his desk today and noticed that exemption for extreme financial hardship was included in the original document, but deleted from the revised document. He asked for an explanation for the deletion. The superintendent said he saw the inclusion of the aforementioned reference to be redundant. He said in looking at exemptions for religious tenets or physical disabilities; provision is being made to assist those who need financial assistance, and it seems to be not necessary to call it an exemption. For point of clarification he said he believes that the financial hardship is an exemption as much as it is an opportunity to find a solution to help the individuals. Dr. Hitchcock asked what would happen if the outside resources were not ample enough to meet the needs of a given school. The superintendent said he would ask principals to seek external assistance; then he would use the donated funds already received as a supplement; plus he would continue seeking external donations. He also noted that staff's efforts would be such that no child would be denied the opportunity to participate and be stigmatized; and there would be no opportunity that staff would allow a student to be excluded from school for this reason. Vote on the motion carried unanimously.

## **2000-2001 CALENDAR**

Jeremy Mitchell, student at Caddo Magnet High School, expressed concern about health problems that could possibly arise with starting school early, i. e. physical education students are required to exercise in gymnasiums that are not air-conditioned or outside in the heat and could suffer from dehydration; and, students could suffer from heat exhaustion and/or other health problems. Also, school buses are not air-conditioned; football practice would start earlier and the heat would be hard on the players; the proposed calendar would interfere with summer camp and planned vacations; and, provisions of personal transportation for single parent families could become a problem.

Mrs. Boykin moved, seconded by Mrs. Pugh, adoption of the calendar as proposed by the superintendent. The superintendent expressed appreciation for Jeremy's articulated concerns. He said generally he doesn't like to start school too early, however, being able to complete the first semester and take exams before Christmas and to complete the school year prior to Memorial Day are advantages that would ease the starting of school a few days early. He further noted that it's not possible to accomplish all of the goals at one time, and giving consideration to the work rendered by the Calendar Committee, the proposed calendar is perhaps the best compromise. The superintendent said staff is hopeful that the weather would not be problematical; but if it were, then staff would have to take a serious look at the physical education activities for adjustments on a school-by-school basis. The president called for the vote on the motion, which carried unanimously. The 2000-2001 school calendar approved is as follows.

### **CADDO PARISH PUBLIC SCHOOLS 2000-2001 SCHOOL CALENDAR**

August 9 (Wednesday)	New Teachers Inservice
August 10 (Thursday)	New Teachers Inservice
August 11 (Friday)	New Teachers Inservice
August 14 (Monday)	All Teachers Inservice
August 15 (Tuesday)	All Teachers Classroom/School Preparation Day (Teacher Aides Report)
August 16 (Wednesday)	Students-Grades ECE-6, 9/1st Reporting Period Begins
August 17 (Thursday)	ALL STUDENTS

September 4	Labor Day (Schools Closed)
October 13	1st Reporting Period Ends (42 days)
October 16	Teachers Inservice (No Students) (Teacher Aides Report)
October 17	2nd Reporting Period Begins
November 7	National Election Day
November 20-24	Holidays (Schools Closed)
December 21	2nd Reporting Period/First Semester Ends (42 Days)
December 22 - January 2	Holidays (Schools Closed)
January 3	Teachers Inservice (No Students)
January 4	3rd Reporting Period/Second Semester Begins
January 15	Martin Luther King, Jr. Holiday (Schools Closed)
February 19	Presidents' Day (Schools Closed)
March 9	3rd Reporting Period Ends (45 days)
March 12	4th Reporting Period Begins
March 12-16	LEAP/IOWA Testing
March 26-30	Spring Break
April 2-4	GEE Testing
April 13	Holiday (Schools Closed)
May 25	4th Reporting Period/Second Semester Ends (49 Days) (1/2 day/Students)

#### **Closing Schedule For Students**

Tuesday, May 8	Senior Tests Begin
Wednesday, May 9	Senior Tests End
Thursday, May 17	Final Tests Begin
Friday, May 25	Students Dismissed

**Note:** Schools may elect to have up to three Y2 days for planned inservice. Schools must submit requests and plans for Superintendent's approval 90 days prior to planned inservice.

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

#### **SUMMER SCHOOL SCHEDULE**

##### **Elementary / Middle**

June 5 - July 6

##### **High School**

First Semester - June 6 - July 3

Second Semester - July 9 - August 3

#### **REVISION OF CPSB POLICIES BDA (REGULAR BOARD MEETINGS) AND BCE (BOARD COMMITTEES - EXECUTIVE COMMITTEE) (Dr. Hitchcock)**

Dr. Hitchcock said this item is a joint venture and he proposed that he would make the first motion, then he would yield the floor to the school board representative from district one to make the second motion. Dr. Hitchcock moved that the starting time for CPSB meetings in policy BDA be changed to 4:30 p.m. Further resolved that the starting time for CPSB Executive Committee and



Work Session in policy BCE be set at 4:30 p.m. The president said the motion fails for lack of a second. Dr. Hitchcock yielded the floor to CPSB member from district one. Mrs. Pugh said Dr. Hitchcock designated the next speaker and this is the reason no one seconded the motion. The president said the motion has to have a second and he sought legal counsel's opinion in this regard. Legal counsel said if a motion is made, it requires a second. Mrs. Pugh requested point of order and said Dr. Hitchcock requested that the school board member from district one be allowed to speak after he had spoken. The president said a motion was made and there was no second, and the floor could not be yielded in the middle of a motion. Dr. Hitchcock clarified that the motion appears on the agenda with his name attached to it; but it was stated at the board's work session that another board member is involved with this item and has interest in another area. He said his intent was that after the board disposed of motion one, then he wanted the opportunity to yield the floor to the representative from district one. Dr. Hitchcock suggested that the item be reconsidered since there appears to be some misunderstanding and he encouraged the president to seek legal counsel's opinion as to whether or not a motion to reconsider is in order. Legal counsel said a motion to reconsider would not be in order because there was no action to reconsider. Dr. Hitchcock yielded the floor to Mr. Guin. Mr. Guin moved, seconded by Mr. Brooks, that the starting time for CPSB meetings in policy BDA be changed to 4:30 p.m. Further resolved, the starting time for CPSB Executive Committee and Work Session in policy BCE be set at 4:30 p.m. Further resolved that the day for CPSB meetings in policy BDA be changed to Tuesday. Further resolved the day for CPSB Executive Committee and Work Sessions in policy BCE be changed to Tuesday and that these changes begin in the meetings for the month of June 2000. Vote on the motion carried unanimously.

### **1999-2000 SCHOOL CALENDAR**

The superintendent reported that information was in the mailout and following conversation with the State Department of Education and surveying schools, a report was placed at board members' station today that points out to principals the verification of the exact number of instructional minutes per day from the day that school began through February 11; and the projected number of instructional minutes from February 14 to the end of school. Principals have been asked to submit a letter of affirmation to assert the number of minutes used for instruction. He said charts are provided that speak to the number of instructional minutes. Further, it has been determined that borrowing any unforeseen emergency weather for the next several months, the CPSB will have all schools (save ten) meeting the 63,000 minimal minutes of instructional time. The superintendent said he has advised the State Board of Education and forwarded the notification as well. The superintendent advised the board that individual schools that have fallen short of the instructional minutes are developing a corrective plan with their communities and staffs in order to assure the required number of instructional minutes by the end of the school year. The superintendent said instructional plans will be submitted and approved, and he has no doubt that all schools will be in compliance. The president expressed appreciation for staff's work and for the cooperation of the State Department of Education.

### **CPSB POLICY EBCD-R (EMERGENCY CLOSING OF SCHOOLS)**

The superintendent said the aged policy (EBCD-R) has been inconsistently applied during past years and staff is trying to administer the policy in the best way possible regarding the two emergency weather days of January 27-28. He recommended that staff be allowed to address this policy and bring a recommendation to the board in March so that the policy would be updated, timely, fair and effective. He asked the board to consider making whole the employees who were not at work on the aforementioned days, in dealing with makeup time according to policy. Mr. Brooks moved, seconded by Mr. Burton, that January 27 and 28, 2000 be counted as full days for employees who have been affected under policy EBCD-R and that in isolated instances of schools that need to make up instructional minutes, the employees at those schools will be responsible for fulfilling their duties. Vote on the motion carried unanimously.

### **SUPERINTENDENT'S REPORT**

**Board Refreshments.** The superintendent acknowledged and thanked the Keithville Elementary/Middle School family and consumer science department for providing refreshments for today's board meeting. Rosetta C. Boone is the instructor and Jim Moran is principal at Keithville Elementary/Middle School.

**Update on CPSB Construction Projects.** The superintendent said information was provided in the mailout and staff will respond to any inquiries.

## **UNFINISHED BUSINESS**

**Renaming of Auto Technology Center at the Caddo Career & Technology Center.** The president said this item would be on the agenda for the regular March 2000 meeting for a final vote.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Driver Education Cars.** Mr. Burton asked the superintendent to find out the priority of upkeep of driver education cars. He asked if driver education instructors are paying for the upkeep of cars with their personal funds.

**Woodlawn High School.** Mr. Milam asked staff to consider Elizabeth Jackson's (visitor) request to examine the athletic program at Woodlawn High School and to provide inservice.

**Employee Benefits.** Mr. Milam asked if employees in the In-School Suspension Program could be included with other school board employees relative to receiving benefits. He asked the staff to provide him with the cost for including these employees in benefit programs.

**Transportation Provisions.** Mrs. Pugh asked the superintendent to revisit transportation provisions for students desirous of attending Claiborne Fundamental Elementary and Judson Fundamental Elementary School in an effort to keep student enrollment high and these schools alive and vibrant.

**Athletic Programs.** Mr. Brooks asked the superintendent to examine all athletic programs in the Caddo Public School System. He said the physical education department should be overhauled.

**Athletes' Eligibility.** Mr. Guin thanked the superintendent and staff for the report he received relative to athletic eligibility, enriched grades, and how the grades are weighted when converted. He said Caddo has a policy in place and it covers the weighting of grades and how conversions are made. He further noted that he is assured that the policy is presently being taught again. The superintendent thanked Mr. Guin for bringing this matter to staff's attention. He said it is important for staff to review the policy and to remedy matters where the policy was being inconsistently applied.

**Legislator's Dinner.** The president noted that the CPSB has scheduled a dinner with the Legislative delegation, and he asked school board members to be in attendance and to encourage area legislators to attend the dinner on February 24. He said this will be a big year in the Legislature in that they will be examining the MFP for possible revamping, and this could impact funding for Caddo.

**PTA Banquet.** The president announced that the Caddo District PTA Founders' Day Banquet is Thursday night (February 17, 2000) and tickets are available. Persons should contact Tillie Caileff, Caddo District PTA president, for tickets.

## **EXECUTIVE SESSION(S)**

**Renewal of Promotional or Administrative Appointment Contracts.** Mr. Burton moved, seconded by Mr. Brooks, that the CPSB go into executive session for ten minutes to: 1) consider renewal of promotional or administrative appointment contracts; and, 2) for ten minutes to consider prospective litigation following a brief recess by the board. The president asked the board to vote on the first motion because the second motion requires specific language. Vote on the motion to go into executive session to consider renewal of promotional or administrative appointment contracts carried unanimously. The board retired to the Superintendent's Conference Room and went into

executive session (combined break) at approximately 5:00 p.m. and reconvened at approximately 5:26 p.m.

Mr. Thibodeaux moved, seconded by Mr. Mims, that promotional or administrative appointment contracts listed on the attached and revised sheet be renewed with the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which they are appointed. He noted that two names should not be on the revised list and they are William Ducote and Curley White (who was recently appointed principal of Booker T Washington High School). Vote on the motion carried unanimously.

Mr. Milam moved, seconded by Mr. Guin, not to renew the administrative appointment contract of William Ducote as an attendance supervisor for reasons set forth in the superintendent's February 14, 2000 letter. Vote on the motion carried unanimously.

**Prospective Litigation After Written Demand Regarding the Construction Contract for Pine Grove Elementary School With Design Build Development Services, Inc.** Mr. Milam moved, seconded by Mr. Mims, for the board to go into executive session for 12 minutes to hear prospective litigation after written demand regarding the construction contract for Pine Grove Elementary School with Design Build Development Services, Inc. Vote on the motion carried unanimously. The CPSB went into executive session at approximately 5:29 p.m. and reconvened at approximately 5:58 p.m.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Burton seconded the motion, which carried and the meeting adjourned at approximately 6:00 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

### **March 1, 2000**

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 1, 2000, at 3:30 p.m. with President Mike Powell presiding and Alvin Mims present being a quorum. Jerry Tim Brooks was absent due to illness. Other school board members present were Ginger Armstrong, Judy D. Boykin, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Mildred B Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Superintendent Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**Caddo Public Schools' Web Site and Electronic Availability of Board Documents.** The superintendent introduced the school system's new web site ([www.caddo.k12.la.us](http://www.caddo.k12.la.us)) and said staff is in the course of moving the school system toward an electronic process rather than a paper process. The web site helps to meet the goal to expand community, school and family connections. The superintendent introduced Clay Slagle, technology manager, and Joe Brown, director of data processing, who gave a demonstration on use of the web site. Mr. Slagle recognized other key staffers who assisted in establishing the web site and stated that the website was a collaborative effort between the Information Technology and the Communications departments. He noted that the web site would assist board members and the general public and provide the community with current information about the school system. Information highlighted on the web site includes: governance (information about the Board of Education); school-by-school directory; mini-facts on schools -student population, grades, addresses, telephone numbers; goals and objectives; school performance scores; school calendars; administrative listings; general school system information; district policies and procedures; feedback columns; and, general information about the community. Also noted were plans for future listings i.e. school board minutes, recruiting - job openings/applications online, and volunteer opportunities. Mr. Slagle also capsulized security measures for the web site. Mr. Brown made a presentation on the electronic availability of board documents (policies) which addresses another goal: revising procedures and protocols regarding the timely information flow to the board and the public. He said training sessions are being scheduled for school board members and other staffers. Future online projects are to provide school

board members with board mailout agendas and backup information. Mrs. Armstrong congratulated and thanked staff for the presentations and work being done to advance technology in the school system. The superintendent echoed Mrs. Armstrong's sentiments and announced that a press release was issued earlier today announcing the introduction of the web site.

## **INSTRUCTIONAL PRESENTATION**

**Elementary in Action - Results Oriented.** The superintendent said directionally staff has been looking throughout the school system at ways to improve teaching and learning at the elementary level. He said today's instructional presentation is anchored to Caddo's priorities and goals in an effort to demonstrate what staff is attempting to do and identify the results. Further, the video presentation will show sites where educational practices are currently going on in Caddo public schools that should be exemplified throughout the entire school district. The intent of showing the video presentation is to highlight some of the best educational practices that speak to being data driven, researched based, and show by example what is done through professional development. The superintendent recognized Cooper Knecht, supervisor, LEAP Remediation/ESL, who spearheaded this project under the direction of Wanda Gunn and Marie Clark, elementary education directors. The Elementary in Action video production showcased outstanding educational practices in several elementary schools i. e. clustering of schools and empowering teachers; revamping professional development; providing resources and sharing talents to ensure that the curriculum is understood and taught, etc. Partnered schools showcased were Shreve Island and University; Pine Grove, Oak Park and Cherokee Park; Eden Gardens, Arthur Circle, Claiborne and Riverside; and Southern Hills, Summerfield, Summer Grove and Forest Hill. Other instructional strategies highlighted were utilization of technology, utilization of manipulatives, aligning and teaching the same curriculum in neighboring geographical areas, etc. Dr. Hitchcock spoke in favor of schools using results and integrating the test results into the curriculum. He asked if the school system is now in a position to look at patterns that might identify holes in the curriculum in an effort to strengthen other areas. The superintendent said principals are finding some holes and redundancy-in teaching and that Caddo is not fully in line with testing and the standards. Principals Kerry Laster (Shreve Island), Linda Henderson (Pine Grove), and Sara Ebarb (Forest Hill) highlighted what they envision as being hollows in the curriculum. Some principals also noted the needs of students, academic achievements, and desires for future growth and accomplishment. The superintendent noted that staff has to also start looking for root causes of why schools are experiencing difficulties (mobility of teachers, of students, varying curricula) and address some of the systemic problems. Mr. Milam asked if thought has been given to pairing high achieving schools with low achieving schools. The superintendent said nothing has been formalized at this time, but thought has been given to this idea as well as how to replicate programs and share. The president asked Principal Donna Baker (Eden Gardens Elementary Magnet) to make comments about efforts to improve instruction at the school. Mrs. Baker said teachers participate in professional development activities after school and they receive a stipend for their participation. She noted that Dr. Phillip Rozeman funds the \$30,000 project. Principal Baker said teachers at the school meet for two hours on the third Monday of each month, and they set the agenda for what they want to learn or discuss. The teachers were evaluated on Monday (February 28) and feedback will be shared with Dr. Rozeman. The president asked if the opportunities for schools to cluster has helped track or change the curriculum across schools, and Mrs. Baker said she hopes that it has, and classrooms would be directly impacted. Recognizing that there are several new principals in the school system, Mrs. Pugh asked where is the school system headed in terms of piloting and clustering schools. She also expressed concern about the lack of a pattern for elementary schools i. e. West Shreveport Elementary and Hillsdale Elementary feeding into middle schools. The superintendent said staff is looking at all levels and given the nature of the magnets and the sending patterns, one of the concerns that need addressing is transition of students. He said staff is in the formative stage and is focusing on this concern. Mr. Thibodeaux encouraged the superintendent to use every means possible (other superintendents, school board associations, principal associations, etc.) to contact legislators in an effort to move testing back to a later time during the school year. He said the present testing mandate has a time schedule that is set for the benefit of the state and not for the students. The superintendent informed school board members that he has been waging a war with the State Department for the last four weeks, and he has engaged the support of other regional superintendents. He apprised the board of staff's efforts to attain the flexibility to immediately administer the state LEAP remediation assessment in July. The superintendent thanked principals for their impromptu participation in this presentation. He also thanked principals and other staff for the work that they do on a daily basis.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE MARCH 15, 2000 CPSB MEETING**

**Approval of Bids/Proposals Taken - Paving Parking at Herndon, Project 2000-216.** Mr. Milam asked why only one bid was received on this project, and he noted that the bid was a little over the estimated cost. Keith Norwood, director of school plant, explained that Herndon was initially part of a three-school grouping and the initial cost estimates far exceeded available funds. He reported that staff redesigned the project to be more within cost, thus changing the material from concrete to asphalt. He further explained that due to the remote location of the school and low availability of asphalt contractors, only approximately five contractors picked up plans on this project. Mr. Norwood said staff is recommending the bid because it is close enough to the engineer's cost estimates to be reasonable. Mr. Norwood said the other two projects were rebid also, and they are complete. Mr. Milam asked if the asphalt would have sufficient thickness to accommodate the weight of heavy vehicles, and Mr. Norwood said the area is a student drop-off drive and delivery trucks would not use it.

**Revision of 1999-2000 General Fund Budget.** Dr. Hitchcock requested clarification of an entry in the budget for a (+ / -)\$400,000. Ben Wreyford, director of finance, said the entry is a bookkeeping clarification. He said when the budget was originally adopted, the board approved transferring \$400,000 to the Capital Projects Fund for the Judson Activity Center. At that time, the entry was placed in the budget account School Plant Equipment and Building; now, that the budget is being revised, the entry is being placed in a more appropriate account Transfers Out for clarification. The entry does not change the budget.

**Advertising for Sale of General Obligation Bonds.** David Wolf, bond counsel, updated the board on the process for the next phase of the classroom construction project that was approved by voters in 1997. Mr. Wolf said the next phase would be another \$20,000,000 issue and the school board is being asked to: a) adopt the resolution that is in the mailout packet at its March 15 meeting; and, b) be in a position to receive sealed bids for the purchase of the bonds at the April 2000 school board meeting. He further reported that the bonds are required to be sold at a competitive sale and the school board would accept the bidder that offers the lowest interest rate. Mr. Wolf said the sale of the bonds would allow the school board to continue with its construction projects for approximately two years. Finally, there would be \$8,000,000 of the original authorization that would be sold when the second issue is depleted. Mr. Thibodeaux asked what was the interest rate of the first sale, and Mr. Wolf said the rate was just under five percent. Hypothetically speaking, the president asked if a project is being done at a school under the bond for the new construction or under the millage that was passed for maintenance and repairs, and the project was to be done in mid-August but wasn't completed until late September and involved the kitchen and affected the cafeteria for an elementary school; put the school under hardship; if the board used money for the process to pay for the work and within the contract there was a liquidated damages provision, could the board give any portion of the liquidated damages to the school fund that was affected by the delay in the work being completed. Mr. Wolf questioned if the work was done with proceeds from the millage and not from bond proceeds, and Mr. Powell suggested that his response should address the millage. Mr. Wolf said if the contract was paid for with funds from a millage and money was received in respect of the contract, that the money would essentially have the same character as the original millage proceeds and could be spent for the same purpose as the original millage proceeds. The millages aren't dedicated to a particular school, but for particular purposes. He said as long as the money is spent for that purpose it would be allowable and would not be limited to a particular school. In the case of the bond issue, the bond was specifically voted for construction of new classrooms at existing public schools. If the same question arose with respect to a project that was from the bond issue (new classroom construction) and the board received liquidated damages in respect of a contract for one of the projects, the money that the board receives should be treated as other bond proceeds, limited to be spent for new classroom constructions. Mr. Wolf said he is not saying that there is a particular statute that specifies the line of reasoning, but he is saying that the line of reasoning is safe. The president said it sounds like the short answer is no; that funds could not be allocated to the general operating fund for the school. Mr. Wolf said the funds could not go into the school's general operating fund account, but if there were other capital improvements that fit into the same category at that school, then it would be fine.

**Revision of Policy EBCD-R (Emergency Closing of Schools).** The superintendent said staff has reviewed the policy and will be presenting a revised document at the board meeting. Willie Henderson, assistant superintendent for human resources, said one of the major differences in the

revised policy is that there is distinction between the closing of schools and the closing of central office. Further, procedures are being mandated for individuals who have been identified as emergency personnel (security, custodian). Referencing item two in the draft, Mrs. Armstrong asked if the designated school-based emergency response person is the school's administrator - principal. Ron Festavan, assistant superintendent of support services, said the reference is mainly the security personnel that mans the alarm system in schools, and these persons are so informed at the time that they are employed that they are on duty much like policemen. He further commented that it is not anticipated that the principal would be required to report to school if the school is closed. Also, if a pipe breaks, the school's custodian (crew) could be designated as the emergency response person(s). The president said under item four of the draft, it reads that custodians shall follow cold weather procedures if applicable. He asked if this is reference to another document. Mr. Henderson answered in the affirmative and said there is a cold-weather procedure document that is in force now and it covers certain weather conditions.

**Adoption of Policies GBCB and GBCB-R - Staff Conduct (Employee Notice of Criminal Proceedings).** The superintendent thanked legal counsel for his assistance in helping staff to identify and draft a policy that mandates that employees report their involvement in criminal proceedings to their immediate supervisor and appropriate personnel director. He said this policy outlines a clear path to follow in the event that such an occasion occurs with a staff member.

**Advanced Budget Approval (2000-2001) for Signing Incentive.** The superintendent said staff wants to be competitive in the market place and one of the board's goals is for staff to be able to identify the needs and be able to enhance and diversify the pool of potential candidates to join the school system. He said staff has to look at happenings in the work place and recruiting efforts have demonstrated that offering signing incentives is helpful. The superintendent said there are areas of critical teaching shortages (math, science, etc.) and music is being added to the list. Charles Walker, director of certified personnel, reported that the board's recruiting package is aggressive and staff plans to use approximately the same amount (\$60,000) for critical shortage areas and the balance for all other teachers hired for early signings for the 2000-2001 school year. The president asked how did staff determine the amount for incentives. Mr. Walker said staff expects the funds to serve approximately 100-110 teachers. The president asked if incentives are being offered on a first come, first serve basis and Mr. Walker said yes and it would be advertised as such. The superintendent said the recruitment competition is fierce and some districts have moved into areas of offering discounts for housing, relocation packages, discount coupons at restaurants, etc. Mr. Walker said this is a budget item for the 2000-2001 school year. Discussion ensued on the number of Caddo teachers that are employed with temporary teaching certificates, provisional teaching certificates, and potential candidates for retirement.

**Caddo Educational Excellence Fund (CEEF).** The president announced that he has appointed Jerry Tim Brooks, first vice president of the CPSB, to serve as the board's liaison to the Caddo Educational Excellence Fund Distribution Committee. The committee will be meeting on March 8.

**Announcements and Requests.** The superintendent said from time-to-time board members make requests of staff and providing the form would enable board members to submit their written requests at leisure and staff could respond accordingly. He said use of the form would also provide a way to track and expedite board members' requests.

**Agenda Format.** Mrs. Pugh asked staff to review the agenda format policy (BDDDB-E) and noted that the numbering system on the proposed agenda varies from what is listed in the policy. The president said the order of items on the agenda could be changed by consent of the majority of board members present, but the board might need to review the policy so that the board could add enough flexibility to accommodate better flow of agenda items. He asked the superintendent to look into this matter. The president said an item should be added to the agenda to review the policy.

**Update on CPSB Construction Projects.** Dr. Hitchcock asked (page two - Creswell Project) if the wooden forms that the board required were in fact used, and the superintendent answered yes.

**School Away From School.** The president asked if schools have reached the maximum on slots allocated for School Away From School; are there schools under normal circumstances that would have utilized slots but slots weren't available. Roy Thomas, director of middle schools, reported that he receives a weekly status update from Principal Margaret Brown (Oak Terrace) of available slots. Mr. Thomas said a pool is kept in reserve for emergencies. The president asked staff to

investigate this issue. Dr. Hitchcock echoed the president's sentiments and said he hopes that staff held in reserve spaces so that if a particular school ran out of spaces, the student could be placed. He, too, encouraged staff to investigate this matter. The superintendent said staff would get a report to the board and make sure that the situation is monitored. The president also noted that there may be available slots, but principals are not aware.

**Executive Session - Hearing for Tenured Bus Driver.** Legal counsel reported that the attorney for the employee was still out ill when he contacted his office and he hopes to hear from him before the end of this week. The president asked board members to get with him to work through the process just in case the hearing lasts longer than Wednesday night.

**Consent Agenda.** The Executive Committee categorized agenda items 11-19 as consent agenda. Mr. Mims moved, seconded by the president, approval of the agenda 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 the audience for input on the proposed agenda.

**Revision of Policy EBCD-R (Emergency Closing of Schools).** Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), said school nurses are on the teachers' salary schedule and she asked if reference to the instructional minutes in the Policy EBCD-R (Emergency Closing of Schools) draft is applicable to school nurses. Staff answered in the affirmative.

Mrs. Lansdale said sweepers have a contractual obligation in terms of days and her understanding of the proposed policy revision is that if the school is closed, then sweepers will not be asked to report to the school on that day. She asked if her understanding is correct and staff answered yes. Mrs. Lansdale asked when would sweepers make up the days, should they fall short of their contractual obligation. Mr. Henderson said sweepers would work the same make-up time as teachers to fulfill their contractual obligations.

**Revision to Policy GCB and GCB-R - Staff Conduct (Employee Notice of Criminal Proceedings).** Mrs. Lansdale asked if there is a time limit when the employee is to let the director of personnel know of criminal proceedings. Mr. Henderson said employees have five days in which to notify the appropriate director.

**Adjournment.** There being no further business, Mr. Mims moved for adjournment. The president seconded the motion, which carried unanimously, and the meeting adjourned at approximately 5:29 p.m.

### **March 1, 2000**

The **Caddo Parish School Board (CPSB)** met in special session on Wednesday, March 1, 2000, in its office at 1961 Midway Street, Shreveport, Louisiana, immediately following the Executive Committee meeting (approximately 5:29 p.m.) with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D. Boykin, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. The president announced that Willie D. Burton is absent because he is serving on the executive board of the Louisiana School Boards Association, and the association is presently convening in New Orleans, Louisiana. He also announced that Jerry Tim Brooks recently underwent surgery, which accounts for his absence, and he is recuperating nicely at home. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. The president announced that the board would dispense with the invocation and Pledge of Allegiance.

The purpose of the special session is for the school board to consider and take action on a personnel recommendation.

## **PERSONNEL TRANSACTION REPORT**

**Personnel Recommendation(s).** Mr. Milam moved, seconded by Mr. Vance, to accept the superintendent's personnel recommendation as included in the mailout. Vote on the motion carried unanimously. The superintendent recommended that Kathy Jordan be appointed elementary education supervisor (with an emphasis in mathematics), and the terms of contract are March 2, 2000 through June 15, 2002. Ms. Jordan will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. The superintendent recognized and introduced Ms. Jordan to the board and audience. He also highlighted Ms. Jordan's educational background, work experience, leadership association, etc.

**Adjournment.** There being no further business, Mr. Mims moved for adjournment. Mr. Vance seconded the motion, which carried unanimously, and the meeting adjourned at approximately 5:34 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

### **March 15, 2000**

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, March 15, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance Jr. Willie D. Burton arrived at approximately 4:05 p.m. Judy D. Boykin was absent. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE FEBRUARY 16, 2000 AND MARCH 1, 2000 CPSB MEETINGS**

Mr. Brooks moved, seconded by Mr. Mims, approval of the minutes of the aforementioned school board 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 president said the superintendent has requested that the CPSB consider delaying "Superintendent's Report - Caddo Educational Excellence Fund Distribution " and with consent of the board, the item is being delayed for the present time. He also noted that there would not be an executive session today because the matter has been resolved through settlement. However, the item will remain on the agenda because the school board needs to take action on a motion to approve the settlement.

### **SPECIAL PRESENTATION/RECOGNITION(S)**

The superintendent said Coca-Cola is the school board's corporate sponsor of a special Superintendent's Fund account. Funds in the account are earmarked to assist families who cannot afford student uniforms for their children. Further, monies generated for this special fund are derived from the sale of cokes in Caddo Parish schools (\$.25 for every case of cokes sold). It is estimated that over the course of one year, the rebated amount will be nearly \$10,000. The school system's business and finance division will manage disbursement and monitoring of monies from the fund. The superintendent thanked Coca-Cola Bottling Company, Shreveport for their generosity and introduced Ms. Donna Aubrey, Youth Marketing and Education Channel Representative for Coca-Cola. Ms. Aubrey presented the superintendent and CPSB with a 1999 fourth quarter donation in the amount of \$2,566. She noted that the idea for the Superintendent's Fund was conceived a year ago when Coca-Cola employees noticed the financial hardship that local schools face on a daily basis. Ms. Aubrey said this project is a wonderful opportunity for Coca-Cola to give back to the community and help children. Also, the company is pleased with the superintendent's decision to use the funds to help purchase school uniforms for students whose families cannot



afford to buy them. On behalf of the board and Caddo Public School System, the president thanked Ms. Donna Aubrey (Coca-Cola, Shreveport) for the donations and presented her with a certificate of appreciation.

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Board President Powell presented honorees a framed certificate for the special recognition.

**NCCJ Youth Humanitarian Award.** Jonathan Lowe, student at C. E. Byrd High School, received the Youth Humanitarian Award from the Shreveport Bossier Region of the National Conference for Community and Justice. Jonathan won \$1,000.00, a plaque, and scholarship to Camp Anytown for the summer, 2000. He won this award by competing with students from all Caddo and Bossier high schools in an essay contest. His essay spoke to helping people adapt to change and ending racism.

**American Legion Auxiliary Essay Competition Winner.** Jill Spurlock, student at C. E. Byrd High School, is the award winner of an essay contest "Americanism: Personally Defined." She has been selected by the American Legion Auxiliary to attend the American Youth Conference in Valley Forge, PA from April 13-16, 2000. The conference is conducted by the Freedom's Foundation and consists of workshops and lectures designed to teach students about the ideals and principles upon which the United States was founded.

**1999-2000 ESPN Sports Figure Essay Competition.** Hannah Harrison, student at C. E. Byrd High School, is the national award winner in this competition. She was one of five national winners out of over 3,000 entries to win a trip to Las Vegas, and she was honored at the ESPY Awards Show at the MGM Grand. She also won a \$500 savings bond. Her essay was entitled "A Legacy to Remember" and is about the late professional golfer Payne Stewart.

**Prudential Spirit of Community Awards Distinguished Finalist.** Mrs. Barbara Trice, Prudential representative, recognized Dacia Boehmler, student at C. E. Byrd High School, for being a distinguished finalist (out of 20,000 applications) in the fifth annual Prudential Spirit of Community Awards, a nationwide program recognizing young people for outstanding community service. Dacia received an engraved bronze medallion for her extensive work in the community and for coordinating a gift campaign through her Girl Scout troop for young disadvantaged girls. Also, on behalf of Louisiana's Honorable Representative Wayne Waddell, Mrs. Susan Waddell presented Dacia with a legislative resolution for her outstanding acts of volunteerism.

**Class 5A Girls' Basketball State Champions.** Southwood High School is the first school in Class 5A to win four straight titles; is the first team in Shreveport-Bossier City to go undefeated (36-0 season); and, this win earmarks the team's fifth championship in six seasons. Members of the team are: Krystle Watson, Tia Moore, Alana Beard (most valuable player), Monique Reece, Nicosia Jackson, Parrish Forest, Lindsey Graham, Jenna Thomas, Kendria Smith, Andrea Amburn and Coleetra Milhouse. Head coach is Steve McDowell and assistant coach is Kyle Tanner. Team managers are Angie Impson and Shamona Hollingsworth. Mr. Brooks congratulated the championship team and coaches for this honor. He encouraged the board and staff to organize a public celebration honoring the team. Mr. Thibodeaux noted that: 1) the team is ranked in the top ten in the nation; 2) Alana Beard will be on television in the Kodak All American Game (April 8 ESPN-2); she is a finalist for the Nate Smith Award; and, she is a full scholarship recipient to Duke University; and, 3) in his opinion, Coach McDowell is the finest basketball coach in the state.

**Louisiana Association of Student Councils' Principal of the Year.** The LASC executive board met in March 1999 and awarded the first LASC Principal-of-the-Year Award to Dr. Sandra McCalla, principal at Captain Shreve High School. Dr. McCalla has numerous professional and civic affiliations/awards; has been instrumental in promoting student activities; and, actively participates in all activities of students at Captain Shreve. Her endless hours of commitment to student activities qualify her for this award.

Relatives, Principals R. Lynne Fitzgerald (C. E. Byrd) and Kathryn Gallant (Southwood), other school administrators and supporters were recognized.

## **VISITORS**

President Powell advised visitors of the school board's guidelines for addressing the board.

Ed Mayfield, bidder on the offset press for the Caddo Career and Technology Center, made the board aware of complimentary features of various offset presses and expressed concern that his bids were rejected because they did not meet board specifications.

Lori Taylor, parent, expressed her concerns about the "gross inequity in discipline " at Southwood High School. She provided school board members with a written document outlining her concerns. Legal counsel expressed concern about Mrs. Taylor's reference to alleged infractions by other students. The president reminded Mrs. Taylor of the school board's guidelines for bringing issues before the board. He assured Mrs. Taylor that her written document would be given to the superintendent for his review and response. Mr. Thibodeaux asked staff to provide Mrs. Taylor with a written response to her concerns and that a copy of staff's response be provided to board members. The superintendent said he has spent time with Mrs. Taylor discussing an incident that occurred in September, but other reported incidents have not been brought to his attention.

Emma Shepherd, president of Caddo Association of Educators (CAE), informed the board that CAE finds Policies GBCB and GBCB-R Staff Conduct (Employee Notice of Criminal Proceedings) to be intrusive and invasive relative to notifying appropriate personnel of an arrest. She asked staff and the board to revisit the language in the policy before taking final action. Further, CAE is concerned about the cost to employees to be vaccinated for Hepatitis B. Board members received a printed text of the association's concerns and requests.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), provided school board members with a copy of the publication "The Good News About American Education " which is the result of a study by the nonpartisan Center on Education Policy and the American Youth Policy Forum. The federation urged the board to celebrate the report with all Caddo educators, staff, community leaders and parents. The publication can be found on the Internet at [www.ctredpol.org](http://www.ctredpol.org). Further, the federation asked the CPSB to provide employees with more health/dental insurance coverage options at an affordable rate and to improve discipline procedures in schools.

#### **CONFIRM THE CONSENT AGENDA**

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the proposed consent agenda. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Armstrong and Dr. Hitchcock.

#### **Agenda Item No. 9 (A-D)**

**Personnel Recommendations.** The superintendent recommended that: a) Gerald Kimble be appointed head coach at Booker T Washington High School; b) John Dilworth be laterally transferred to the position of special administrative assistant to the superintendent effective April 1 through June 15, 2000; and, c) Stacey Jamison be appointed to an interim position of elementary education supervisor with an emphasis in mathematics. Mr. Kimble and Ms. Jamison will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. Board members were provided with a copy of each promoted administrator's resume'.

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

Sabbatical (Medical), Remainder of the 1999-2000 School Year

Gwenevere Anderson, Teacher, Westwood Elementary

Leave Without Pay (Personal), May 2-12, 2000 (Eight working days and one UPR day)

Merry Berry, Teacher, A. C. Steere Elementary

Sabbatical (Study), Fall Semester of 2000-2001 School Year

Daphne Moore, Teacher, Booker T. Washington High School

**Request(s) of the Board.** Patrick Landreth, assistant custodian at Blanchard Elementary, requested to rescind part of his leave without pay and return to his position at Blanchard.

Mary Sue Grappe, teacher at Hamilton Terrace, requested to rescind part of her medical sabbatical leave to staff a position at Atkins Technology Elementary.

**Other Hiring, Assignment Changes, Separations and Resignations).** Staff recommended approval of the other personnel transaction reports as included in the mailout.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the lowest circled bids for offset press for Caddo Career and Technology Center; library furniture and equipment for various schools; step van truck for warehouse; HVAC improvements at Southern Hills and air conditioning repairs at Southwood, Project 2001-306; and, paving parking at Herndon Magnet, Project 2000-216. A copy of the tabulation bid sheets marked "Exhibit A, nine pages, March 15, 2000" is filed in the official papers of the board.

**Approval of Change Order.** Staff recommended that the CPSB authorize the superintendent to sign Change Order No. 3 in the amount of \$7,151.50 for roof replacement at Walnut Hill Elementary School, Project 2000-214A as included in the mailout.

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

**Revision of 1999-2000 General Fund Budget.** Staff recommended approval of the revisions of the 1999-2000 General Fund Budget as included in the mailout. The revision includes increased state MFP funding, increased tax revenues, and other receipt adjustments. A copy of the revised document is filed in the official papers of the board.

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

**Revision of 1999-2000 Capital Projects Fund Budget.** Staff recommended approval of the revisions of the 1999-2000 Capital Projects Fund Budget as included in the mailout. The revision reflects additional tax revenues and expenditure adjustments for tax collection fees and land improvements. A copy of the revised document is filed in the official papers of the board.

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

**Revision of 1999-2000 Capital Construction Fund Budget.** Staff recommended approval of the revisions of the 1999-2000 Capital Construction Fund Budget as included in the mailout. The revision reflects additional revenues resulting from the upcoming bond issue. Expenditure adjustments are for legal fees for the bond issue and for building expenses resulting from timing of project completions. A copy of the revised document is filed in the official papers of the board.

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

**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 next installment of bonds needs to be sold in order to keep classroom construction projects on schedule. After approval of this resolution, the school board's bond counsel will arrange for advertising of the bond sale in the **Caddo Citizen** and the financial publication, **Daily Journal of Commerce**. Bids will be received and awarded by the CPSB on April 19, 2000. An informational memo from Foley & Judell and a proposed schedule for the bond issue is filed in the official papers of the board.

The following resolution was offered by \_\_\_\_\_ and seconded by

\_\_\_\_\_ .

**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 2000, 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 2000 (the "Bonds"), of Parishwide School District of Caddo Parish, Louisiana (the "Issuer"), said Bonds being the second 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 June 1, 2000, 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 March 1, 2001, 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 (subject to the special bidder's option described in the Notice of Sale set forth below):

<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>
2001	\$ 325,000	2011	\$ 980,000
2002	620,000	2012	1,035,000
2003	650,000	2013	1,095,000
2004	680,000	2014	1,160,000
2005	715,000	2015	1,225,000

2006	755,000	2016	1,300,000
2007	790,000	2017	1,375,000
2008	835,000	2018	1,460,000
2009	880,000	2019	1,550,000
2010	925,000	2020	1,645,000

**SECTION 2. Redemption Provisions.** Those Bonds maturing March 1, 2011 and thereafter, will be callable for optional redemption by the Issuer in full at any time on or after March 1, 2010, or in part on any interest payment date on or after March 1, 2010, and if less than a full maturity, then by lot within such maturity, at the principal amount thereof and accrued interest to the date fixed for redemption. Bonds are not required to be redeemed in inverse order of maturity. 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 2000**

**PARISHWIDE SCHOOL DISTRICT  
OF CADDO PARISH, LOUISIANA**

**Sealed Proposals:** 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 proposals for the purchase of Twenty Million Dollars (\$20,000,000) principal amount of General Obligation School Bonds, Series 2000, of Parishwide School District of Caddo Parish, Louisiana (the "Bonds").

**Date of Sale:** Wednesday, April 19, 2000 (or such other date as may be determined by the President and advertised by Munifacts Disclosure Service).

**Hour of Sale:** 3:30 p.m., Louisiana (Central) Time

**Place of Sale:** School Board Office, 1961 Midway, Shreveport, Louisiana

**Date of Bonds:** June 1, 2000.

**Form and Denomination:** The Bonds will be issued as fully registered bonds in "bookentry only" form and registered in the name of Cede & Co., as nominee of the The Depository Trust Company, New York, New York ("DTC"). DTC will act as securities depository for the bonds, and purchasers of the Bonds will not receive certificates representing their interest in the Bonds purchased.

**Purpose of Bonds:** 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 are the second emission of \$48,000,000 of bonds that were authorized at a special election held on October 18, 1997.

**Bonds "Bank-Qualified":** The Bonds will be designated as "qualified tax-exempt obligations" pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**Maximum Interest Rate Allowable:** Nine per centum (9%) per annum.

**Paying Agent. Authenticating Agent and Redemption Agent:** A bank or trust company to be selected by the Governing Authority (the "Paying Agent").

**Interest Payment Dates:** March 1 and September 1, commencing March 1, 2001.

**Manner and Place of Payment:** Principal of and premium, if any, on the Bonds will be payable in lawful money of the United States of America at the principal corporate trust office of the Paying Agent.

**Maturity Schedule:** Bonds will mature on March 1 of each of the following years and in the principal amounts as follows:

<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>
2001	\$ 325,000	2011	\$ 980,000
2002	620,000	2012	1,035,000
2003	650,000	2013	1,095,000
2004	680,000	2014	1,160,000
2005	715,000	2015	1,225,000
2006	755,000	2016	1,300,000
2007	790,000	2017	1,375,000
2008	835,000	2018	1,460,000
2009	880,000	2019	1,550,000
2010	925,000	2020	1,645,000

**Redemption:** The Bonds maturing March 1, 2011, and thereafter, will be callable for redemption by the Issuer in full at any time on or after March 1, 2010, or in part, and if less than a full maturity, then by lot within such maturity, on any Interest Payment Date on or after March 1, 2010, at the principal amount thereof and accrued interest to the date fixed for redemption. Bonds are not required to be redeemed in inverse order of maturity.

If a Bidder shall elect to specify Term Bonds as provided in "Special Bidders' Option" below, the Bonds subject to mandatory sinking fund redemption shall also be subject to the terms and conditions described in the Official Statement.

**Security:** The Bonds will be general obligations of the Issuer and payable from ad valorem taxes to be levied and collected in the manner proved by Article IV, Section 33 of the Constitution of the State of Louisiana of 1974 and statutory authority supplemental thereto.

**Bond Insurance:** If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor, the purchase of any such insurance policy or the issuance of any such commitment therefor shall be at the sole option and expense of such bidder and any increased costs of issuance of the Bonds resulting by reason of the same, shall be paid by such bidder. Any failure of the Bonds to be so insured or of any such policy of insurance to be issued, shall not constitute cause for a failure or refusal by the purchaser of the Bonds to accept delivery of and pay for said Bonds in accordance with the terms of the purchase contract.

**Bid Requirements:** Each bid (i) shall be for the full principal amount of the Bonds, (ii) shall name the rate or rates of interest to be borne by the Bonds, expressed in multiples of 1/8th or 1/20th of 1%, (iii) shall prescribe one rate of interest, not to exceed nine percent (9%) per annum, for the Bonds of any one maturity, (iv) shall limit the interest due on each Bond for each interest period to a single rate, (v) shall be unconditional and (vi) shall be made on the form furnished by the Issuer, without alteration, omission or qualification.

In addition to the foregoing, the interest rate specified for any maturity after March 1, 2011, shall be the same or greater than the interest rate for the preceding maturity (i.e., level or ascending coupons for the callable maturities). No bid for less than par or which specifies the cancellation of Bonds will be considered. Any premium bid must be paid in the funds specified for the payment of Bonds as part of the purchase price.

**Special Bidders' Option:** Bidders may specify that all the principal amount of Bonds on any two or more consecutive annual payment dates on or after March 1, 2011 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 Bond shall mature on such annual payment date ("Term Bonds"). Bidders may specify one or more of such Term Bonds.

**Award of Bid:** 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 June 1, 2000, 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.

**Rejection of Bids; Waiver of Informalities:** The Governing Authority reserves the right to reject any and all bids and to waive any informalities or irregularities in any bid.

**Identification of Bids:** Each bid must be in a sealed envelope marked "Proposal for the Purchase of \$10,000,000 of General Obligation School Bonds, Series 2000, of Parishwide School District of Caddo Parish, Louisiana"

**Good Faith Deposit:** 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 One Hundred Thousand Dollars (\$100,000) 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. Delivery of the Bonds: The Bonds will be delivered to the successful bidder on or as soon as practicable after June 7, 2000. The successful bidder shall pay in Federal Funds on the date of delivery the purchase price of the Bonds plus accrued interest. The Bonds will be delivered in Shreveport, Louisiana, or in New Orleans, Louisiana, at the option of the successful bidder, unless another place shall be mutually agreed upon.

**Legal Opinion of Bond Counsel and Closing Documents:** The approving legal opinion of Foley & Judell, L.L.P., bond counsel, who have supervised the proceedings, the Bonds and the transcript of record as passed upon will be furnished without cost to the successful bidder. 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 tax necessary to pay the same.

**Continuing Disclosure:** In order to assist bidders in complying with Rule 15c2-12(b)(5) 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

**Additional Information, Bid Forms, and Official Statements:** Further information and particulars including the required bid form and an Official Statement relating to the Bonds will be furnished upon application to the undersigned.

THUS DONE AND SIGNED at Shreveport, Louisiana, on this, the 15th day of March, 2000.

/s/ Mike Powell

President

ATTEST:

/s/ Robert E. Schiller

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 (Central) Time, on **WEDNESDAY, APRIL 19, 2000**, 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: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R Guin, Miles Hitchcock, Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux  
NAYS: Johnny Vance, Jr.  
ABSENT: Judy D. Boykin

And the resolution was declared adopted on this, 15th day of March, 2000.

Robert E. Schiller, Ed.D  
Secretary

Mike Powell  
President

STATE OF LOUISIANA

PARISH OF CADDO

I, the undersigned Secretary of the Parish School Board of the Parish of Caddo, State of Louisiana (the "Governing Authority"), the governing authority of Parishwide School District of Caddo Parish, Louisiana, do hereby certify that the foregoing \_\_\_\_\_(\_\_\_\_\_) pages constitute a true and correct copy of a resolution adopted by said Parish School Board on March 15, 2000, authorizing the advertising for sealed bids for the purchase of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000, 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.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of said School Board at Shreveport, Louisiana, on this, the 15th day of March, 2000

(SEAL)

\_\_\_\_\_  
Secretary

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

**Settlement of Workers' Compensation Claim.** Staff recommended approval of Mary Leftridge's workers' compensation claim settlement for a total payment of \$15,000, as included in the mailout. Ms. Leftridge is a former Caddo Parish school bus driver.

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

**Revision to Polite EBCD-R (Emergency Closing of Schools).** Staff recommended approval of the revisions to Policy EBCD-R (Emergency Closing of Schools) as included in the mailout. The policy clearly defines the procedure through which all employees know what is expected of them.

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

**Advanced Budget Approval (2000-2001) for Signing Incentive.** Staff recommended approval of the superintendent's request for an advance on the 2000-2001 General Fund Budget in the amount of \$150,000 to be used as signing incentives for certified teachers, as outlined in the mailout. It is evident that there is a severe certified teacher shortage in the critical areas of science, math, special education and music. Certified teachers in these areas would continue to receive the \$2,000 signing incentive and all other certified teachers would receive \$1,000. This money would be used on a first come, first serve basis and all must be signed by August 1, 2000.

#### **PERSONNEL RECOMMENDATION(S)**

The superintendent recognized and formally introduced the newly appointed administrators as identified previously under the personnel recommendation heading (Agenda Item 9 [A-D], page three of these minutes). Mr. Burton and Mr. Brooks expressed appreciation to the superintendent

and staff for recruiting and employing Mr. Kimble as head coach at Booker T. Washington High School. Dr. Hitchcock acknowledged and thanked John Dilworth for doing so much for the school system and for personally assisting him in many ways. He applauded the superintendent for his choice of Mr. Dilworth as special administrative assistant to the superintendent.

#### **ADOPTION OF POLICIES GBCB and GBCB-R-STAFF CONDUCT (EMPLOYEE NOTICE OF CRIMINAL PROCEEDINGS)**

Dr. Hitchcock asked the superintendent for his response to comments made earlier by the president of Caddo Association of Educators who expressed concerns about the number of staff administrators that an employee must notify of criminal proceedings. The superintendent said the original draft came from legal counsel and he asked him to respond. Legal counsel said the proposed policy would limit the dissemination of information to two areas, which is where action would take place in such a situation. Dr. Hitchcock asked the superintendent if he would like to revisit the document. The superintendent said the spirit of the documents has been expressed by legal counsel. It includes housing of records with the director of personnel in a centralized fashion; as well as notifying the immediate supervisor, which might protect the employee's rights. He said he is comfortable with the draft in that it is administratively manageable and most fair to the employee. Dr. Hitchcock moved, seconded by Mr. Burton, to adopt the superintendent's recommendation for policy GBCB and GBCB-R. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Armstrong and Dr. Hitchcock.

#### **REVIEW TO CPSB POLICY BDDDB (Agenda Format)**

The president said Mr. Brooks expressed concern earlier about the role the Executive Committee has in setting the agenda for school board meetings and he asked legal counsel to respond. Legal counsel said he did not understand this item to be the setting of the agenda by the Executive Committee; that this item deals with the changing of the order of items on the agenda. The president clarified that Mr. Brooks' concern deals with the paragraph at the top of the document that reads that the order maybe changed by a consent of the majority of members present. Legal counsel said he interpreted this policy to be the normal order of business at a meeting; board members could change the order of business by advancing items on the agenda simply by a majority vote rather than a two-thirds vote and a motion to suspend. The president asked legal counsel if he is saying that if the board adopts this same policy again, it could still have the Executive Committee set the agenda and the agenda might appear different from the proposed format, but the Executive Committee would still have the power to set the agenda. Legal counsel said the agenda format would be in this order and at a regular meeting of the board, board members could change the order of the agenda and move an item up or down by a majority vote. Mrs. Pugh clarified that she initially brought this matter to the attention of the board because in a packet previously presented to the board, materials appeared to be out of sequence and the amended dates for the policy were not listed on the policy itself. She said the policy before the board today is simply being brought up to date with the addition of revision dates; that everything is in order and nothing is being changed. Mrs. Pugh moved, seconded by Mr. Burton, approval of the revision to Policy BDDDB (Board Agenda Format) as included in the mailout. Vote on the motion carried unanimously.

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

**Update on CPSB Construction Projects.** The superintendent noted that this is an informational item, which was in the mailout.

#### **UNFINISHED BUSINESS**

**Renaming of Auto Technology Center at the Caddo Career & Technology Center.** Mrs. Armstrong said the CPSB saw a need to expand the opportunities for students when it created the Caddo Career Center. She said the late Clayton Posey had a vision to take this thought forward and provide a modern technologically superior automotive technology facility where students could be trained and prepared for the workforce. Thus, he developed the concept and worked for the completion of the automotive technology center. Mrs. Armstrong moved, seconded by Mr. Brooks, that the new automotive technology center be named The Clayton W. Posey Automotive Technology Center. Mr. Brooks said this is an honorable thing for the CPSB to do as the late Mr.

Posey implemented a good program. Vote on the motion carried unanimously. Mrs. Armstrong recognized Mrs. Glenda Posey, widow of Mr. Clayton W. Posey, and their daughter Julie who were in the audience. The president said he visited the site and the construction project is on target.

**Announcements and Requests.** The president said school board members received a while back information and a form for future requests of staff. He said the superintendent is asking that future announcements and requests be submitted on the forms for staff s response. The superintendent said the board's compliance would be helpful to staff.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Celebration.** Mr. Brooks asked staff to plan a big celebration for the Southwood High School Class 5A Girls' Basketball State Champions.

**Discipline Procedures.** Mr. Brooks asked staff to look into Lori Taylor's (visitor) concerns about discipline procedures at Southwood High School; and, to make sure that all schools are held accountable for discipline procedures. He further noted that discipline procedures should be fair and equitable for every student.

**Board Assignments.** The president acknowledged and announced the following: a) Mark Milam, CPSB member for district one, has agreed to serve as the board president's liaison for the CPSB for legislation in the upcoming session; b) Jerry Tim Brooks, first vice president and representing district seven, will serve as the board's liaison for Capital Projects; c) Alvin Mims, second vice president and representing district six, will serve as the board's liaison for General Funds; and, d) Judy D. Boykin, CPSB member for district ten, will serve as the board's liaison for the Shreveport Mayor's Education Cabinet.

**Public Forums.** The president thanked the board and the community for their participation in the public forums. He said a number of people in the public requested more forums; they expressed appreciation for the superintendent for his articulation of ideas and views for the school system; and, they expressed appreciation for the effort of the board and superintendent for stepping out and offering the community an opportunity to provide input.

## **EXECUTIVE SESSION(S)**

**Hearing - Tenured Bus Driver.** The president said an executive session is no longer required and he called school board members' attention to a letter placed at their station in this regard. Mr. Guin moved, seconded by Mr. Brooks, that the CPSB accepts the resignation of Abe Payne, Jr. submitted today to advance his retirement. Vote on the motion carried unanimously

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

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**April 5, 2000**

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 5, 2000, at 3:30 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present. Other school board members present were Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Superintendent Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. The president gave the invocation and led the Pledge of Allegiance.

## **SPECIAL PRESENTATIONS/REPORTS**

The superintendent made general comments and introduced staff members who gave an overview of the following.

**Quarterly Financial Update.** Ben Wreyford, director of finance, provided school board members with a copy of the school system's internal monthly financial report and a preliminary statement of the bond issue. He gave an overview of the Caddo Public School System's financial statement of current operations, revenues, and expenditures. Mr. Wreyford reported that the school system is in good financial order. He further reported that based on the board-approved budget, revenues are right at \$250,000,000 with the beginning balance of \$12.6 million, and expenditures of \$253,000,000. The budgeted ending balance would be over \$8.5 million. Mr. Wreyford said as the year passes, variances occur in reality between revenues and expenditures; thus, positive variances in revenues reflect that more is received than budgeted; and, negative variances in expenditures reflect that spending is not as much as budgeted. Mr. Wreyford reported that staff is presently in the budget review cycle and the superintendent is in the process of meeting with department heads to review budgeted line items. He also reported that representatives from the rating agency in New York visited Caddo on yesterday to: a) discuss the school system's financial situation; b) inquire about the fund balance situation; and, c) determine if a healthy reserve is maintained for contingency. Mr. Wreyford said the preliminary official statement of the \$20,000,000 General Obligation School Bond was prepared by the school system's bond attorneys and has been circulated to prospective investors. The superintendent said the investors visiting Caddo on Tuesday, April 4, 2000, indicated that by next Friday staff would be receiving the bond ratings. Further, the Caddo Public School System is fiscally secure and staff is anticipating a healthy fund balance. Mr. Milam requested clarification of staff's reference to healthy reserves.

**Recruitment and Retention Strategy.** The superintendent said he charged the Human Resource Services Division to come up with a comprehensive strategy to address the school system's needs; identify what staff will be able to do in order to reduce the number of vacancies; and; also reduce the number of individuals who do not hold full certification. He introduced Human Resources Staffing Administrators Linda Johnson and Mary Nash Robinson who presented a visual report on recruitment strategies for teachers and administrators. Staff's vision is that the percentage of teacher vacancies shall be reduced by 66 percent from 1999-2000, and the percentage of teachers holding less than a full teaching certificate (Louisiana or equivalent) shall be reduced by 15 percent in 2000-01. Some strategies highlighted included: a) signing bonuses; b) performance evaluation of principals; c) establishment of 1-800 teach number; d) web page ([www.caddo.k12.la.us](http://www.caddo.k12.la.us)); e) job fairs; f) increased recruitment efforts; g) improved retention rate; h) increase professional contacts; i) Internet interviewing; j) administrative mentoring; k) board members visiting Human Resource Services and participating in recruitment activities; l) biweekly payroll; m) stipend to employees; n) new teacher orientation or inservice; o) distribution of teacher packets; p) speaking circuit, etc. Staff also noted implementation plans and established timelines. Charles Walker, director of certified personnel, said staff is initiating the activities in support of the priorities and goals that were discussed at the public forums. Further, implementation of strategies will create a big difference in the reduction of vacancies at the beginning of the school year and the number of temporary certificates. The superintendent said staff is putting great focus on helping principals have the kind of staffing, quality and quantity of candidates, so that schools could be opened and well-staffed. Mr. Brooks thanked staff for a dynamic recruitment strategy. Mrs. Pugh asked if the proposed new legislation relative to teachers being separated from a school system for a year before they are eligible for rehiring would impact staffs plan. Mr. Walker said he believes the one-year stipulation still exists, but there has been no clear publication to staff on the proposed legislation at this time. Mrs. Pugh encouraged staff to check with legal counsel regarding ethics before involving school board members in the recruiting process. Dr. Hitchcock thanked the superintendent for the presentation. Per request of Jackie Lansdale (Caddo Federation of Teachers/Support Personnel), Dr. Hitchcock distributed to school board members a document from East Baton Rouge Parish outlining plans for incentives and signing bonuses for teachers. The president also thanked the superintendent and staff for the presentation. The superintendent echoed thanks to the staff in Human Resources for developing a comprehensive strategy for a pressing need, and said staff now needs to make the plan a reality.

**Personnel Evaluation Plan.** The superintendent said a committee was formed to examine and improve the personnel evaluation process. He introduced members of the committee which was comprised of school administrators (elementary/middle/high school level), counselors, teachers,

central administrative staff, etc. He said after the board's consideration, the evaluation plan will be shared with employee groups, principals and teachers for input; and, later this month or early May, staff will seek board approval of the personnel evaluation plan based upon input received. The superintendent also noted that the recommended changes would address another priority area - how to improve the quality of the observation process; how to move from a process centered evaluation program to one that includes results. He introduced Richard Dezendorf, human resources administrator/information/research, who coordinated the presentation. The superintendent and staff summarized the revisions that were given to board members. The pages from the Performance Evaluation Plan Booklet that contain the revisions were also shared with school board members. The plan, once approved by the CPSB, will be sent to the Louisiana Department of Education for approval. The superintendent emphasized that staff is seeking board approval to move forward with presenting the plan to principals, teachers, etc. to get ideas and feedback before coming back to the board for formal action. Mr. Brooks asked who would be responsible for evaluating supervisors and directors. The superintendent said the plan spells out the process and responsibility for an evaluation of central office personnel. He said staff plans to present to the board next month the actual performance objectives that are being constructed in support of each of the goals and priorities. Mrs. Boykin asked if this plan is specifically for employees holding teaching certificates or does it include all employees. Willie Henderson, assistant superintendent for human resource services, said staff does not have plans at this time for other employees. She asked if a different evaluation plan would be used for central office classified employees. Mr. Henderson said staff plans to change the evaluation plan. The superintendent commented that the next step is to move toward a performance based evaluation system for classified employees, with adjusted timeframes and issues more relevant to the jobs performed.

**Revised Beliefs, Priorities, Goals.** The superintendent said he shared with board members at their retreat preliminary ideas about a mission, beliefs, priorities and goals. He reported that since that time, a series of seven forums were held throughout the parish. The superintendent, with the assistance of Burnadine Moss Anderson, assistant to the superintendent/communications, presented an update of activities from the forums, as well as a revised draft of the mission statement, beliefs, priorities and goals. They reported that citizens provided verbal and written input, all of which was reviewed. Mrs. Anderson noted that the input received from the citizenry has been typed (34-pages) and is available for board members' perusal. The superintendent and Mrs. Anderson capsulized some of the prevailing issues and comments received, as well as apprised the board of revisions to the document as a result of input received. The superintendent said the next step is to develop an action plan (strategies, detailed annual work plans, measurable results) and accountability plan (quarterly status reports, annual report of accomplishments). He noted that staff wants to emphasize the involvement of parents and students to be active participants in the educational process. Further, in response to citizens' requests, staff is building a series of informative forums for the next school year whereby staff could present aspects of the school system. Mr. Brooks applauded the superintendent and staff for their work. Mr. Vance inquired about plans for training substitute teachers. The president asked staff to take another look at the feasibility of expanding the early childhood education program without jeopardizing federal funding. Mr. Burton encouraged staff to develop a compensation plan for substitute teachers based on their educational preparation and/or experience. He also informed the superintendent that he would be sharing information on this subject with him that was recently received at the National School Boards Association convention. Mr. Brooks echoed Mr. Burton's comments relative to pay for substitute teachers. Mr. Thibodeaux noted that some substitute teachers are not desirous of working full days, and he asked staff to consider the plausibility of pairing certified substitute teachers as two permanent part-time employees. The proposed revised beliefs, priorities and goals will be presented to the board at its April meeting.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE APRIL 19, 2000 CPSB MEETING**

The president polled board members and staff for additional agenda items. Items added were: "Performance Measures for the Superintendent's Contract"; "Reorganization Plan for Central Office"; "Adoption of Resolution -Public Education Funding"; "Textbook Adoption for English, Language Arts and Literature "; "Adoption of CPSB's Revised Beliefs, Priorities, Goals "; and, "Update on Implementation of Student Uniform Policy. " The president said he previously asked if there would be adequate staffing for School Away From School (middle schools), and he assumes that staff will be able to handle this through the end of the school year. The superintendent and Roy Thomas, director of middle schools, said there will be adequate staffing to accommodate needs.

**Resolution Providing for Opening of Sealed Bids Received for the Purchase of \$20,000,000 of General Obligation School Bonds.** The superintendent said, as referenced earlier by Mr. Wreyford, this item is placed out-of-order on the agenda so that staff could move forward to the sealed bids.

**Bids- Rejection of Bid(s).** The superintendent said staff is requesting rejection of all bids for the multi-purpose room for Judson Fundamental Magnet School because all bids came in over budget. The superintendent and Ron Festavan, assistant superintendent for support services, said they had spoken with Principal Leisa Edwards and discussed the options, and she accepts staff's suggestions. Mr. Vance asked if bids are being rejected because enough money was not budgeted for the square footage desired, and staff answered in the affirmative. Mr. Festavan said staff has agreed to provide the school with the best, most updated, state-of-the-art facility that could be constructed for the budgeted amount. As another option, Mrs. Armstrong suggested that staff should give consideration to using other types of construction buildings, i. e. modular.

**Approval of Professional Services (Lighting Retrofit Program at Various Schools).** The superintendent said staff would be requesting the board's permission to move into the second phase of the lighting retrofit program. Mr. Milam asked about the order in which schools are determined for inclusion in the program. He also expressed concern about the yellowing condition of the plastic cover on the fluorescent lighting in some of the schools. Mr. Brooks inquired about spotlights for the fleet of security vehicles.

**Facility Usage Agreement - Youth Enrichment Program (YEP) Summer Camp.** Staff reported that this is a long-range routine item whereby YEP contracts for summer use of some of the school facilities. He said the enrichment program has been successful and information will be in the mailout. The president asked if the CPSB has previously provided floor space for the YEP program at minimal cost. Mr. Festavan said staff has a set formula that is applied in each request for facility usage. Legal counsel clarified that initially when YEP started its program, they had grants involved and the school system accommodated their needs at a reduced rate.

**Intergovernmental Agreement.** The superintendent said the school board's approval of the intergovernmental agreement would bring closure with all local governmental agencies regarding abandoned properties. Mr. Wreyford said currently there are 9,000 neglected properties within the parish that are on the adjudicated tax roll (abandoned properties that are not producing property taxes). The Parish Commission is proposing a model whereby these properties could be put back into economic circulation via selling and/or donation. Thus, back taxes would be paid; all governmental bodies would reap the benefit of back taxes; and, it would help clean up urban decay. Mr. Wreyford said all governmental agencies have approved the plan except for the CPSB. Rhoshunda R. Rhodes, assistant parish attorney for Caddo, summarized the Commission's interest in this matter. Legal counsel commented about the aspects of selling and/or donating properties and about the forgiveness of ad valorem taxes. Discussion ensued on: a) the forgiveness of back taxes, b) appraisal of properties; c) timeframe as stipulated (Article IV - 4.8) for advising the Local Taxing Authorities as to each parcel of property being considered by the parish for sale or donation as surplus property; d) provisions for terminating the Intergovernmental Agreement (Article X, Section 9.1), etc. Legal counsel said an addendum would be made to the agreement to reflect the appropriate timeframe for advertising (30 days).

**Even Start Application 2000-2001.** The superintendent said the application has not yet been received from the State Department. Once received, the Even Start application will be prepared and included in the mailout for the board's consideration

**Mandatory Summer School Policy.** The superintendent said staff has deep concern regarding students in grades 4 and 8 who scored at the unsatisfactory level on the LEAP 21 Math/Language Arts exam. He said staff is preparing to offer a comprehensive summer school program and would like to make sure that those students have an opportunity to attend summer school, and the policy would mandate that they do attend. Mrs. Boykin inquired about exemptions for parents who don't wish for their child to attend summer school. The superintendent said if parents wish to have their child exempted from the mandatory summer school program, then it is their responsibility for remediation to help improve skills for the student. Further, students not attending summer school and not retesting at a satisfactory level would be required to be retained at the particular grade level. Mrs. Pugh asked about projected cost for the 2000 summer school program, and the

superintendent said the cost would be approximately \$1.2 million for elementary K-5 and \$500,000 for middle schools. Mrs. Pugh inquired about available staffing for the program and about the timeframe for implementing the policy. The superintendent said staff is actively recruiting teachers at this time and is prepared to recruit outside of the school system's borders if necessary. He also noted that staff expects to receive test results from the State Department between May 15 and May 17; the school year closes on June 1; and, summer school would begin a week later (June 8). Discussion followed on anticipated student enrollment for summer school; provisions for students to retest if they opt out of attending summer school; and, school sites for summer school. Mrs. Pugh encouraged staff to reconsider the wording of item four in the proposed mandatory policy with reference to the phrase fully promoted.

**Revisions to the Personnel Evaluation Plan.** The superintendent said if staff does not have adequate time within the next two weeks to confer with employees and employee groups, then he would request that this item be delayed until May.

**Adoption of School Principal Clearance Policy.** Willie Henderson, assistant superintendent for human resources, said staff is attempting to bring structure and guidelines to be followed in the event a principal is separated from the school (resign, retirement, transferred, etc.) to be sure that all records are clear and in order. Mrs. Pugh suggested that for clarity, a timeline should be written into the policy. Staff said they would follow-up on Mrs. Pugh's suggestion. The superintendent said he would ask legal counsel to look at the possibility of withholding the final paycheck until such time that the principal has adhered to all procedures.

**CPSB Work Session.** After polling school board members, the president announced that a work session for the CPSB has been scheduled to consider the performance measures for the superintendent's contract and on the possibility of reorganization for Monday, April 17, 2000, at 5 p.m. in Room 1, at the school board office complex (1961 Midway Street, Shreveport, Louisiana). The president said no action would be taken at the work session.

**CAE Resolution.** The president said the proposed resolution is requesting funding to reduce class sizes in schools. Information would be in the mailout.

**Textbook Adoption.** The superintendent said staff would be bringing a recommendation to the board for its consideration of the recommendations from the Textbook Committee, which he concurs with, for English, Language Arts and Literature textbooks. Information will be in the mailout and the recommended texts are available for review by board members. Mrs. Boykin asked if with the adoption of textbooks, would it put each of the grades in each school using the same texts. The superintendent said because of the cost, it would be a three-year phasing process. Mr. Brooks encouraged staff to supply all schools with textbooks next year. Mrs. Armstrong requested clarification of textbooks for each grade level. Margaret Thompson, supervisor of English, said grade 4 would get spelling textbooks; grades 6 and 9 would get literature textbooks, and this is in all schools. The president said the CPSB has had an on-going reading program in the parish which included funding for supplemental materials for K-3. He said it might be good for staff to revisit the materials included on the list to determine the alignment within the schools.

**Goals and Priorities.** The president asked staff to provide school board members with the 34-page document of comments received from the citizenry at the public forums.

**Consent Agenda.** The **Executive Committee** categorized agenda items 10, 11-A, 12, 15-20 as consent agenda. Mr. Brooks moved, seconded by Mr. Mims, approval of the agenda with the consent items as proposed. Vote on the motion carried unanimously.

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

Shirley Enani, CAE, asked the board if it was previously stated during discussion that consideration of the revised evaluation plan would be delayed until May. The president said the superintendent informed the board that he might request that this item be held over, and this request would be permissible.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Mims seconded the motion, which carried, and the meeting adjourned at approximately 6:26 p.m.

**April 5, 2000**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 6:27 p.m. with president Mike Powell 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, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

The purpose of the special school board meeting is for the board to consider and take action on Consolidated Plan Application (Titles I, II, IV and VI) and personnel recommendations.

### **CONSOLIDATED PLAN APPLICATION (Titles I, II, IV and VI)**

The superintendent said the consolidated application for federal programs includes Titles 1, II, IV and VI with a combined total of nearly \$14 million. He said funding will impact students throughout the district and staff has worked diligently to implement different programs next year in support of the school system's goals and initiatives. The superintendent recognized staffers Janis Parker (director of Title 1), Wanda Gunn (elementary education director) and Cecil McCune, Ed.D. (director of student services) who gave detailed highlights of some of the programs' features i.e. promotion of technology as a teaching tool; partnerships between families, communities and schools to improve academic and social successes of students; attendance services; health services; homeless education services and programs; recruitment and staff development; programs and activities that would foster safe, civil and drug-free school environments; student achievement initiatives designed to improve student achievement, etc. The president asked if there has been any discussion about Juvenile Courts and the impact that the state is viewing Caddo as needing funds. Dr. McCune answered in the affirmative; however, he noted that the level of funding would be different. The president clarified that the state has taken the view on how it is allocating funds to school systems within the state based on how it feels the factors are in looking at incarceration within the area. Because Caddo has a lot of alternatives, it looks as though Caddo is having less crime problems than perhaps the numbers sometime reflect. The president asked if there is any relief whereby the state would not penalize Caddo for what is being done through alternative programs. Dr. McCune answered no and said he received recent communication from an assistant in the State Department of Education and she indicated that she was aware of Caddo's concerns; but, they were following U. S. Department of Education guidelines and were acting upon advice of same. He further noted that he does not believe that the U S. Department of Education understands or knows how the state is allocating the funds. Mrs. Boykin moved, seconded by Mr. Brooks, approval of the Consolidated Plan Application as submitted by staff to the Louisiana Department of Education. Vote on the motion carried unanimously.

Mr. Burton and Mr. Vance excused themselves from the remainder of the meeting at approximately 6:40 p.m.

### **PERSONNEL RECOMMENDATION(S)**

The superintendent recommended that Betty Jordan be appointed acting principal at Broadmoor Middle Laboratory School for the remainder of the 1999-2000 school year. Further, that Mary Bethel be appointed acting principal at Central Elementary for the remainder of the 1999-2000 school year. Mr. Brooks moved, seconded by Mr. Mims and Mr. Milam, approval of the superintendent's recommendations. Vote on the motion carried unanimously. The superintendent recognized Mrs. Jordan and Mrs. Bethel and introduced them to the board and audience. He said Mrs. Bethel is on loan from the Title 1 program; she has been volunteering her services at Central; and, her presence at the school has already made a significant impact. The superintendent said Mrs. Jordan is eagerly returning to the school system out of retirement and is highly experienced to serve as acting principal.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Brooks seconded the motion that carried, and the meeting adjourned at approximately 6:49 p.m.

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Robert E. Schiller, Secretary

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Mike Powell, President



**April 19, 2000**

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, April 19, 2000, with President Mike Powell 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 Hitchcock, ScD., Alvin Mims, and Johnny Vance, Jr. Mark Milam arrived at approximately 3:32 p.m.; Mildred B. Pugh arrived at approximately 3:33 p.m.; and, Michael J. Thibodeaux arrived at approximately 3:36 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE MARCH 15, 2000 AND APRIL 5, 2000 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Mims, approval of the minutes of the aforementioned school board 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. He announced that the superintendent has requested that "Revisions to the Personnel Evaluation Plan "; "Reorganization Plan for Central Office "; and, "Performance Measures for the Superintendent's Contract" be postponed until the next regular school board meeting. Staff also recommended (as noted in the mailout) that all bids for "Electrical Wiring for Technology at Caddo Magnet High, Central and Caddo Career and Technology Center, Project 2001-310 " and "Electrical Wiring for Technology at Hollywood, Vivian and West Shreveport, Project 2001-311 " be rejected and projects be redesigned and rebid. Further, that "Cafeteria Air Conditioning at Eighty-First Street, Fairfield and Northside, Project 2001-304" will be rebid at a later date. Also, special presentation of "Semifinalists: Academic Pentathlon Sweepstakes Award Winner and Academic Pentathlon Second Place Sweepstakes Award Winner" will be introduced at the regular school board meeting in May.

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

David Wolf, bond counsel of Foley & Judell, LLP, advised the board of the process addressing this item. He reported that the first step is to adopt a resolution authorizing the opening of sealed bids, and he has received five sealed bids. Mr. Wolf reported that he would then open the bids received and formally read them into the record. Then he would retire to the finance office to tabulate the bids and make sure the calculations are correct. After which, Mr. Wolf said he would return to the board meeting where the board would consider two other resolutions relating to the acceptance of the low bid and the issuance of the bonds in accordance with the low bid. Mr. Wolf informed the board of steps taken in connection with the sale of bonds noting that this is the second issue of the \$48,000,000 of bonds that was authorized at the election held at the end of 1997 for new classroom construction. Mr. Wolf said advertising of the sale was done at the last school board meeting and since then notice of sale has been published in the official journal and in the Daily Journal of Commerce (New Orleans), which is a requirement of state law for this type of sale. Board members received a preliminary Official Statement in the mail and it was also sent to several hundred prospective underwriters, purchasers and banks and institutional investors. Mr. Wolf reported that they applied for bond ratings from two agencies, Moody's Investment Service and Standard and Poor's. The Standard and Poor's rating was A+ and Moody's upgraded the CPSB's bond rating to "Aa3". This rating makes the CPSB the only school board with a "double A " rating from Moody's, and Caddo has become the highest-rated school board in the state. Mr. Wolf said the higher bond rating would result in low interest rates on future bond issues, which translates into lower property taxes in Caddo Parish.

Mr. Milam moved, seconded by Mrs. Pugh, that the resolution providing for opening of sealed bids received for the purchase of \$20,000,000 of General Obligation School bonds (Series 2000) 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 April 19, 2000 were thereupon opened and read in public session, and the bids reflect the average loan interest rates as follows: 1) Duncan Williams in

Memphis, TN at an interest rate of 5.5789 percent; 2) Paine Webber in New York, NY at an interest rate of 5.5602 percent; 3) a group of underwriters led by Morgan-Keegan in New Orleans, LA at an interest rate of 5.5771 percent; 4) Southwest Securities in Dallas, TX at an interest rate of 5.5685 percent; and, 5) Merrill Lynch in New York, NY at an interest rate of 5.5851 percent. The president expressed appreciation to Mr. Wolf, legal counsel, and staff for the hard work they have put into this endeavor. Mr. Wolf retired to the finance office to tabulate the bids. (See Resolution - Page 8)

### **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Board President Powell presented honorees a framed certificate for the special recognition.

**Time Warner Cable and ESPN "Knowledge for College Challenge."** Ashley Joseph, student at Caddo Magnet High School, has been named one of eight national semi-finalists in this scholastic competition. She will receive a \$1,000 scholarship, and the challenge was for high school students to demonstrate an understanding of how math and physics are a critical part of all sports. Ashley is now eligible to compete for the grand prize scholarship (\$10,000) which would also qualify the school for a donation of \$5,000 in new media equipment.

**Girls' Basketball City Championship.** Youree Drive Middle School received the basketball city championship for both boys and girls during this school year. The girls' team has been League I and city champions for three consecutive years and team members are: Janica Arterberry, Morenike Atunrase, Rachel Blackman, Kristen Bray, Princella Clark, Jennifer Cook, Mallory Dixon, Shemeika Garner, Casey Jordan, Lindsey Morris, LaRhonda Taylor, Charlunda Thrash, Kelsey Ward, Danielle Wilkins and Hanna Brumley. John W. Wagnon is coach; Shalea Johnson is team manager; and, Jan Holliday is school principal.

**Boys' Basketball City Championship.** The Youree Drive Middle School boys' basketball team won the League I championship and this year's city championship. Team members are Michael Blackwell, Marvin Coleman, Jacory Davis, Patrick Dean, Quinton Douglas, Corey Green, Tyrone Hamilton, Eric Hewitt, David Hymes, Aramis Kimble, Ronnie King, Will Moore, Patrick Smith and Steven Thoma. Byron Steward is coach and Akeem Jones is manager.

Relatives, school administrators, and other supporters were recognized.

### **VISITORS**

President Powell advised visitors of the school board's guidelines for addressing the board.

Delories Renter, parent, expressed concern about the low representation of minorities on the dance line and cheerleading squad at Youree Drive Middle School. She asked the board to review the selection process.

Gloria Small, parent, echoed the sentiments as previously expressed by Ms. Renter. She said the selection process for cheerleaders and members of the dance line is unfair and eliminates minority students. (Note: The president said he would ask the superintendent to investigate this concern.) Mr. Brooks asked that he be listed on the agenda under Announcements and Requests to address this matter.

Emma Shepard, president of Caddo Association of Educators (CAE), spoke on behalf of the association and thanked the CPSB for its support and adoption of the resolution on public education funding. She also requested personal privilege and thanked school board members, the superintendent, and staff for their prayers and other acts of kindness shown to her and her family in the loss of her son.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), informed the board of the federation's plan to lead a rally around the state capitol on Wednesday May 3, 2000 reminding the Governor and state legislators to keep their promises regarding increased salaries to educators. She also submitted a list of recommendations compiled by the federation's Personnel Compensation Committee to the board and staff for consideration and possible implementation in

2000-01. The list of recommendations addresses the need for an employee catastrophic/emergency sick leave bank and additional compensation for various detailed reasons.

## **CONFIRM THE CONSENT AGENDA**

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

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

**Personnel Recommendation(s)**. The superintendent recommended that: a) Sedric Clark be appointed assistant principal of administration and discipline at Captain Shreve High School, and the terms of contract are April 20, 2000 to June 15, 2002; and, b) David Brewer be appointed head football coach at Southwood 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. Board members were provided with a copy of each employee's resume.

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

Sabbatical Leave for Study, 2000-2001 School Year

Carolyn Gardner, Dyslexia Teacher, Section 504/Special Programs

Sabbatical Leave for Study, Spring Semester of 2000-2001 School Year

Daphne Moore, Teacher, Booker T. Washington High School

Catastrophic Illness, March 3 - April 20, 2000

Vicki Baudoin, Teacher, Lakeshore Elementary

Catastrophic Illness, April 26 - June 2, 2000

Rebecca Watson, Teacher, Southern Hills Elementary

Catastrophic Illness, May 8 - June 2, 2000

Keisha Barnes, Teacher, Ingersoll Elementary

Leave Without Pay, July 17 - December 17, 2000

Caren Shoemaker, STW Coordinator, Caddo Career and Technology Center

Leave Without Pay, April 24 - 27, 2000

Kimberly Thomas, Teacher, Blanchard Elementary

Sabbatical Leave (Medical), 2000-2001 School Year

Claudia Givens, Teacher, University Elementary

Leave Without Pay, 2000-2001 School Year

Pamela Bounds, Teacher, Mooringsport Elementary

**Other (Hiring, Assignment Changes, Separations and Resignations)**. Staff recommended approval of the other personnel transaction reports as included in the mailout.

**Promotional Appointment Contracts for a New Counselor**. No contracts were submitted for the board's consideration.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the lowest circled bids for filters - heating, ventilating and air conditioning for maintenance department; middle school and ninth grade athletics equipment/supplies; high school varsity athletics equipment/supplies for C. E. Byrd, Captain Shreve, Huntington, North Caddo and Southwood; janitorial paper supplies for all schools; janitorial can liners (trash bags) for all schools; fluorescent ballasts for all schools; janitorial supplies for all schools; paper supplies for child nutrition department; roofing at Donnie Bickham, project 2001-201A; roofing at Walnut Hill, Project 2001-201B; HVAC improvements at Caddo Exceptional and air condition auditorium at Booker T. Washington, Project 2001-301; replace air conditioning roof top units at Vivian, Project 2001-303; boiler replacement at Forest Hill and Bethune, Project 2001-307; boiler replacement at University and boiler/chiller replacement at Summerfield, Project 2001-308; and, sale of Rodessa five acre tract, Project 2000-021. A copy of the tabulation bid sheets marked "Exhibit A, 35 pages, April 19, 2000" is filed in the official papers of the board.

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

**Approval of Professional Services (Lighting Retrofit Program at Various Schools, Project 2001-313).** Staff recommended that Harriss-Jambor Engineers be approved to provide professional services for Energy Conservation/Lighting Retrofit Program at various schools, Project 2001-313. Midway Middle School has already been completed. Oil City, Northside, Newton Smith and Fairfield are presently in construction.

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

**Facility Usage Agreement - Youth Enrichment Program (YEP) Summer Camp.** Staff recommended that the Facility Usage Agreement with Youth Enrichment Program (YEP) for a summer camp during the period June 12 through August 11, 2000 be approved. The agreement stipulates the payment of regular rental and air conditioning fees by YEP.

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

**Intergovernmental Agreement.** Staff recommended that the Intergovernmental Agreement and the revised addendum be approved as included in the mailout. Legal counsel prepared a revision to the addendum to reflect changes that were recommended at the April 5, 2000 Executive Committee meeting (Article IV, Section 4.8 and Article IX, Section 9.1).

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

**Even Start Application 2000-2001.** Staff recommended approval of the Even Start Application 2000-2001 as included in the mailout. Services are provided by Eighty-First Street Early Childhood Education Center in a collaborative community/school partnership with the Caddo Community Action Agency Head Start Program. Funding in the amount of \$137,378.72 is anticipated.

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

**Mandatory Summer School Policy.** Staff recommended approval of the proposed mandatory summer school policy as included in the mailout. The policy mandates a summer program for students in grades four and eight who score unsatisfactory on the LEAP 21 Math/Language Arts exam. Legal counsel reviewed the policy, and the Pupil Progression Plan will be changed to reflect the current policy.

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

**Adoption of School Principal Clearance Policy.** Staff recommended adoption of the new board policy on principal clearance at time of resignation, retirement or transfer, as included in the mailout. The policy outlines what is required before a principal may be cleared to leave the school system for any of the aforementioned reasons.

## **Agenda Item No. 21**

**Textbook Adoption for English, Language Arts and Literature Books.** Staff recommended that the K-8 English language arts and literature 6-12 textbooks recommended by the Textbook Review Committee be approved and phased in over a three-year period beginning with the fall 2000 school year. The recommended textbooks were examined carefully using State and local criteria.

## **Agenda Item No. 22**

**Adoption of Resolution - Public Education Funding.** Staff recommended adoption of the public education funding resolution as included in the mailout. The Caddo Association of Educators (CAE) presented the resolution to staff, which supports the Louisiana Association of Educators (LAE) in its commitment to strengthening and preserving public education in Louisiana. The resolution also petitions the Governor, members of the Louisiana Legislature, and Board of Elementary and Secondary Education (BESE) to join together and address the issue of stable and recurring funds for the future of students and public schools of Louisiana. A copy of the document is filed in the official papers of the board.

## **Agenda Item No. 24**

**Adoption of CPSB's Revised Beliefs, Priorities, Goals.** Staff recommended approval of the revised draft of the Mission, Beliefs, Priorities and Goals for 2000-2001, as included in the mailout. As part of the CPSB Strategic Planning Process, input from staff, parents and the community-at-large was received and used in the development and revisions. A copy of the document is filed in the official papers of the board.

## **PERSONNEL RECOMMENDATION(S)**

The superintendent recognized and formally introduced the newly appointed employees as identified previously under the personnel recommendation heading (Consent Agenda Item 10-A) in these minutes. Mrs. Pugh stated for the record that she was opposed to the recommendation for the head coach position at Southwood High School. She said the board appointed him to a position in previous years and according to history, the CPSB sees the school principal and head coach as top administrators who are responsible for executing good judgement at all time on behalf of youngsters. Mrs. Pugh said this appointee did not exhibit good judgement when he walked away from Huntington High School and returned to Southwood.

## **BIDS**

**Approval of Bids/Proposals Taken - Air Condition Auditorium at Oil City and Jack P. Timmons, Project 2001-302.** Raymond Hill, president of Thermo-Technics, voiced opposition to the bid award for this project. Mr. Hill said his company was the low bidder but the school board's administration has recommended that his bid be rejected as non-responsive. He said the bid is rejected because of a mere error in which Thermo-Technics' staff did not address or indicate that Addendum 2 of the bid document was received. Board members received a letter from Mr. Hill and John B. Edmonds, P.E. of Edmonds Engineering Services, explaining and supporting Mr. Hill's rationale for appealing staff's decision. The president called board members' attention to legal counsel's letter that he submitted in response to Mr. Hill's appeal. The superintendent spoke in support of legal counsel's letter and said the last sentence in the letter summarizes the matter that this issue is one of substance and not form which provides just cause for rejection of the bid. The president informed the board that Thermo-Technics is currently doing other work for the school system so this matter simply addresses the bid and not the contractor. Mr. Burton asked how serious was the clerical error and if it had anything to do with quality of work. The superintendent said the issue is less than a clerical error; that Addendum 2 could affect the price bid meaning that without the acknowledgement, that what was provided might indicate that the overall bid would have been affected. The superintendent reiterated that staff enjoys working with this contractor and he encouraged him to continue bidding on projects. He said this issue is a matter of adhering to specificity of the bid process and nothing with the quality of work. For clarification, Dr. Hitchcock asked if staff is recommending that Thermo-Technics' bid be rejected and that the board accepts the lowest bid for this project, and the superintendent verified his understanding. The president informed board members that legal counsel has advised that the CPSB would be voting to accept staff's recommendation that the bid from Thermo-Technics is non-conforming and to then accept

the other bid. Dr. Hitchcock moved, seconded by Mr. Milam, approval of the motion as advised by legal counsel and stated by the president. Examining the bids submitted on this project, Mr. Brooks noted that the school board is short of money and if the board awarded the bid to Thermo-Technics it would save \$2,100. Legal counsel said this is not an issue of money, but one of process. For clarity, Mrs. Pugh said Mr. Hill informed the board that his bid would not have entailed any changes in labor or materials; that his bid included information that was in Addendum 2; and, it was a matter of not checking a box. Mr. Hill said his bid did not omit anything that changes cost of labor or materials for the whole project; there was no material or labor difference having full knowledge of the addendum; and, a change order would not have been required. More discussion ensued on the substance aspect of the bid (Addendum 2) and Gregory Spurlock, project manager, briefly identified the seven items that refer to specifications and clarifications that might affect the ultimate bid price. The superintendent noted that there is a legal requirement for the contractor to acknowledge receipt of all addenda on the bid form; and, this is to insure that the contractor has been informed that the bid is based on all requirements of the job. The superintendent said this is what has not been acknowledged by Thermo-Technics which, therefore, concludes that it is not a matter of form but a matter of substance. Citing a hypothetical situation, the president asked how would a change of specifications affect him from a price standpoint. Mr. Spurlock said the contract price would depend on the change in specifications. Mr. Vance said his concern is that contractors hired by the CPSB perform jobs according to CPSB specifications. Legal counsel noted that the law provides that the CPSB awards the bid to the lowest bidder that complies with advertised specifications, and that the public entity cannot waive any matters of substance that are required on the bid form. Mr. Guin asked Mr. Spurlock if when the initial bid was submitted to staff, did Mr. Hill include the addendum information on the original bid, and staff answered no. Mr. Burton moved, seconded by Mr. Mims, to call for the question. Vote on the motion to end debate carried with Mrs. Pugh opposed. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Brooks, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock. Vote on the original motion carried with board members Vance, Burton, Mims and Brooks opposed. Board members supporting the motion were Guin, Thibodeaux, Powell, Milam, Boykin, Armstrong and Dr. Hitchcock. Mrs. Pugh cast two votes -- one to abstain and another in opposition. The president advised Mrs. Pugh that she should cast one vote, but Mrs. Pugh did not alter her votes.

**Rejection of Bid(s): Multi-Purpose Room or Judson Fundamental. Project 2000-237.** The president noted that a fellow board member requested that this item be removed from the consent agenda. Mr. Burton moved, seconded by Mr. Thibodeaux, that all bids received on March 14, 2000 for Project 2000-237, Multi-Purpose Room for Judson Fundamental, be rejected and the project rebid with a design of approximately 350 capacity and 4000 sq. ft. area at an estimated cost of \$400,000. Mrs. Pugh said staff has placed a memo at board members' stations today, and she asked if the motion contains the information that was in the referenced document. The superintendent said the board directed staff to find a way to bring this project to fruition. He called board members' attention to a copy of the letter of recommendation from Principal Leisa Edwards and Ron Festavan, assistant superintendent for support services, which is a collaborative effort to accommodate the needs of the school, yet maintaining the integrity of the CPSB budgetary process. Mrs. Pugh moved, seconded by Mr. Mims, to amend the motion to reflect a design of approximately 377 capacity and at an estimated cost of 418 000. Mrs. Pugh and Principal Edwards thanked the board for its support of this project. Dr. Hitchcock said there is a difference of \$18,000 in cost and he asked the superintendent what is the source of funding for the additional \$18,000. The superintendent said the additional money (\$18,000) would come from the Capital Projects budget (fiscal year 2001). Dr. Hitchcock asked if the effect will reduce the ending balance of the Capital Projects budget or will it delay other projects. The superintendent said it would not affect other projects; that there is an amount of money in the Capital Projects budget that could be applied to projects that might come in over or under for change orders. Mrs. Armstrong stated that she was interested in the architect designing a facility whereby the school could get the most capacity for funds being spent. The superintendent said staff has maximized the seating capacity and he is comfortable with the recommendation. Mr. Vance said he would support the recommendation and noted that as a caution, he was concerned that the board would be authorizing the construction of a building that would not be able to accommodate the school's need. Further, he said concern was expressed earlier about the source of funding for the project, but money has been saved today through the bid process. Mr. Mims moved, seconded by Mr. Burton, to call for the question on all motions. Vote on the motion to end debate carried unanimously. Vote on the amendment carried with Dr. Hitchcock opposed. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin and Armstrong. Vote on the original motion as amended carried unanimously.

## **RESOLUTION ACCEPTING LOWEST BID FOR THE PURCHASE OF \$20,000,000 OF GENERAL OBLIGATION SCHOOL BONDS**

Following review of the submitted bids, David Wolf, bond attorney, said all of the bids were correct and Paine Webber in New York City submits the winning bid at an interest rate of 5.5602 percent. He called board members' attention to a copy of Standard & Poor's rating report that was distributed. The superintendent said the bids were submitted based on Caddo's new high rating and based on the rating, the school system has saved approximately \$350,000 to \$400,000 for this issue as compared to what the bid would have been under the previous rating. The president expressed appreciation for the hard work of the previous CPSB superintendent, the current superintendent, finance department staff and the board itself for saving taxpayers dollars. Mr. Thibodeaux moved, seconded by Mr. Burton, that the resolution accepting the bid of Paine Webber, Incorporated of New York, New York for the purchase of \$20,000,000 of General Obligation School bonds Series 2000 of Parishwide School District of Caddo Parish, Louisiana be approved. Vote on the motion carried unanimously. (See Resolution Page 11)

PROCEEDINGS OF THE PARISH SCHOOL BOARD OF THE PARISH OF CADDO, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD ON WEDNESDAY, APRIL 19, 2000. The Parish School Board of the Parish of Caddo, State of Louisiana, met in regular session at the Caddo Parish School Board Office, 1961 Midway, Shreveport, Louisiana, on Wednesday, April 19, 2000 at three-thirty o'clock (3:30) p.m. Louisiana Time.

There were present: Phillip R. Guin, Johnny Vance, Willie D. Burton, Michael J. Thibodeaux, Mildred B. Pugh, Alvin Mims, Jerry Tim Brooks, Mike Powell, Mark Milam, Judy Boykin, Ginger Armstrong and Miles E. Hitchcock

There were absent: None

The Parish School Board of the Parish of Caddo, State of Louisiana (the "School Board"), was duly convened as the governing authority of Parishwide School District of Caddo Parish, Louisiana (the "District"), by the Honorable Mike Powell, President, who then stated that the School Board was ready for the transaction of business.

The time having arrived for the sale of \$20,000,000 of General Obligation School Bonds, Series 2000, of the District (the "Bonds"), scheduled for three-thirty o'clock (3:30) p.m., the President, prior to the opening of bids, called upon Mr. David M. Wolf, of Foley & Judell, L.L.P., Bond Counsel, to advise the School Board as to what action was necessary in order to proceed with the reception of bids and sale of the Bonds.

Mr. Wolf then reported to the School Board 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. He stated that the Official Statement had been prepared under the supervision of the Administration and with the assistance of the Assessor's office and other local public officials, and that all members of the School Board had been furnished a copy of the same for their review and approval.

Mr. Wolf also described the bond rating process and the ratings that had been assigned by Moody's Investors Service and Standard & Poors Ratings Group.

The President then announced that it was time to open the sealed bids received for the purchase of the captioned Bonds, said Bonds having been advertised for sale by virtue of a resolution adopted on March 15, 2000.

It was then stated that the Official Notice of Bond Sale which had been issued on March 15, 2000, calling for sealed bids for the purchase of the Bonds had been published in the "Caddo Citizen", Vivian, Louisiana, in the issue of April 6, 2000, and "Daily Journal of Commerce", New Orleans, Louisiana, in the issue of April 6, 2000.

After calling for sealed bids for the purchase of the Bonds, it was announced that five (5) bids had been received for the purchase of the Bonds.

The following resolution was offered by Mark Milam and seconded by Mildred B. Pugh:

#### **RESOLUTION**

A resolution providing for the opening of the sealed bids received for the purchase of \$20,000,000 of General Obligation School Bonds, Series 2000, of Parishwide School District of Caddo Parish, Louisiana approving the Official Notice of Bond Sale and Official Statement in connection therewith.

BE IT RESOLVED by 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, that:

SECTION 1. Opening of Bids. This Governing Authority does now proceed in open and public session to open the sealed bids received for the purchase of \$20,000,000 of General Obligation School Bonds, Series 2000, of Parishwide School District of Caddo Parish, Louisiana (the Bonds"), authorized and duly advertised for sale by virtue of a resolution adopted on March 15, 2000.

SECTION 2. Approval of Notice of Sale and Official Statement. The Official Notice of Bond Sale and Official Statement prepared in connection with the sale of the Bonds, and the information contained therein, are hereby approved by this Governing Authority.

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

YEAS: Phillip R. Guin, Johnny Vance, Willie D. Burton, Michael J. Thibodeaux, Mildred B. Pugh, Alvin Mims, Jerry Tim Brooks, Mike Powell, Mark Milam, Judy Boykin, Ginger Armstrong and Miles E. Hitchcock

NAYS: None

ABSENT: None

And the resolution was declared adopted, on this, the 19th day of April, 2000.



/s/ Robert e. Schiller  
Secretary

/s/ Mike Powell  
President

The sealed bids received on April 19, 2000, for the purchase of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000, of Parishwide School District of Caddo Parish, Louisiana (the "Bonds"), were thereupon opened and read in public session of the School Board, said bids being 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 PaineWebber, Inc., of New York, New York, bearing interest as follows:

<u>Bonds Maturity</u>	<u>Interest Rate Per Annum</u>
2001 to 2004, inc	9.000%
2005	6.250
2006 to 2008, inc.	5.000
2009 and 2010	5.100
2011	5.200
2012	5.250
2013	5.300
2014 to 2016, inc.	5.375
2017 and 2018	5.625
2019 and 2020	5.750

Premium: \$137.50

True Interest Cost: 5.560218%

2. A bid for Bonds submitted by Southwest Securities, of Dallas, Texas, bearing interest as follows:

<u>Bonds Maturing</u>	<u>Interest Rate Per Annum</u>
2001	5.000%
2002 to 2005, inc.	6.000
2006	5.250
2007 and 2008	6.000
2009	5.500
2010 to 2012, inc.	5.250
2013 and 2014	5.375
2015 and 2016	5.500
2017	5.625
2018	5.650
2019	5.700
2020	5.750

Premium: None

True Interest Cost: 5.568583%

3. A bid for Bonds submitted by a group of underwriters led by Morgan Keegan & Company, Inc., of New Orleans, Louisiana, bearing interest as follows:

<u>Bonds Maturing</u>	<u>Interest Rate Per Annum</u>
2001 to 2004, inc.	7.000%
2005	6.000
2006 to 2008, inc.	5.500
2009	6.000
2010	5.500
2011	5.250
2012	5.300
2013	5.350
2014	5.400
2015 and 2016	5.500

2017	5.550
2018 to 2020, inc.	5.625

Premium: None  
True Interest Cost: 5.5770686%

4. A bid for Bonds submitted by a group of underwriters led by Duncan Williams, Inc., of Memphis, Tennessee, bearing interest as follows:

<u>Bonds Maturing</u>	<u>Interest Rate Per Annum</u>
2001	9.000%
2002	8.000
2003	4.850
2004	4.900
2005	4.950
2006	5.000
2007	6.625
2008	6.500
2009 and 2010	6.000
2011 and 2012	5.250
2013	5.300
2014	5.400
2015	5.450
2016	5.500
2017	5.550
2018 to 2020, inc.	5.625

Premium: None  
True Interest Cost: 5.578924%

5. A bid for Bonds submitted by Merrill Lynch, of New York, New York, bearing interest as follows:

<u>Bonds Maturing</u>	<u>Interest Rate Per Annum</u>
2001 to 2004, inc	9.000%
2005	8.625
2006 and 2007	5.000
2008	5.100
2009 and 2010	5.125
2011	5.200
2012	5.250
2013	5.300
2014	5.375
2015 to 2017, inc.	5.500
2018	5.600
2019 and 2020	5.625

Premium: None  
True Interest Cost: 5.585076%

The following resolution was offered by Michael J. Thibodeaux and seconded by Willie D. Burton:

### **RESOLUTION**

A resolution accepting the bid of PaineWebber, Inc., of New York, New York for the purchase of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000, of Parishwide School District of Caddo Parish, Louisiana.

WHEREAS, pursuant to the provisions of an Official Notice of Bond Sale dated March 15, 2000, published in the manner required by law and pursuant to the provisions of a resolution adopted by 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"), on March 15, 2000, sealed bids were solicited for the purchase of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000, of the Issuer (the "Bonds"), on April 19, 2000; and

WHEREAS, five (5) bids were received for the purchase of the Bonds; and

WHEREAS, this Governing Authority has found and determined and does hereby find and determine that the bid submitted by PaineWebber, Inc., of New York, New York (the "Purchaser"), is the best bid received for the Bonds, and that such bid complies with all terms and conditions prescribed by the Notice of Bond Sale and Official Statement; and

WHEREAS, this Governing Authority desires to accept said bid and take such action as may be necessary to accomplish the delivery of the Bonds to the Purchaser;

NOW, THEREFORE, 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. Acceptance of Best Bid. The bid of the Purchaser for the purchase of the Bonds, a copy of which is annexed hereto as Exhibit A, is hereby accepted and the Bonds are hereby awarded in compliance with the terms of the bid.

SECTION 2. Acceptance of Good Faith Deposit. The good faith deposit in the amount of \$200,000 accompanying said bid is hereby accepted in accordance with and subject to said Official Notice of Bond Sale. The amount of the good faith deposit shall be deposited and credited towards the purchase price of the Bonds without regard to any interest earnings thereon.

SECTION 3. Delivery of Bonds. When the Bonds have been properly prepared, this Governing Authority is hereby authorized to deliver the Bonds to the Purchaser upon the payment of Twenty Million Dollars (\$20,000,000) and accrued interest to the date of delivery, less a credit of \$200,000 for the amount of the good faith deposit described above.

SECTION 4. Approval of Official Statement. This Governing Authority hereby finds that due diligence has been exercised in preparing the Bonds for sale and in preparing the Official Statement pertaining to the Bonds, and in view of that fact, the Secretary of the Issuer is hereby authorized and directed to execute and deliver to the successful bidder, as set forth herein, at the time of closing, a certificate which shall be substantially in the form of the certificate annexed hereto as Exhibit B.

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

YEAS: Phillip R. Guin, Johnny Vance, Willie D. Burton, Michael J. Thibodeaux, Mildred B. Pugh, Alvin Mims, Jerry Tim Brooks, Mike Powell, Mark Milam, Judy Boykin, Ginger Armstrong and Miles E. Hitchcock

NAYS: None

ABSENT: None

And the resolution was declared adopted, on this, the 19th day of April 2000.

/s/ Robert E. Schiller  
Secretary

/s/ Mike Powell  
President

**EXHIBIT A**

**COPY OF WINNING BID (AT THE END OF THIS DOCUMENT)**

**EXHIBIT B**

**CERTIFICATE AS TO OFFICIAL STATEMENT**

I, the undersigned Secretary of the Parish School Board of the Parish of Caddo, State of Louisiana, with respect to the Official Statement (the "Official Statement") issued regarding the sale of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000 (the "Bonds"), of Parishwide School District of Caddo Parish, Louisiana (the "Issuer"), DO HEREBY CERTIFY, THAT:

At the time of payment for and delivery of the Bonds and at the date hereof, (1) the descriptions and statements, including financial data, of or pertaining to the Issuer on the date of the Official Statement, on the date of the sale of the Bonds and on the date of the delivery of the Official Statement, were and are true in all material respects, and, insofar as such matters are concerned, the Official Statement did not and does not contain an untrue statement of a material fact or omit to state a material fact required to be stated therein or necessary to make the statements therein, in light of the circumstances under which they are made, not misleading, (2) insofar as the descriptions and statements, including financial data, of or pertaining to governmental and/or non-governmental entities other than the Issuer and their activities, contained in the Official Statement are concerned, such descriptions, statements and data have been obtained from sources which the governing authority of the Issuer believes to be reliable and the said governing authority has no reason to believe that they are untrue or incomplete in any material respect and (3) there has been no adverse material change in the affairs of the Issuer between the date of delivery of the Official Statement and the date of delivery of the Bonds.

PARISHWIDE SCHOOL DISTRICT OF CADDO  
PARISH, LOUISIANA

By: \_\_\_\_\_  
Secretary,  
Caddo Parish School Board

Dated: \_\_\_\_\_, 2000  
(Date of Delivery)

The following resolution was offered by Michael J. Thibodeaux and seconded by Mark Milam:

**RESOLUTION**

A resolution authorizing the incurring of debt and issuance of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000, 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 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:

1. SECTION Definitions. As used herein, the following terms shall have the following

meanings, unless the context otherwise requires:

**"Agreement"** means the agreement to be entered into between the Issuer and the Paying Agent pursuant to this Resolution.

**"Bond"** means any Bonds of the Issuer authorized to be issued by this Resolution, whether initially delivered or issued in exchange for, upon transfer of or in lieu of any Bond previously issued.

**"Bond Register"** means the records kept by the Paying Agent at its principal corporate trust office in which registration of the Bonds and transfers of the Bonds shall be made as provided herein.

**"Bonds"** means the Issuer's General Obligation School Bonds, Series 2000, authorized by this Resolution in the total aggregate principal amount of Twenty Million Dollars (\$20,000,000), being the second emission of Forty-Eight Million Dollars (\$48,000,000) of bonds authorized at an election held on October 18, 1997.

**"Code"** means the Internal Revenue Code of 1986, as amended.

**"Defeasance Obligations"** means cash or Government Securities.

**"Executive Officers"** means, collectively, the President and the Secretary of the Governing Authority.

**"Governing Authority"** means the Parish School Board of the Parish of Caddo, State of Louisiana.

**"Government Securities"** means direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America, which are non-callable prior to their maturity, may be United States Treasury obligations such as the State and Local Government Series and may be in book-entry form.

**"Interest Payment Date"** means March 1 and September 1 of each year during the period the Bonds are outstanding, commencing March 1, 2001.

**"Issuer"** means Parishwide School District of Caddo Parish, Louisiana.

**"Outstanding"** when used with respect to Bonds means, as of the date of determination, all Bonds theretofore issued and delivered under this Resolution, except:

1. Bonds theretofore canceled by the Paying Agent or delivered to the Paying Agent for cancellation;
2. Bonds for payment or redemption of which sufficient Defeasance Obligations have been theretofore deposited in trust for the owners of such Bonds, provided that if such Bonds are to be redeemed, irrevocable notice of such redemption has been duly given or provided for pursuant to this Resolution or waived;
3. Bonds in exchange for or in lieu of which other Bonds have been registered and delivered pursuant to this Resolution; and
4. Bonds alleged to have been mutilated, destroyed, lost or stolen which have been paid as provided in this Resolution or by law.

**"Owner" or "Owners"** when used with respect to any Bond means the Person in whose name such Bond is registered in the Bond Register.

**"Paying Agent"** means The Trust Company of Louisiana, in the City of Ruston, Louisiana, until a successor Paying Agent shall have been appointed pursuant to the applicable provisions of this Resolution and thereafter "Paying Agent" shall mean such successor Paying Agent.

**"Person"** means any individual, corporation, partnership, joint venture, association, joint-stock company, trust, unincorporated organization or government or any agency or political subdivision thereof.

**"Purchaser"** means PaineWebber, Inc., of New York, New York, the original purchaser of the Bonds.

**"Record Date"** for the interest payable on any Interest Payment Date means the 15th calendar day of the month next preceding such Interest Payment Date.

**"Resolution"** means this resolution authorizing the issuance of the Bonds, as it may be supplemented and amended.

1. SECTION Authorization of Bonds: Maturities. In compliance with the terms and provisions of Article VI, Section 33 of the Constitution of the State of Louisiana of 1974, Sub-Part A, Part III, Chapter 4, Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and a special election held on October 18, 1997, there is hereby authorized the incurring of an indebtedness of Twenty Million Dollars (\$20,000,000) for, on behalf of, and in the name of the Issuer, 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 Issuer 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. To represent said indebtedness, this Governing Authority does hereby authorize the issuance of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000, of the Issuer, which constitute the second emission of an aggregate of Forty-Eight Million Dollars (\$48,000,000) of Bonds authorized at the said election held on October 18, 1997. The Bonds shall be in fully registered form, shall be dated June 1, 2000, shall be issued in the denomination of Five Thousand Dollars (\$5,000) or any integral multiple thereof within a single maturity and shall be numbered from R-1 upwards. The unpaid principal of the Bonds shall bear interest from the date thereof or from the most recent Interest Payment Date to which interest has been paid or duly provided for, payable on each Interest Payment Date, commencing March 1, 2001, at the following rates of interest and shall mature on March 1 of each year as follows:

<u>YEAR</u> <u>(MAR. 1)</u>	<u>PRINCIPAL</u> <u>MATURING</u>	<u>INTEREST RATE</u> <u>PER ANNUM</u>	<u>YEAR</u> <u>(MAR. 1)</u>	<u>PRINCIPAL</u> <u>MATURING</u>	<u>INTEREST RATE</u> <u>PER ANNUM</u>
2001	\$325,000	9.000%	2011	\$ 980,000	5.200%
2002	620,000	9.000	2012	1,035,000	5.250
2003	650,000	9.000	2013	1,095,000	5.300
2004	680,000	9.000	2014	1,160,000	5.375
2005	715,000	6.250	2015	1,225,000	5.375
2006	755,000	5.000	2016	1,300,000	5.375
2007	790,000	5.000	2017	1,375,000	5.625

2008	835,000	5.000	2018	1,460,000	5.625
2009	880,000	5.100	2019	1,550,000	5.750
2010	925,000	5.100	2020	1,645,000	5.750

The principal of the Bonds, upon maturity or redemption, shall be payable at the principal corporate trust office of the Paying Agent, upon presentation and surrender thereof, and interest on the Bonds shall be payable by check of the Paying Agent mailed by the Paying Agent to the Owner (determined as of the close of business on the Record Date) at the address shown on the Bond Register. Each Bond delivered under this Resolution upon transfer of, in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond, and each such Bond shall bear interest (as herein set forth) so neither gain nor loss in interest shall result from such transfer, exchange or substitution.

During any period after the initial delivery of the Bonds in book-entry-only form when the Bonds are delivered in multiple certificates form, upon request of a registered owner of at least \$1,000,000 in principal amount of Bonds outstanding, all payments of principal, premium, if any, and interest on the Bonds will be made by wire transfer in immediately available funds to an account designated by such registered owner; CUSIP number identification with appropriate dollar amounts for each CUSIP number will accompany all payments of principal, premium, and interest, whether by check or by wire transfer.

No Bond shall be entitled to any right or benefit under this Resolution, or be valid or obligatory for any purpose, unless there appears on such Bond a certificate of registration, substantially in the form provided in this Resolution, executed by the Paying Agent by manual signature.

1. SECTION Book-Entry Registration of Bonds. The Bonds shall be initially issued in the name of Cede & Co., as nominee for The Depository Trust Company ("DTC"), as registered owner of the Bonds, and held in the custody of DTC. The Secretary of the Issuer or any other officer of the Issuer is authorized to execute and deliver a Letter of Representation to DTC on behalf of the Issuer with respect to the issuance of the Bonds in "book-entry only" format. The Paying Agent is hereby directed to execute said Letter of Representation. The terms and provisions of said Letter of Representation shall govern in the event of any inconsistency between the provisions of this Bond Resolution and said Letter of Representation. Initially, a single certificate will be issued and delivered to DTC for each maturity of the Bonds. The Beneficial Owners will not receive physical delivery of Bond certificates except as provided herein. Beneficial Owners are expected to receive a written confirmation of their purchase providing details of each Bond

acquired. For so long as DTC shall continue to serve as securities depository for the Bonds as provided herein, all transfers of beneficial ownership interest will be made by book-entry only, and no investor or other party purchasing, selling or otherwise transferring beneficial ownership of Bonds is to receive, hold or deliver any Bond certificate.

Notwithstanding anything to the contrary herein, while the Bonds are issued in book-entry-only form, the payment of principal of, premium, if any, and interest on the Bonds may be payable by the Paying Agent by wire transfer to DTC in accordance with the Letter of Representation.

For every transfer and exchange of the Bonds, the Beneficial Owner may be charged a sum sufficient to cover such Beneficial Owner's allocable share of any tax, fee or other governmental charge that may be imposed in relation thereto.

Bond certificates are required to be delivered to and registered in the name of the Beneficial Owner under the following circumstances:

- (a) DTC determines to discontinue providing its service with respect to the Bonds. Such a determination may be made at any time by giving 30 days' notice to the Issuer and the Paying Agent and discharging its responsibilities with respect thereto under applicable law; or
- b) The Issuer determines that continuation of the system of book-entry transfer through DTC (or a successor securities depository) is not in the best interests of the Issuer and/or the Beneficial Owners.

The Issuer and the Paying Agent will recognize DTC or its nominee as the Bondholder for all purposes, including notices and voting.

Neither the Issuer or the Paying Agent are responsible for the performance by DTC of any of its obligations, including, without limitation, the payment of moneys received by DTC, the forwarding of notices received by DTC or the giving of any consent or proxy in lieu of consent.

Whenever during the term of the Bonds the beneficial ownership thereof is determined by a book entry at DTC, the requirements of this Bond Resolution of holding, delivering or transferring the Bonds shall be deemed modified to require the appropriate person to meet the requirements of DTC as to registering or transferring the book entry to produce the same effect.

If at any time DTC ceases to hold the Bonds, all references herein to DTC shall be of no further force or effect.

1. **SECTION Redemption Provisions.** (a) The Bonds maturing on March 1, 2011, and thereafter, shall be subject to redemption at the option of the Issuer in full at any time on or after



March 1, 2010, or in part, and if less than a full maturity, then by lot within such maturity, on any Interest Payment Date on or after March 1, 2010, at the principal amount thereof, plus accrued interest from the most recent Interest Payment Date to which interest has been paid or duly provided for. The Bonds are not required to be redeemed in inverse order of maturity.

(b) In the event a Bond to be redeemed is of a denomination larger than \$5,000, a portion of such Bond (\$5,000 or any multiple thereof) may be redeemed. Any Bond which is to be redeemed only in part shall be surrendered at the principal corporate trust office of the Paying Agent and there shall be delivered to the Owner of such Bond a new Bond or Bonds of the same maturity and of any authorized denomination or denominations as requested by such Owner in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered. Official notice of such call of any of the Bonds for redemption shall be given by means of 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 Owner of each Bond to be redeemed at his address as shown on the Bond Register.

(c) In the event of redemption of less than all of the outstanding Bonds of like maturity, such Bonds shall be redeemed by lot or in such other manner as shall be deemed fair and equitable by the Paying Agent for random selection.

1. SECTION Registration and Transfer. The Issuer shall cause the Bond Register to be kept by the Paying Agent. The Bonds may be transferred, registered and assigned only on the Bond Register, and such registration shall be at the expense of the Issuer. A Bond may be assigned by the execution of an assignment form on the Bond or by other instruments of transfer and assignment acceptable to the Paying Agent. A new Bond or Bonds will be delivered by the Paying Agent to the last assignee (the new Owner) in exchange for such transferred and assigned Bonds after receipt of the Bonds to be transferred in proper form. Such new Bond or Bonds shall be in the denomination of \$5,000 or any integral multiple thereof within a single maturity. Neither the Issuer nor the Paying Agent shall be required to issue, register, transfer or exchange (i) any Bond during a period beginning at the opening of business on a Record Date and ending at the close of business on the Interest Payment Date, or (ii) any Bond called for redemption prior to maturity during a period beginning at the opening of business fifteen (15) days before the date of the mailing of a notice of redemption of such Bond and ending on the date of such redemption.

2. SECTION Form of Bonds. The Bonds and the endorsements to appear thereon shall be in substantially the following forms, respectively, to-wit:

(FORM OF BOND)

Unless this Bond is presented by an authorized representative of the Depository Trust Company, a New York corporation ("DTC"), to the Issuer or their agent for registration of transfer, exchange, or payment, and any Bond issued is registered in the name of CEDE & CO. or in such other name as is requested by an authorized representative of DTC (and any payment is made to CEDE & CO. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, CEDE & CO., has an interest herein.

As provided in the Bond Resolution referred to herein, until the termination of the system of bookentry-only transfers through DTC and notwithstanding any other provision of the Bond Resolution to the contrary, this Bond may be transferred, in whole but not in part, only to a nominee of DTC, or by a nominee of DTC to DTC or a nominee of DTC, or by DTC or a nominee of DTC to any successor securities depository or any nominee thereof.

No. R- \_\_\_\_\_

Principal Amount \$ \_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF LOUISIANA  
PARISH OF CADDO

GENERAL OBLIGATION SCHOOL BOND, SERIES 2000  
OF  
PARISHWIDE SCHOOL DISTRICT OF CADDO PARISH, LOUISIANA,

Maturity Date	Interest Rate	Bond Date	CUSIP Number
March 1, _____	_____ %	June 1, 2000	_____

**PARISHWIDE SCHOOL DISTRICT OF CADDO PARISH, LOUISIANA** (the "Issuer"),

Promises to pay to:

REGISTERED OWNER: CEDE & CO. (Tax Identification #13-2555119)

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

or registered assigns, on the Maturity Date set forth above, the Principal Amount set forth above, together with interest thereon from the Bond Date set forth above or the most recent interest payment date to which interest has been paid or duly provided for, payable on March 1 and September 1 of each year, commencing March 1, 2001 (each an "Interest Payment Date"), at the Interest Rate per annum set forth above until said Principal Amount is paid, unless this Bond shall have been previously called for redemption and payment shall have been duly made or provided for. The principal of and premium, if any, on this Bond, upon maturity or redemption, shall be payable at the principal corporate trust office of The Trust Company of Louisiana, in the City of Ruston, Louisiana, or successor thereto (the "Paying Agent") upon presentation and surrender hereof. Interest on this Bond is payable by check of the Paying Agent mailed by the Paying Agent to the registered owner at the address as shown on the registration books of the Paying Agent maintained for such purpose. The interest so payable on any Interest Payment Date will be paid to the person in whose name this Bond (or one or more predecessor Bonds) is registered at the close of business on the Record Date (which is the 15th calendar day of the month next preceding an Interest Payment Date). Any interest not punctually paid or duly provided for shall be payable as provided in the Bond Resolution (hereinafter defined).

During any period after the initial delivery of the Bonds in book-entry-only form when the Bonds are delivered in multiple certificates form, upon request of a registered owner of at least \$1,000,000 in principal amount of Bonds outstanding, all payment of principal, premium, if any, and interest on the Bonds will be paid by wire transfer in immediately available funds to an account designated by such registered owner; CUSIP number identification with appropriate dollar amounts for each CUSIP number must accompany all payments of principal, premium, and interest, whether by check or by wire transfer.

FOR SO LONG AS THIS BOND IS HELD IN BOOK-ENTRY FORM REGISTERED IN THE NAME OF CEDE & CO. ON THE REGISTRATION BOOKS OF THE ISSUER KEPT BY THE PAYING AGENT, AS BOND REGISTRAR, THIS BOND, IF CALLED FOR PARTIAL REDEMPTION IN ACCORDANCE WITH THE BOND RESOLUTION, SHALL BECOME DUE AND PAYABLE ON THE REDEMPTION DATE DESIGNATED IN THE NOTICE OF REDEMPTION GIVEN IN ACCORDANCE WITH THE BOND RESOLUTION AT, AND ONLY TO THE EXTENT OF, THE REDEMPTION PRICE, PLUS ACCRUED INTEREST TO THE SPECIFIED REDEMPTION DATE; AND THIS BOND SHALL BE PAID, TO THE EXTENT SO REDEEMED, (i) UPON PRESENTATION AND SURRENDER HEREOF AT THE OFFICE SPECIFIED IN SUCH NOTICE OR (ii) AT THE WRITTEN REQUEST OF CEDE & CO., BY CHECK MAILED TO CEDE & CO. BY THE PAYING AGENT OR BY WIRE TRANSFER TO CEDE & CO. BY THE PAYING AGENT IF CEDE & CO. AS BONDOWNER SO ELECTS. IF, ON THE REDEMPTION DATE, MONEYS FOR THE REDEMPTION OF BONDS OF SUCH MATURITY TO BE REDEEMED, TOGETHER WITH INTEREST TO THE REDEMPTION DATE, SHALL BE HELD BY THE PAYING AGENT SO AS TO BE AVAILABLE THEREFOR ON SUCH DATE, AND AFTER NOTICE OF REDEMPTION SHALL HAVE BEEN GIVEN IN ACCORDANCE WITH THE BOND RESOLUTION, THEN, FROM AND AFTER THE REDEMPTION DATE, THE AGGREGATE PRINCIPAL AMOUNT OF THIS BOND SHALL BE IMMEDIATELY REDUCED BY AN AMOUNT EQUAL TO THE AGGREGATE PRINCIPAL AMOUNT THEREOF SO REDEEMED, NOTWITHSTANDING WHETHER THIS BOND HAS BEEN SURRENDERED TO THE PAYING AGENT FOR CANCELLATION.

This Bond is one of an authorized issue aggregating in principal the sum of Twenty Million Dollars (\$20,000,000) (the "Bonds"), all of like tenor and effect except as to number, denomination, interest rate and maturity, the Bonds having been issued by the Issuer pursuant to a resolution adopted by its governing authority on April 19, 2000 (the "Resolution"), 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 Issuer 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, under the authority conferred by Article VI, Section 33 of the Constitution of the State of Louisiana of 1974, Sub-Part A, Part III, Chapter 4, Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and constitute the second emission of a total of \$48,000,000 of bonds authorized at a special election held on October 18, 1997, the result of which election has been duly promulgated in accordance with law.

The Bonds are issuable only as fully registered bonds in the denomination of \$5,000 principal amount or any integral multiple thereof, exchangeable for an equal aggregate principal amount of bonds of the same maturity of any other authorized denomination.

Subject to the limitations of and upon payment of the charges provided in the Bond Resolution, the transfer of this Bond may be registered on the registration books of the Paying Agent upon surrender of this Bond at the principal corporate trust office of the Paying Agent as registrar, accompanied by a written instrument of transfer in form and with guaranty of signature satisfactory to the Paying Agent, duly executed by the registered owner or his attorney duly authorized in writing, and thereupon a new bond or bonds of the same maturity and of authorized denomination or denominations, for the same aggregate principal amount, will be issued to the transferee. Prior to due presentment for registration of transfer of this Bond, the Issuer and the Paying Agent may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for all purposes, whether or not this Bond shall be overdue and neither the Issuer nor the Paying Agent shall be bound by any notice to the contrary.

The Bonds maturing on March 1, 2011, and thereafter, shall be subject to redemption at the option of the Issuer in full at any time on or after March 1, 2010, or in part, and if less than a full maturity, then by lot within such maturity, on any Interest Payment Date on or after March 1, 2010, at the principal amount thereof, plus accrued interest from the most recent Interest Payment Date to which interest has been paid or duly provided for. The Bonds are not required to be redeemed in inverse order of maturity.

In the event a Bond to be redeemed is of a denomination larger than \$5,000, a portion of such Bond (\$5,000 or any multiple thereof) may be redeemed. Any Bond which is to be redeemed only in part shall be surrendered at the office of the Paying Agent and there shall be delivered to the Owner of such Bond, a Bond or Bonds of the same maturity and of any authorized denomination or denominations as requested by such owner in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

In the event of redemption of less than all of the outstanding Bonds of like maturity, such Bonds shall be redeemed by lot or in such other manner as shall be deemed fair and equitable by the Paying Agent for random selection.

The Bond Resolution permits, with certain exceptions as therein provided, the amendment thereof and the modifications of the rights and obligations of the Issuer and the rights of the owners of the Bonds at any time by the Issuer with consent of the owners of two-thirds (2/3) of the aggregate amount of all Bonds issued under the Bond Resolution, to be determined in accordance with the Bond Resolution.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the certificate of registration hereon shall have been signed by the Paying Agent.

This Bond and the issue of which it forms a part constitute general obligations of the Issuer, and the full faith and credit of the Issuer is pledged for the payment of this Bond and the issue of which it forms a part. Said Bonds are secured by a special ad valorem tax to be imposed and collected annually in excess of all other taxes on all the property subject to such taxation within the territorial limits of the Issuer, under the Constitution and laws of Louisiana, sufficient in amount to pay the principal of this Bond and the issue of which it forms a part and the interest thereon as they severally mature.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, to happen and to be performed precedent to and in the issuance of this Bond and the issue of which it forms a part to constitute the same legal, binding and valid obligations of the Issuer have existed, have happened and have been performed in due time, form and manner as required by law, and that the indebtedness of the Issuer, including this Bond and the issue of which it forms a part, does not exceed the limitations prescribed by the Constitution and statutes of the State of Louisiana. It is certified that this Bond is authorized by and is issued in conformity with the requirements of the Constitution and statutes of this State.

IN WITNESS WHEREOF, Parishwide School District of Caddo Parish, Louisiana has caused this Bond to be executed in its name by the manual signatures of the President and Secretary of its governing authority, the Parish School Board of the Parish of Caddo, State of Louisiana, and the corporate seal of said governing authority to be impressed hereon.

PARISHWIDE SCHOOL DISTRICT OF  
CADDO PARISH, LOUISIANA

(manual)

(manual)

\_\_\_\_\_  
Secretary,  
Caddo Parish School Board

\_\_\_\_\_  
President,  
Caddo Parish School Board

(SEAL)

\* \* \* \* \*

(FORM OF SECRETARY OF STATE ENDORSEMENT -  
TO BE PRINTED ON ALL BONDS)

OFFICE OF SECRETARY OF STATE  
STATE OF LOUISIANA

This Bond secured by a tax. Registered on this the \_\_\_\_ day of June, 2000.

\_\_\_\_\_  
Secretary of State

(FORM OF PAYING AGENT'S CERTIFICATE OF REGISTRATION -  
TO BE PRINTED ON ALL BONDS)

This Bond is one of the Bonds referred to in the within-mentioned Bond Resolution.

THE TRUST COMPANY OF LOUISIANA  
107 N. Trenton Street  
Ruston, Louisiana 71270  
as Paying Agent

Date of Registration: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Officer

\* \* \* \* \*

(FORM OF ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

\_\_\_\_\_

\_\_\_\_\_  
Please Insert Social Security  
or other Identifying Number of Assignee

the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints

\_\_\_\_\_ attorney or agent to transfer the within Bond on the  
books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

\_\_\_\_\_  
NOTICE: The signature to this assignment must  
correspond with the name as it appears upon the face  
of the within Bond in every particular, without  
alteration or enlargement or any change whatever.  
\* \* \* \* \*

1. SECTION Execution of Bonds. The Bonds shall be signed by the Executive Officers for, on behalf of, in the name of and under the corporate seal of the Issuer, which signatures and corporate seal may be either manual or facsimile.
2. SECTION Registration of Bonds. The Bonds shall be registered with the Secretary of State of the State of Louisiana as provided by law and shall bear the endorsement of the Secretary of State in substantially the form set forth herein, provided that such endorsement shall be manually signed only on the Bonds initially delivered to the Purchaser, and Bonds subsequently exchanged therefor as permitted in this Bond Resolution may bear the facsimile signature of said Secretary of State.
3. SECTION Pledge of Full Faith and Credit. The Bonds shall constitute general obligations of the Issuer, and the full faith and credit of the Issuer is hereby pledged for their payment. This Governing Authority does hereby obligate itself and is bound under the terms and

provisions of law and the election authorizing the Bonds to impose and collect annually in excess of all other taxes a tax on all of the property subject to taxation within the territorial limits of the Issuer, sufficient to pay the principal of and the interest on the Bonds falling due each year, said tax to be levied and collected by the same officers, in the same manner and at the same time as other taxes are levied and collected within the territorial limits of the Issuer.

4. SECTION Sinking Fund. For the payment of the principal of and the interest on the Bonds, the Issuer will establish a special fund, to be held by the regularly designated fiscal agent of the Issuer (the "Sinking Fund"), into which the Issuer will deposit the proceeds of the aforesaid special tax and no other moneys whatsoever (other than investment earnings thereon). The depository for the Sinking Fund shall transfer from the Sinking Fund to the Paying Agent at least three (3) days in advance of each Interest Payment Date, funds fully sufficient to pay promptly the principal and interest falling due on such date.

All moneys deposited with the regularly designated fiscal agent bank or banks of the Issuer or the Paying Agent under the terms of this Resolution shall constitute sacred funds for the benefit of the Owners of the Bonds, and shall be secured by said fiduciaries at all times to the full extent thereof in the manner required by law for the securing of deposits of public funds.

All or any part of the moneys in the Sinking Fund shall, at the written request of the Issuer, be invested in accordance with the provisions of the laws of the State of Louisiana, in which event all income derived from such investments shall be added only to the Sinking Fund.

1. SECTION Application of Proceeds. The Executive Officers are hereby empowered, authorized and directed to do any and all things necessary and incidental to carry out all of the provisions of this Resolution, to cause the necessary Bonds to be printed, to issue, execute and seal the Bonds, and to effect delivery thereof as hereinafter provided. The proceeds derived from the sale of the Bonds, except accrued interest, shall be deposited by the Issuer in a bank or banks to be used only for the purpose for which the Bonds are issued. Accrued interest, if any, derived from the sale of the Bonds shall be deposited in the Sinking Fund to be applied to the first interest payment.

2. SECTION Bonds Legal Obligations. The Bonds shall constitute legal, binding and valid obligations of the Issuer, and shall be the only representations of the indebtedness as herein authorized and created.

3. SECTION Resolution a Contract. The provisions of this Resolution shall constitute a contract between the Issuer and its successors, and the Owner or Owners from time to time of the

Bonds and any such Owner or Owners may at law or in equity, by suit, action, mandamus or other proceedings, enforce and compel the performance of all duties required to be performed by the Governing Authority or the Issuer as a result of issuing the Bonds.

No material modification or amendment of this Resolution, or of any resolution amendatory hereof or supplemental hereto, may be made without the consent in writing of the Owners of two-thirds (2/3) of the aggregate principal amount of the Bonds then outstanding; provided, however, that no modification or amendment shall permit a change in the maturity or redemption provisions of the Bonds, or a reduction in the rate of interest thereon, or in the amount of the principal obligation thereof, or affecting the obligation of the Issuer to pay the principal of and the interest on the Bonds as the same shall come due from the revenues appropriated, pledged and dedicated to the payment thereof by this Resolution, or reduce the percentage of the Owners required to consent to any material modification or amendment of this Resolution, without the consent of the Owners of the Bonds.

1. SECTION Severability; Application of Subsequently Enacted Laws. In case any one or more of the provisions of this Resolution or of the Bonds shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this Resolution or of the Bonds, but this Resolution and the Bonds shall be construed and enforced as if such illegal or invalid provisions had not been contained therein. Any constitutional or statutory provisions enacted after the date of this Resolution which validate or make legal any provision of the Resolution and/or the Bonds which would not otherwise be valid or legal, shall be deemed to apply to this Resolution and to the Bonds.

2. SECTION Recital of Regularity. This Governing Authority having investigated the regularity of the proceedings had in connection with the Bonds herein authorized and having determined the same to be regular, the Bonds shall contain the following recital, to-wit:

"It is certified that this Bond is authorized by and is issued in conformity with the requirements of the Constitution and statutes of this State."

1. SECTION Effect of Registration. The Issuer, the Paying Agent, and any agent of either of them may treat the Owner in whose name any Bond is registered as the Owner of such Bond for the purpose of receiving payment of the principal (and redemption price) of and interest on such Bond and for all other purposes whatsoever, and to the extent permitted by law, neither the Issuer, the Paying Agent, nor any agent of either of them shall be affected by notice to the contrary.

2. SECTION Notices to Owners. Wherever this Resolution provides for notice to

Owners of Bonds of any event, such notice shall be sufficiently given (unless otherwise herein expressly provided) if in writing and mailed, first-class postage prepaid, to each Owner of such Bonds, at the address of such Owner as it appears in the Bond Register. In any case where notice to Owners of Bonds is given by mail, neither the failure to mail such notice to any particular Owner Of Bonds, nor any defect in any notice so mailed, shall affect the sufficiency of such notice with respect to all other Bonds. Where this Resolution provides for notice in any manner, such notice may be waived in writing by the Owner or Owners entitled to receive such notice, either before or after the event, and such waiver shall be the equivalent of such notice. Waivers of notice by Owners shall be filed with the Paying Agent, but such filing shall not be a condition precedent to the validity of any action taken in reliance upon such waiver.

3. SECTION Cancellation of Bonds. All Bonds surrendered for payment, redemption, transfer, exchange or replacement, if surrendered to the Paying Agent, shall be promptly canceled by it and, if surrendered to the Issuer, shall be delivered to the Paying Agent and, if not already canceled, shall be promptly canceled by the Paying Agent. The Issuer may at any time deliver to the Paying Agent for cancellation any Bonds previously registered and delivered which the Issuer may have acquired in any manner whatsoever, and all Bonds so delivered shall be promptly canceled by the Paying Agent. All canceled Bonds held by the Paying Agent shall be disposed of as directed in writing by the Issuer.

4. SECTION Mutilated, Destroyed, Lost or Stolen Bonds. If (a) any mutilated Bond is surrendered to the Paying Agent, or the Issuer and the Paying Agent receive evidence to their satisfaction of the destruction, loss or theft of any Bond, and (b) there is delivered to the Issuer and the Paying Agent such security or indemnity as may be required by them to save each of them harmless, then, in the absence of notice to the Issuer or the Paying Agent that such Bond has been acquired by a bona fide purchaser, the Issuer shall execute, and upon its request the Paying Agent shall register and deliver, in exchange for or in lieu of any such mutilated, destroyed, lost, or stolen Bond, a new Bond of the same maturity and of like tenor, interest rate and principal amount, Bearing a number not contemporaneously outstanding. In case any such mutilated, destroyed, lost or stolen Bond has become or is about to become due and payable, the Issuer in its discretion may, instead of issuing a new Bond, pay such Bond. Upon the issuance of any new Bond under this Section, the Issuer may require the payment by the Owner of a sum sufficient to cover any tax or other governmental charge that may be imposed in relation thereto and any other expenses



(including the fees and expenses of the Paying Agent) connected therewith. Every new Bond issued pursuant to this Section in lieu of any mutilated, destroyed, lost or stolen bond shall constitute a replacement of the prior obligation of the Issuer, whether or not the mutilated, destroyed, lost or stolen Bond shall be at any time enforceable by anyone and shall be entitled to all the benefits of this Resolution equally and ratably with all other Outstanding Bonds. Any additional procedures set forth in the Agreement, authorized in this Resolution, shall also be available with respect to mutilated, destroyed, lost or stolen Bonds. The provisions of this Section are exclusive and shall preclude (to the extent lawful) all other rights and remedies with respect to the replacement and payment of mutilated, destroyed, lost or stolen Bonds.

5. SECTION Discharge of Resolution; Defeasance. If the Issuer shall pay or cause to be paid, or there shall otherwise be paid to the Owners, the principal (and redemption price) of and interest on the Bonds, at the times and in the manner stipulated in this Resolution, then the pledge of the money, securities, and funds pledged under this Resolution and all covenants, agreements, and other obligations of the Issuer to the Owners of the Bonds shall thereupon cease, terminate, and become void and be discharged and satisfied, and the Paying Agent shall pay over or deliver all money held by it under this Resolution to the Issuer.

Bonds or interest installments for the payment of which money shall have been set aside and shall be held in trust (through deposit by the Governing Authority of funds for such payment or otherwise) at the maturity date thereof shall be deemed to have been paid within the meaning and with the effect expressed above in this Section. Bonds shall be deemed to have been paid, prior to their maturity, within the meaning and with the effect expressed above in this Section if they have been defeased pursuant to Chapter 14 of Title 39 of the Louisiana Revised Statutes of 1950, as amended, or any successor provisions thereto.

1. SECTION Successor Paying Agent; Paving-Agent Agreement. The Issuer will at all times maintain a Paying Agent meeting the qualifications hereinafter described for the performance of the duties hereunder for the Bonds. The designation of the initial Paying Agent in this Resolution is hereby confirmed and approved. The Issuer reserves the right to appoint a successor Paying Agent by (a) filing with the Person then performing such function a certified copy of Appropriate proceedings giving notice of the termination of the Agreement and appointing a successor and (b) causing notice to be given to each Owner. Every Paying Agent appointed hereunder shall at all times be a bank or trust company organized and doing business under the

laws of the United States of America or of any State, authorized under such laws to exercise trust powers, and subject to supervision or examination by Federal or State authority. The Executive Officers are hereby authorized and directed to execute an appropriate Agreement with the Paying Agent for and on behalf of the Issuer in such form as may be satisfactory to said officers, the signatures of said officers on such Agreement to be conclusive evidence of the due exercise of the authority granted hereunder.

2. SECTION Non-Arbitrage. The Issuer covenants and agrees that, to the extent permitted by the laws of the State of Louisiana, it will comply with the requirements of the Internal Revenue Code of 1986 and any amendment thereto (the "Code") in order to establish, maintain and preserve the exclusion from "gross income" of interest on the Bonds under the Code. The Issuer further covenants and agrees that it will not take any action, fail to take any action, or permit any action within its control to be taken, or permit at any time or times any of the proceeds of the Bonds or any other funds of the Issuer to be used directly or indirectly in any manner, the effect of which would be to cause the Bonds to be "arbitrage bonds" or would result in the inclusion of the interest on any of the Bonds in gross income under the Code, including, without limitation, (i) the failure to comply with the limitation on investment of Bond proceeds or (ii) the failure to pay any required rebate of arbitrage earnings to the United States of America or (iii) the use of the proceeds of the Bonds in a manner which would cause the Bonds to be "private activity bonds".

3. SECTION Execution of Documents. In connection with the issuance and sale of the Bonds, the Executive Officers and the Director of Finance/Business Manager of the Governing Authority are each authorized, empowered and directed to execute on behalf of the Issuer such documents, certificates and instruments as they may deem necessary, upon the advice of bond counsel, to effect the transactions contemplated by this Bond Resolution, the signatures of such persons on such documents, certificates and instruments to be conclusive evidence of the due exercise of the authority granted hereunder.

4. SECTION Publication. A copy of this Resolution shall be published immediately after its adoption in one issue of the official journal of the Issuer. For a period of thirty (30) days from the date of such publication, any person in interest shall have the right to contest the legality of this Resolution and of the Bonds to be issued pursuant hereto and the provisions hereof securing the Bonds. After the expiration of said thirty (30) days, no one shall have any right of action to contest the validity of the Bonds or the provisions of this Resolution, and the Bonds shall be

conclusively presumed to be legal and no court shall thereafter have authority to inquire into such matters.

1. SECTION Continuing Disclosure. Pursuant to 17 CFR 240.15c212 (the "SEC Continuing Disclosure Rules") the Issuer covenants and agrees for the benefit of the Owners of the Bonds and the Purchaser to provide certain financial information and operating data relating to the Issuer (the "Annual Report"), and to provide notices of the occurrence of the events enumerated in Section (b)(5)(i)(C) of the SEC Continuing Disclosure Rules, if material. The Annual Report will be filed by the Issuer with each Nationally Recognized Municipal Securities Information Repository ("NRMSIR"), and with the Louisiana State Information Depository ("Louisiana SID"), if any. Any notices of material events shall be filed with each NRMSIR or with the Municipal Securities Rulemaking Board ("MSRB"), and with the Louisiana SID, if any. The specific nature of the information to be contained in the Annual Report or the notice of material events shall be as more fully set forth in the Continuing Disclosure Certificate included in the Official Statement for the Bonds, as the same may be amended from time to time in accordance with its terms. Failure to comply with the SEC Continuing Disclosure Rules shall not constitute an "event of default" under this Resolution, however any of the Owners of the Bonds and the Purchaser may take such action or exercise such remedies as may be provided by law to enforce the obligations of the Issuer under the Continuing Disclosure Certificate.

2. SECTION Section Headings. The headings of the various sections hereof are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the provisions hereof.

3. SECTION Effective Date. This Resolution shall become effective immediately.

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

YEAS: Phillip R. Guin, Johnny Vance, Willie D. Burton, Michael J. Thibodeaux, Mildred B. Pugh, Alvin Mims, Jerry Tim Brooks, Mike Powell, Mark Milam, Judy Boykin, Ginger Armstrong and Miles E. Hitchcock

NAYS: None

ABSENT: None

And the resolution was declared adopted, on this, the 19th day of April, 2000.

\_\_\_\_\_  
/s/ Robert E. Schiller  
Secretary

\_\_\_\_\_  
/s/ Mike Powell  
President

**EXHIBIT A**

**OFFICIAL BID FORM  
\$20,000,000  
GENERAL OBLIGATION SCHOOL BONDS, SERIES 2000  
PARISHWIDE SCHOOL DISTRICT OF CADDO PARISH, LOUISIANA**

April 19, 2000

Honorable Parish School Board  
Parish of Caddo, Louisiana  
Shreveport, Louisiana

We offer to purchase a total of Twenty Million Dollars (\$20,000,000) of General Obligation School Bonds, Series 2000 (the "Bonds"), of Parishwide School District of Caddo Parish, Louisiana (the "Issuer"), dated June 1, 2000, in fully registered form, bearing interest payable on March 1st and September 1st of each year, commencing March 1, 2001, maturing serially WITH OPTION OF PRIOR PAYMENT, all in accordance with the Official Notice of Bond Sale and Official Statement, all the terms and provisions of which by reference are made a part hereof, having maturity or sinking fund redemption [a term bond or term bonds may be structured at the bidder's option for annual payment dates on or after March 1, 2011 by specifying the total amount of such term bond(s) and interest rate(s) in the year of final maturity of such term bond(s) in the amounts and years indicated below], and bearing interest at the respective rates per annum indicated below:

SERIAL BONDS			SERIAL OR (OPTIONAL) TERM BONDS (LEVEL OR ASCENDING COUPONS REQUIRED)			
Maturing March 1	Principal Amount	Interest Rate	Maturing March 1	Principal Amount	Principal Amount of Term Bonds	Interest Rate
2001	\$325,000	9.000%	2011	\$ 980,000	_____	5.200%
2002	620,000	9.000%	2012	1,035,000	_____	5.250%
2003	650,000	9.000%	2013	1,095,000	_____	5.300%
2004	680,000	9.000%	2014	1,160,000	_____	5.375%
2005	715,000	6.250%	2015	1,225,000	_____	5.375%
2006	755,000	5.000%	2016	1,300,000	_____	5.375%
2007	790,000	5.000%	2017	1,375,000	_____	5.625%
2008	835,000	5.000%	2018	1,460,000	_____	5.625%
2009	880,000	5.100%	2019	1,550,000	_____	5.750%
2010	925,000	5.100%	2020	1,645,000	_____	5.750%

We will pay the principal sum of Twenty Million Dollars (\$20,000,000), together with accrued interest from the date of the Bonds to the date of delivery, plus a premium of One Hundred Thirty-Seven Dollars and Fifty (\$137.50), all in federal funds.

For your information, we calculate the total interest cost to the Issuer (after deduction of premium) as \$13,529,828.75 and the true interest cost as 5.560218%.

The Bonds shall be delivered to us on, or as soon as practicable after, June 7, 2000. If, however, due to litigation the Bonds cannot be delivered to us within sixty (60) days after the date of sale of the Bonds, the undersigned will have the option for sixty (60) days thereafter to cancel the sale and to request the return of the good faith deposit tendered herewith. If the Bonds cannot be delivered to us within the latter sixty (60) day period due to said litigation, thereafter either party will have the option to cancel the sale.

We agree to furnish in writing to the Issuer's Bond Counsel, Foley & Judell, L.L.P., 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 the delivery of the Bonds.

We understand that The Trust Company of Louisiana, in the City of Ruston, Louisiana, will serve as the Paying Agent for the Bonds.

We will accept delivery of the Bonds at the New Orleans office of Bond Counsel, it being understood that the Issuer will furnish us free of charge at the time of delivery of the Bonds the approving legal opinion of Foley & Judell, L.L.P.

In accordance with the Official Notice of Bond Sale and Official Statement, we are providing herewith one of the following: (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 "Parishwide School District of Caddo Parish, Louisiana". It is understood that should this bid be accepted the Issuer will immediately deposit the aforesaid good faith deposit and will credit the proceeds thereof (without regard to interest thereon) against the purchase price to be paid for the Bonds.

This bid and the aforesaid good faith deposit comply with the terms stipulated in the aforesaid Official Notice of Bond Sale and Official Statement, the receipt of which Notice of Bond Sale and Official Statement is hereby acknowledged by each of the undersigned.

PaineWebber, Inc.  
1285 Avenue of the Americas  
New York, NY 10019  
Phone - 212-713-2898  
Fax - 212-262-0684  
By: /s/ Michael Azzinaro, C. V.P.

Accepted by the Parish School Board  
of the Parish of Caddo, State of Louisiana

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Secretary

## **RESOLUTION AUTHORIZING THE INCURRING OF DEBT AND INSURANCE OF \$20,000,000 OF GENRAL OBLIGATION SCHOOL BONDS**

Mr. Wolf said this resolution incorporates the interest rates as set out in the winning bid, the principle maturity, redemption and prepayment provisions, security for the bonds, ad valorem taxes, designates the Trust Company of Louisiana as paying agent, etc. Mr. Thibodeaux moved, seconded by Mr. Milam and Mrs. Pugh, that the resolution authorizing the incurring of debt and issuance of \$20,000,000 of General Obligation School bonds be approved. Vote on the motion carried unanimously. Mr. Wolf said the bonds would be delivered around June 7, 2000 and he thanked the board and staff for their confidence in Foley & Judell, LLP. (See Resolution on page 13).

**Recess.** The president called for a 15-minute recess at approximately 5:11 p.m. The board reconvened at approximately 5:30 p.m.

**Personnel Recommendation.** The superintendent noted that earlier when he recognized the promoted employees, Sedric Clark (assistant principal at Captain Shreve) had not made his arrival. He informed the board that Mr. Clark had made his arrival and he introduced him. He also recognized Dr. Sandra McCalla, principal at Captain Shreve High, and thanked Shreve's home and consumer science staff for preparing refreshments for today's meeting.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** The superintendent said an update on construction projects was included in the mailout.

**Budget Workshop.** The superintendent announced that a budget work session has been scheduled for Wednesday, April 26, 2000, at 4 p.m. in the boardroom.

**Class Observation.** The superintendent informed the board that as he continues to observe the system in action and what classes are doing; he is more and more impressed with the quality of

what is happening. He said he has had the wonderful experience of participating in a team teaching exercise this week, and he is more encouraged about the system's potential for all students.

**Student Uniforms.** Mr. Brooks asked what staff person is in charge of addressing student uniforms at the elementary school level. The superintendent said each school principal proceeds with its questionnaire and handles it individually. A report is made to appropriate central office staff as to the return and response. Mr. Brooks asked if elementary schools would be ready for uniforms for the next school year. The superintendent said schools that have gone through the process to implement student uniforms, with the appropriate response and reported to date are Herndon, Midway, Turner, Hillsdale and Shreve Island. Mrs. Boykin asked if when the uniform policy was adopted if there is a statement that determines a deadline date for implementation. The superintendent said there is a cutoff time (first Friday in May) for planning purposes for implementation for the next school year. Mrs. Boykin suggested that staff might want to check with vendors and suppliers for stocking and delivery dates, and perhaps give consideration to backing the cutoff date back.

### **UNFINISHED BUSINESS**

No unfinished business was introduced.

### **NEW BUSINESS**

No new business was introduced.

### **ANNOUNCEMENTS AND REQUESTS**

**Cheerleaders/Dance Lines.** Mr. Brooks asked staff to draft a parishwide policy for cheerleaders and dance lines. The superintendent said there is a board policy that should be updated. He noted that often there is inconsistency in application because of a memo and/or administrative action. Mr. Burton echoed Mr. Brooks' sentiments and emphasized the need for continuity in all board policies.

**Testing.** Mr. Burton expressed concern about the lack of instruction in the schools in preparation for testing and about the percentage of students not passing the IOWA test. He particularly expressed concern about teacher absences where the failure rate is high. The superintendent said staff is going through every aspect of the program, which entails a rigorous exercise of analyzing and assigning staff.

**Caddo Stadium.** Mr. Milam informed the board and staff that the pole vault runway is crumbling at Caddo Stadium. He asked staff to investigate and follow-up and make repairs.

**Pupil Progression Plan.** Mrs. Boykin requested staff to consider putting the Pupil Progression Plan on the website as well as other procedural policies/manuals i.e. 504 handbook.

**District Attendance Lines.** Mrs. Pugh noted that relative to district attendance lines, administrative practices need to be in line with policy. She asked staff to review this matter.

**Appeal Process.** Mr. Guin asked staff to consider bringing the appeal process more in line with state law as to what the board can do and to include dialogue attained for the school board's legal counsel.

**Mandated Summer School.** Mr. Guin asked staff to consider implementing an alternative program to address students who fail during the regular school year as well as in summer school. He asked that the board be informed of a starting point to address this concern.

**Special CPSB Session.** The president announced that the CPSB will be meeting in a special session on May 3, 2000 following the board's Executive Committee meeting. He said an employee's grievance and student hearing is on the agenda at this time.

**Student Failure.** Mr. Brooks asked staff to look at schools where there are large numbers of students failing. He said somebody at the school level is not doing what he or she should be doing.

## **EXECUTIVE SESSION(S)**

**Student Appeal Hearing.** The president said there is one appeal hearing to be heard today. The second hearing that was originally scheduled will be presented perhaps at the special session on May 3, 2000. Mr. Brooks moved, seconded by Mr. Thibodeaux, for the CPSB to go into executive session for up to 30 minutes to hear a student appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 5:40 p.m. The board reconvened at approximately 6:28 p.m. Mr. Guin moved, seconded by Mr. Brooks, that James Brandon Bigelow, student at Northwood High School, be sent back to Northwood High School effective immediately; and, allow the nine-day suspension as time served and also tag to it that probation for the remainder of this year pending no other disciplinary charges against him. Vote on the motion carried with board members Vance and Powell opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Brooks, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Mims seconded the motion, which carried, and the meeting adjourned at approximately 6:33 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**May 3, 2000**

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 3, 2000, at 3:30 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present being a quorum. Other school board members present were Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, ScD., Mark Milam, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Superintendent Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

## **SPECIAL PRESENTATIONS/REPORTS**

**Cyber Safety Presentation.** The president introduced a special presentation by Louisiana's Attorney General, The Honorable Richard Ieyoub. Mr. Ieyoub commended the CPSB for the progressive work that it has done through initiatives that address school safety, prevention of underage drinking on school campuses, drug abuse, etc. He also introduced members of his staff. Mr. Ieyoub spoke about cyber safety (keeping children safe on the television and Internet) and highlighted some of the cases whereby the Louisiana Department of Justice has investigated criminal activities against children in the state. He announced that he has made it a priority to take an aggressive role in combating computer crimes targeted at children. Mr. Ieyoub announced that his office is initiating the Attorney General's High Technology Crime Unit which will consist of prosecutors and investigators highly trained in the specific area of cyber crime. He noted that he is waiting to see if the Legislature will fund this initiative. For informational purposes, Mr. Ieyoub provided public awareness brochures outlining cyber safety tools, i.e. Internet tips, red flags (alerts), blocking and filtering tools, television ratings and the V-chip (screen out) which is designed to educate parents and educators about the Internet and television. Though technology offers incredible opportunities for learning and entertainment, Mr. Ieyoub emphasized the critical need for this special high technology crime unit, which will be dedicated to the interdiction, prosecution and prevention of high technology crime in any form that it may take in Louisiana. He informed the board and staff that James Piker, assistant Attorney General, is available to respond to technical questions. Mr. Ieyoub encouraged the CPSB to notify his office if cyber crime incidents occur in Caddo schools and his staff would assist in tracking the source.

**Telephone System - Request for Proposals.** The superintendent introduced Clay Slagle, technology manager for the Caddo Public School System, who, on behalf of the support services division, gave an overview of the proposed new telecommunication system for the school district. Mr. Slagle recognized support services staff and Harold Honnoll of Telecommunications Specialists, Inc. In making the presentation, Mr. Slagle provided the board with: a) a historical perspective of staff's efforts to upgrade the telephone system; b) results of a needs assessment study conducted by BellSouth on the current environment and line blockage percentages; c) information

relative to wiring and cabling; d) data relative to insufficient phone lines, antiquated devices, multiple telephone lines; e) the current system's inability to support latest features i.e. calling line identification, conference calling, campus-to-campus dialing, malicious call trace, power failure, no voice mail, no wireless service; d) an overview of the proposed project (instructional and administrative) - expansion, support of emerging technologies, pooling of all telephone lines, wireless applications, standardized entrance facility, feature-rich system; e) pricing structure; and, the project timeline. Discussion ensued on the comparable level of the phone system in Bossier Parish (classrooms) and the cost for hard lines; overall cost and/or savings for the proposed system; and, the difference between hard lines and cellular type phones. The president expressed appreciation for the presentation and said the board looks forward to more discussion and would possibly take action at the May CPSB meeting. Mr. Slagle said staff would be seeking the board's authorization to release Requests for Proposals at the regular school board meeting on May 17, 2000.

**Recess.** The president called for a ten-minute recess at approximately 4:30 p.m. The board reconvened at approximately 4:50 p.m.

### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE MAY 17, 2000 CPSB MEETING**

The president polled school board members and staff for additional agenda items. The superintendent requested that "General Fund Budget Adjustment for Repair Expenses Due to Tornado Damages" be added to the agenda. He reported that the request is for \$100,000 and he would provide additional information at the appropriate time of discussion.

**Personnel Transactions Report.** The superintendent reported that: a personnel recommendation would be made for the head coach position at Woodlawn High School; other personnel transaction reports would be in the mailout; and, a promotional appointment contract for a new counselor would be included for consideration.

### **BIDS**

**Relocate Library at Lakeshore, Project 2001-212B.** Mrs. Pugh said this school is located in district five and she has not been informed of relocation plans for the library. She asked where would the relocation be and when was there a planning session for this project. Lory Smith, project manager, said the plan is to make use of a transportable building. Phil Miller, project manager, said the smaller children at Lakeshore are not allowed to use the library on the second floor because of the fire marshal's report; the transportable building will be used to house students that are currently assigned to classroom 102; and, classroom 102 will become the satellite library for K-1 students. Mrs. Pugh inquired about provisions for equipping the library with computer labs. The president said the superintendent has asked that he be allowed to provide board members with more detailed information on this project. Mrs. Pugh expressed concern that Lakeshore Elementary is in transition and this staff constantly does things when the principal is leaving. She said she could not endorse the request at this time without having the benefit of more information. Ron Festavan, assistant superintendent for support services, said he would like to have an opportunity to provide the board with the history of how the project was developed and how it has progressed to this point. Mr. Brooks said school board members should always be made aware of activities in their particular district. Mr. Smith noted that the Metropolitan Planning Commission has given staff the authorization to relocate the building. Mr. Mims said the Metropolitan Planning Commission does not have the power to grant authority to relocate the building and the school system would be violating a code if it proceeded. He encouraged staff to seek authorization from the Zoning Board of Appeals prior to moving the transportable building. The president asked the superintendent to provide board members with more information.

**Public Hearing for the 2000-2001 General Fund Budget and Adoption of the 2000-2001 General Fund Budget.** The superintendent said a public hearing on the proposed budget is scheduled; after which, the board could consider adopting the budget.

**Sales Tax Commission Budgets.** The superintendent said board members were provided with the 2000-2001 Operating Budget and the Capital Outlay Budget for the Caddo-Shreveport Sales and Use Tax Commission. The budgets have been approved by the commission's Board of



Commissioners and will need final approval by both the school board and the city council. The estimated amount of the school board's share of the Operating Budget is \$283,300.

**Approval of Stewart B. McKinney Grant 2000-2001.** Mr. Vance asked if this program would be housed in a school.

**Requests for Use of School Buses.** The superintendent said agenda items 14-18 are requests for use of school buses in association with other agencies and/or groups for use during the summer.

**Agreement for Food Services - Right Step Academy of Excellence (Charter School).** The superintendent said the academy looks to continue an agreement with the CPSB to provide meals for approximately 175 students during the upcoming school year.

**Approval of Stewart B. McKinney Grant 2000-2001.** The superintendent said this is a federal grant that provides supplemental services to homeless children and youth and is provided through the district (Title 1). Funds would be used for an after-school tutorial program, materials and supplies, field trips, students' travel, etc. Mr. Vance asked if the after-school tutorial program would be housed in a school. Pittre Walker, homeless education coordinator, said the tutorial program is held at First Presbyterian Church.

**Approval of Caddo Educational Excellence Fund.** The superintendent said staff's recommendation for the allocation of Caddo Educational Excellence Funds was included in the mailout packet. The total interest earned in 1999 is \$207,657.60 and will be disbursed among the district's 74 schools using a suggested three-tiered approach. Mrs. Pugh asked if the board has been given authorization to distribute the funds. The superintendent said distributing the funds is not the difficulty, but it is the bookkeeping aspect of the financing. He said staff is asking the Attorney General to provide an opinion (agenda item 23) regarding staff's ability to transfer the money for accounting purposes to the school or if the accounting should be kept central. Dwight Collier, director of auditing and risk management, said staff believes that they would have the Attorney General's opinion prior to the start of school, and the money would not be distributed until after school starts. The president asked board members if they had questions about the resolution (agenda item 23), but there were no questions.

**Authorization to Release Requests for Proposals (RFP) for Telephone System.** The president said information was received today through a special presentation, and he asked board members if they had questions about the request. Board members had no questions about this item.

**Approval of Revisions to the Personnel Evaluation Plan.** The superintendent said revisions were presented last month and since that time staff has met with employee groups and individuals for input. He reported that slight modifications have been made (as denoted in the mailout); however, the revisions are not such that they would affect the board's consideration and approval of the plan.

**Approval of Budgets for Red River Partner @ Work and Budgets (carry-over) for Vocational and Adult Education FY1999-2000.** The superintendent said this item was added to the agenda today and a copy of the application will be included in next week's mailout.

**Approval of Jobs for America's Graduates Proposal (Caddo Career & Technology Center).** The superintendent said this item was received today and staff has put together a proposal for approximately \$110,000. Information will be included in the mailout.

**Approval of Reorganization Plan for Central Office.** As a follow-up to the April 17, 2000 work session, the superintendent called board members' attention to copies of job descriptions and other information in response to issues raised by school board members. He suggested the thought of pulling schools together in a different way for accountability and program development, and formed a 17-member School Clustering Committee of educational administrators who provided insight as to their thinking and rationale behind the school clustering proposal. The superintendent said he did not have a bias for the way schools would be organized and clustered, but he challenged committee members to have clear thinking regarding what the literature supports, i. e. what are other districts doing to bring about vertical and horizontal communication, articulation, improved communications, effective teaching practices, increased student achievement, and overall organizational effectiveness. He asked committee members to look at ways to group schools (geographically, by level, mobility patterns, attendance patterns, similarly shared programs, etc.).

Members of the committee voiced their thinking about school clustering highlighting the committee's work, process, deliberation, and rationale for clustering. It was noted that committee members put emphasis on: accountability and focus; creating a network that would provide more efficiency from central office to the schools; and, focusing on targeted areas with specific schools. The superintendent said he is looking for ways to improve students' transition from elementary to middle to high schools; and, examine how children learn (defining expectations, standards and readiness) as they move from grade to grade. He reviewed the proposed clustering plan and job descriptions as outlined in the mailout.

Informative discussion ensued on: converting current positions; costs associated with proposed changes; coordinating and supervisory roles/responsibilities; clustering programs in other comparable school districts (Pittsburgh, Charleston, etc.); rationale for clustering schools (number of students/staffing), etc.

CPSB members expressed concern for: a) supervisors lacking administrative experience in varied areas where they have daily responsibilities; b) pairing weak schools with weak schools; c) not clustering schools based on criteria and needs; d) advertising current administrative positions when contracts expire; e) reassigning and reclassifying current administrative staff; f) clustering data relative to k-12 (program aspect); g) the lack of continuity of programs - available funds and sharing of other resources to improve academic achievement; h) identifying new positions on the proposed organizational chart; i) establishing clear lines of authority; j) the flow of communication between staff/parents/citizenry; k) converting (trading) positions by titles and creating (adding) positions; l) the lack of consideration given to school district lines and exchange of students/transportation; and, m) identifying specific certification requirements and responsibilities in job descriptions.

Mr. Thibodeaux spoke in support of the clustering proposal because, in his opinion, it presents a logical progression of what a student should know from grade k-12. Further, using the clustering concept, similar problems would require similar solutions.

**Recess.** The president called for a ten-minute recess at approximately 7:05 p.m. The board reconvened at approximately 7:25 p.m.

Mr. Milam said he sees a natural flow and continuity in clustering; and, he asked if inservice would be provided for staff. He also noted that CPSB members want to see more accountability from staff and high performance from students.

Mr. Brooks expressed concern that successful programs in some Caddo schools are not already being shared with low-performing schools. He further noted that he could appreciate clustering if the program design is right; but he sees some irregularities in the proposed clustering proposal. Mr. Brooks also noted that he has a big concern about administrative staff being reassigned and/or reclassified.

Mrs. Armstrong offered suggestions relative to realigning administrative positions with the thought of maintaining clear administrative and program delivery.

Dr. Hitchcock asked the superintendent to consider addressing the administrative side of the report and look at some of the wide-range of administrative variance between elementary and high school.

The superintendent recognized central office staff who offered their views on what is entailed in performing administrative responsibilities on a daily basis and on the proposed clustering plan. The superintendent expressed appreciation to the principals and other administrators for their work and for the informative dialogue that has taken place today between school board members and staff. He noted that staff is dealing with big decisions; how to increase the levels of student achievement; how to provide continuity of services; and, how to assure accountability. The president thanked committee members for their commitment and sacrifice of long hours to work on the plan.

**Approval of Performance Measures for the Superintendent's Contract. (Powell).** The president called board members' attention to the revised page of the performance measures document that was placed at board members' stations. The superintendent noted that the revisions are in bold print, and he said a word was changed and two items were added that grew out of the IDEA plan, which attends to the special education population. The president said the board

expressed concern about having additional measures that were objective and tied to test scores, and, the additional items are specifically tied to school performance scores. The items also target some of the low-performing schools as well as vocational schools. Dr. Hitchcock commended the superintendent for developing aggressive goals and asked for clarification of item 13 (self-contained classrooms). The superintendent clarified that the reference is to the special education program. Mrs. Boykin inquired about some of the wording in items eight and nine, i.e. non-graded multiage classrooms and elements of effective middle schools. The superintendent said he is building a strategy for all identified low-performing elementary schools. He apprised the board of research data relative to students who are in transition (grouped not by grade level), so that their individual skill needs are being addressed. He said the language for middle schools is used to drive transitions from departmentalized junior high schools to middle schools. Mrs. Boykin asked if staff anticipates anything in the General Fund Budget to achieve an increase in the percentage of minority children identified and/or participating in the gifted and talented program. The superintendent said staff is looking at ways to have different material for assessment for identification.

**General Fund Budget Adjustment for Repair Expense Due to Tornado Damages.** The president said this item is a request to transfer \$100,000 from the General Fund Budget's ending balance to the Maintenance Budget to accommodate repairs to schools that were damaged by recent tornadoes. The superintendent said a detailed report justifying the request for additional funds would be included in the mailout. The president noted that funds are to be taken from the 1999-2000 General Fund budget.

**Consent Agenda.** Mrs. Pugh said she has been given information on bid item (10-A-19) and suggested that item 10-A (1-26) could be added, to the consent agenda if the language of 10-A-19 is changed to read "Establish K-First Grade Library at Lakeshore Elementary. " **The Executive Committee** categorized agenda items 10-A (1-26), B, 12-26 and 28 as consent agenda. Mr. Brooks moved, seconded by Mr. Mims, approval of the proposed agenda with the proposed consent agenda as stated. Vote on the motion carried unanimously.

#### **CPSB WORK SESSION (Presentation of the Proposed Agenda and Consent Agenda)**

The president polled the public for input on the proposed agenda. No one came forward to address the CPSB.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Mims seconded the motion, that carried unanimously, and the meeting adjourned at approximately 8:44 p.m.

**May 3, 2000**

The **Caddo Parish School Board (CPSB)** met in special session on Wednesday, May 3, 2000, in its office at 1961 Midway Street, Shreveport, Louisiana, immediately following the Executive Committee meeting (approximately 8:44 p.m.) with President Mike Powell 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 Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. The president announced that the board would dispense with the invocation and Pledge of Allegiance.

The president announced that the students' expulsion appeal hearings scheduled for today's meeting have been cancelled and/or postponed at the request of the parents; however, one student appeal hearing might be rescheduled for the May 17, 2000 regular school board meeting. He informed board members that there is one employee grievance appeal hearing on the agenda for tonight's meeting.

#### **EXECUTIVE SESSION - EMPLOYEE'S GRIEVANCE APPEAL**

Mr. Milam moved, seconded by Mr. Brooks, for the CPSB to go into executive session for the purpose of hearing an employee's grievance appeal for up to 20 minutes. Vote on the motion carried unanimously and the board went into executive session at approximately 8:45 p.m. The school board reconvened at approximately 9:30 p.m. Mr. Brooks moved that the CPSB adhere to

Mr. Glenn Reynolds's expectations; that the board approve his request of an apology, etc. The president ruled that the motion dies for lack of a second. Dr. Hitchcock moved, seconded by Mrs. Pugh, that the school board accepts the superintendent's recommendation. Mr. Brooks asked if the superintendent's recommendation is similar to his motion. The president answered no and said the superintendent's motion is to deny the grievance. The superintendent clarified that his recommendation is to deny the request for a salary increase. Mr. Brooks said the grievant said he does not want a salary increase, but he wants an apology. The president said when the grievance was filed, the question for a salary increase is on the form. The motion on the floor is in response to what the superintendent has done at his level, which is to deny the salary increase. Mr. Guin said he understands the motion on the floor and realizes that what was in writing is one thing and what has been expressed by Mr. Reynolds is another. Mr. Guin said he would support the motion on the floor with the understanding that the CPSB could not do anything about the request for an apology and with the understanding that Mr. Reynolds knows that he has heard from a number of board members that an apology is there. Mr. Milam expressed support of the motion and said he does not believe that the CPSB could give a pay increase based on someone not being interviewed. Mr. Milam said he believes that Mr. Reynolds has some very good points; some employees above him did not act professionally; and, he personally offers his apology. The president called board members' attention to the language of the letter (paragraph three) that was sent to Mr. Reynolds. Mr. Vance thanked Mr. Reynolds for being a valued employee of the Caddo Parish School System. Vote on the motion carried with Mr. Burton absent. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Mr. Thibodeaux seconded the motion which carried, and the meeting adjourned at approximately 9:44 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

### **May 17, 2000**

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, May 17, 2000, with President Mike Powell 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 Hitchcock, ScD., Mark Milam, Alvin Mims, Mildred B. Pugh and Johnny Vance, Jr. Michael J. Thibodeaux arrived at approximately 3:37 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. The president gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE APRIL 19, 2000 AND MAY 3, 2000 CPSBMEETINGS**

Mrs. Pugh moved, seconded by Mr. Vance, approval of the minutes of the aforementioned school board 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. He announced that staff has requested that agenda item 10-A-12 (Bid - Roofing at Caddo Exceptional, Project 2001-204A) be pulled from the agenda. The president also announced that a request involving a student placement came in late; the superintendent and parent(s) are in agreement about the placement; but, it requires board action. Therefore, Student Placement is being added to the agenda under the heading of New Business.

### **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Board President Powell presented honorees a framed certificate for the special recognitions. Relatives, school administrators and other supporters were also recognized.

**National PTA Reflection Competition Winner.** Lauren Lee Pettiette, student at Caddo Middle Magnet, is the national Award of Merit - Literature winner.

**National Art Competition Winner.** Carmen Oritz, third grade student at Riverside Elementary, won first place in a national art contest sponsored by Dance Magazine and Capezio/Ballet Makers, Inc. Her artwork will be displayed on the magazine web site and published in the June issue of Dance Magazine. Carmen also won \$300.

**Louisiana Academic Pentathlon Winners.** The competition was held March 4, 2000 and **Youree Drive Middle School** seventh and eighth grade students combined won the Sweepstakes Award for their performance in five subject areas - literature, essay, science, math and Super Quiz. The seventh grade team won first place overall and first place in the Super Quiz. The academic **seventh grade team members** are: Mary Bamburg (first place in literature, math and science; highest total score of all competing seventh graders), Caitlin Hogan, Callie Jamar, Nea North, Jesse Crook, Matt Maberry, Carl Scogland, Eric Washburn, Evan Robertson, Franky Tanner, Ryan Veuthey and James Woolbert. The academic **eighth grade team members** are: Rachel Blackman, Derrick Hughes, Steven Thoma, Margaret Glass, Daniel Kemp, Hannah Spohrer, Cole Loggins, Chip Soulie, James Woodward, Josephine Pham and Daniel McBride. The seventh grade team coach is Mrs. Bobby Escude' and the eighth grade team coach is Mrs. Lynn Parker.

**Caddo Middle Magnet** seventh and eighth grade Academic Pentathlon team won second place overall and third place in the Super Quiz. The seventh grade team members are: Alex Dayton, Claire Kendig, Katelyn Ullmer, Abby Keiper, Josh Meadors, Greg Glass, Jordan Fontana, Scott Dotting and Dana Riley. The eighth grade team members are: Frances Kelley, Jared Latiolais, Joseph Hubley, Caitlin Aamodt, Ben Michael, Cameron Roland, Russell Kelly and Mark Brown. Team coaches are Geradine Banks and Mary Agnes Rambin.

**District I Leadership Conference Winner.** Courtney Malone, student at Northwood High School, placed first in the District 1 Leadership Conference and at the District 1 State Leadership Conference in Computer Concepts. Courtney will represent Louisiana at the national conference July 3-12, 2000 in Long Beach, CA.

**Vocational Industrial Clubs of America/Louisiana State Skills Competition Gold Medal Winners.** Students from the Caddo Career and Technology Center's Skills USA-VICA program competed in the Louisiana Skills USA-VICA Championships April 5-7, 2000. The following Caddo students won gold medals, and in some cases, product awards and scholarships. Student winners are: Brian Stevens - Architectural Drafting (Northwood); Leigh Perdue - Dental Assisting and Opening/Closing Team (Caddo Magnet); Yoki Hampton - Graphic Communication (C. E. Byrd); Ernest French - Job Skill Demo A (C. E. Byrd); Chris Davis - Job Skill Demo B (Woodlawn); Justin Whaley - Major Appliance Tech (Huntington); Jessica Walker - Commercial Baking (Northwood); David McGlumphy - Technical Drafting, Opening/Closing Team, and State Secondary President (Captain Shreve); Tyler Bolick - Culinary Arts (Captain Shreve); Clint Allen Extemporaneous Speech (Northwood); Brandon Litton - VICA Pin Design (Huntington); Jessica Williams - Opening/Closing Team (Huntington); Tiffany Perkins - Opening/Closing Team and State Secondary Vice President (Southwood); Summer Pierce - Open/Closing Team (Captain Shreve); Justina Quackenbush - Open/Closing Team (Northwood); Dane Shillings - Open/Closing Team (Southwood); Stephen Teekell - 3D Visualization and Animation (Northwood); and, Buddy Trudell - 3D Visualization and Animation.

**Youth Achievement Competition Winners.** The first Annual African American Youth Achievement Competition sponsored by the African American Celebration Committee produced three essay winners and they are: 1) Joseph Thomas, student at George P. Hendrix Elementary, placed first, received a \$1000 savings bond, an all expense paid trip to Atlanta, GA and an Africana Encyclopedia. The two second place winners are Shanee Powell, student at George P. Hendrix, and Meyoka McGee, student at Oak Park Elementary. Each received a \$500 savings bond and an Africana Encyclopedia. Warren Shaw, owner of Superior Ford-Mercury-Lincoln Dealership of Marshall, TX, and Barbara Norton, committee chairman, made the presentations.

**Green Oaks Teaching Profession Scholarship Foundation Winners.** The non-profit foundation is designed to provide support to the teaching profession magnet program, which was developed to attract students interested in the field of teaching. Green Oaks High School recipients of \$1,000 scholarships are: Jena Cochran, Teneatha Daniels, Kedra Ellis, Kimberly Harris, Antonette

Johnson, Jeremy McKeever and Nakisha Young. Emma Farmer coordinates the program at Green Oaks. Eursula D. Hardy, president of the foundation's board, and other members of the foundation were recognized. Mrs. Hardy presented each scholarship recipient with a leather briefcase. Mr. Vance thanked Mrs. Hardy and members of the foundation for their educational interests and support.

**Optimist International Speech Competition Winners.** At the state convention of Optimist Internationals held in Jennings, LA on May 13, 2000, two winners emerged from Caddo. Amber Hewitt, student at Caddo Magnet High, is the winner of the Louisiana District Optimist International Speech Competition and received a \$1,500 scholarship. Renaldo McClinton, student at Caddo Middle Magnet, placed second. Dr. Holt recognized Janice Harper, president of the Optimist Club of Shreveport, and Dr. Orella Brazille, past president. She further announced that CPSB President Mike Powell has been elected Governor-elect of Optimist International for the State of Louisiana.

**Louisiana PTA Educators of Distinction.** At the recently held PTA state convention, three CPSB educators were recognized as Educators of Distinction and they are: Dr. Kerry Laster, principal at Shreve Island Elementary; Albert Hardison, principal at Walnut Hill Elementary/Middle School; and, Patricia Beckham, music teacher at University Elementary.

**National Teaching Excellence Award.** Dr. Barbara Hollis, assistant principal at Booker T. Washington High School, was selected to receive the Radio Shack Prize for teaching excellence in mathematics, science and technology. She was honored, recognized and presented at the National Council of Teachers of Mathematics in Chicago, Illinois on April 13, 2000. Dr. Hollis received a stipend, computer, and free Internet access.

**Women Who Have Made a Difference Award.** Women Who Have Made a Difference Award is a part of the annual Celebration of Women's Week held in the Shreveport-Bossier area. Monica Jenkins-Moore, assistant principal at Linwood Middle School, is a Girl Scout leader, past-president of the Caddo Association of Educators, and co-founder of the Booker T. Washington Moores' Scholarship Fund. She is one of this year's award recipients.

## **VISITORS**

Pamela B. Cash, parent, noted that her daughter failed the exit exam, however, she completed all other school requirements. Ms. Cash asked the board to grant her daughter its permission to march with the 2000 Southwood graduation class.

Sophia Simmons, parent, questioned the CPSB's authority over children when they are off campus. Ms. Simmons expressed concern that her son, student at Booker T. Washington High School, is being denied the opportunity to participate in the graduation ceremony because of his involvement in an incident that occurred off campus. She said her son has completed all course requirements and has passed the exit exam.

Curtis Davis, parent, said he has talked with local and state official about the exit exam and all information relative to the exit exam is vague. He said students who fail the exit examination should be given an opportunity to march with their graduation class.

Melinda P. Harrington, parent, said members of the CPSB must restore students' dignity, confidence and self-esteem by changing its policy relative to students marching with their graduation class when they have met all course requirement, but fail the exit exam by a few points.

Emily Harrington, Southwood High School senior, told the board that she wants to graduate with her class; that she has earned and deserves the chance to march even though she failed the exit exam by a couple of points.

Ashley Caldwell, junior at Northwood High School, said failing the exit exam should not stop students from marching. She said goals were set; students successfully met the goals and complied with requests of the CPSB; but are later penalized when they fail the exit exam. She encouraged the school board to allow deserving seniors to march because they have met the criteria set by the CPSB.

John Gianforte, parent, expressed concerns about traffic safety and congestion around Broadmoor Middle Laboratory School. With the assistance of Shane Nicholson, a neighbor, they showed a video of the flow of traffic around the school. Mr. Gianforte asked the board to address and find a remedy for the situation. (Note: The president requested that the tape be given to the superintendent for review.)

Nevada Walker, director of the Caddo Community Action Head Start Program, thanked the school board for its support of the Head Start Program. Ms. Walker said she looks forward to working with the board and staff in the future.

Emma Shepard, president of Caddo Association of Educators (CAE), thanked the board for the positive relationship that has been shared between the two bodies and staff. She introduced CAE's Executive Committee members for the next school year and they are: Dr. Mike McCoy, president; Pricilla Savannah, president-elect; Pat Thornhill, Stella Griffin and Nancy Brown, area vice presidents; Cathy Robeshaw, secretary; Willie J. C. Critton, treasurer; Elaina Giles, educational support person-at-large. Mrs. Shepard emphasized the association's hope that persons involved and affected will receive the necessary support to implement the performance objectives. Further, the association encouraged the CPSB to consider an alternative for students failing the exit exam and offer a summer graduation ceremony for students who successfully pass the exit exam during the summer.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, informed the board that: 1) a mass number of educators converged on the State Capitol a couple of weeks ago to address the budget issue and lobbyists are out in force; 2) certified teachers should be interviewed, hired, and placed in all classrooms; 3) personnel files should be centrally located and anything placed in a file other than rudimentary record keeping must be shared and made available to the employee; and, 4) the federation finds it problematic between CPSB Policy GCPA (District Reduction in Force) and GCPA-R (Reduction in Force at a Particular School Site).

## **CONFIRM THE CONSENT AGENDA**

Mr. Milam requested clarification of items removed from the agenda, and the president said 10-A-12 (Roofing at Caddo Exceptional) is being deleted from the agenda, per request of the superintendent. Mr. Milam requested to pull number 21 off the consent agenda. Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### **Agenda Item 10-A (1-11, 13-26)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the lowest circled bids for band uniforms for Huntington High School; M & S digital duplicator supplies for all schools for 2000-2001; computer software for Title 1 Program; classroom furniture and equipment; M & S art supplies for all schools; M & S first aid supplies for all schools; M & S physical education supplies for all schools; musical instruments for all middle and high schools; M & S library supplies for all schools; roofing at J. S. Clark, Pine Grove and Turner, Project 2001-202; roofing at Southern Hills and Summer Grove, Project 2001-203; roofing at Youree Drive, Project 2001-20413; replace floor tile at various schools, Part 1 and Part 2, Project 2001-205; student parking for C. E. Byrd, Project 2001-207; paving at Eighty-First Street and paving repairs at various schools, Project 2001-208; parking at Northside, paving repairs at Linear and Turner, Project 2001-209; relocation of construction tech and healthcare at Caddo Career and Technology Center, Project 2001-211; establish K-first grade library at Lakeshore, Project 2001-21213; miscellaneous asbestos abatement, Project 2001-213; cafeteria air conditioning at Eighty-First Street, Fairfield, and Northside, Project 2001-304; cafeteria air conditioning at Stoner Hill, Werner Park and West Shreveport, Project 2001305; fire alarms and life safety at various schools (Herndon, Mooringsport, Riverside, South Highlands, Summer Grove and Sunset Acres), Project 2001-309A; fire alarms and life safety at various schools (Fair Park, Newton Smith, Oil City, Pine Grove, Vivian and Eighty-First Street), Project 2001-30913; electrical wiring for technology at Caddo Magnet High, Central and Caddo Career and Technology Center, Project 2001-310; and, electrical wiring for technology at Hollywood, Vivian and West Shreveport, Project 2001-311. A copy of the tabulation bid sheets marked "Exhibit A, 39 pages, May 17, 2000" is filed in the official papers of the board. (Note: See page seven for more discussion on this agenda item.)

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

**General Fund Budget Adjustment for Repair Expense Due to Tornado Damages.** Staff recommended that the 1999-2000 General Fund Budget be amended to provide an additional \$100,000 for building repairs resulting from weather damages, with the amount to come from the ending balance. The schools affected are J. S. Clark, Booker T. Washington, Walnut Hill, Lakeshore, Huntington, Creswell, Shreve Island, Vivian and West Shreveport.

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

**Sales Tax Commission Budgets.** Staff recommended that the Caddo-Shreveport Sales and Use Tax Commission's 2000-2001 Operating Budget and Capital Outlay Budget be approved. The estimated amount of the school board's share of the Operating Budget is \$283,300, and the proposed General Fund Budget will be adjusted to reflect this amount.

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

**Request for Use of School Buses by LSU Health Sciences Center.** Camp Tiger. Staff recommended that the request for use of school buses by LSU Health Sciences Center, Camp Tiger, be approved for the period June 5-8, 2000. The program is a four-day camp for mentally and/or physically disabled children between the ages of 5 and 15.

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

**Request for Use of School Buses by LSUMC.** Teamworks. Staff recommended that the request for use of school buses by LSUMC, Teamworks be approved for the period June 12 - July 13, 2000. The program consists of instruction in basic reading skills, computer education, violence prevention education, art and music education and physical education.

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

**Request for Use of School Buses by Shreveport Green/ShrevCORPS.** Staff recommended that the request for use of school buses by Shreveport Green/ShrevCORPS be approved for the period June 5 - July 28, 2000. The program is a non-profit environmental service corps of young people ages 16-24 committing themselves to service in addressing critical community needs.

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

**Request for Approval of Bus Usage Agreement Southern University-Shreveport National Youth Sports Program.** Staff recommended that the bus usage agreement between Southern University-Shreveport National Youth Sports Program and the CPSB be approved for the period June 5 - July 10, 2000. Students will be instructed in drug prevention, nutrition and career opportunities.

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

**Request for Use of School Buses by LSUMC (Summer Program).** Staff recommended that the request for use of school buses by LSUMC Summer Science Academy be approved for the period May 23 - July 11, 2000.

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

**Agreement for Food Services - Right Step Academy of Excellence (Charter School).** Staff recommended that the agreement to provide meals for Right Step Academy of Excellence be approved for the 2000-2001 school year for the period August 16, 2000 - May 25, 2001.

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

**Approval of Stewart B. McKinney Grant 2000-2001.** Staff recommended approval of the Stewart B. McKinney Grant (2000-2001) as included in the mailout. These federal dollars supplement services to homeless children and youth provided by the district and Title 1.



## **Agenda Item No. 22**

**Approval of Caddo Educational Excellence Fund.** Staff recommended approval of the superintendent's recommendation to accept the recommendations of the Caddo Educational Excellence Fund Committee. Funds are allocated for instructional enhancements in Caddo schools and the total interest earned in 1999 is \$207,657.60. Funds will be disbursed among the district's 74 schools using the following three-tiered approach, which increases by \$500 per tier. Schools with student population up to 600 (40 schools) will receive \$2,535.91; schools with student population 601 - 1200 (28 schools) will receive \$3,035.91; and, schools with student population 1201 up (6 schools) will receive \$3,535.91.

## **Agenda Item No. 23**

**Authorization to Release Request for Proposals (RFP) for Telephone System.** Staff was authorized to release RFPs for a new telephone system.

## **Agenda Item No. 24**

**Resolution Requesting Attorney General's Opinion.** Staff recommended approval of the resolution authorizing a request for an Attorney General's opinion concerning the legality of transferring Caddo Educational Excellence Funds (CEEF) money directly to individual schools for disbursement. Also regarding the legality of purchasing copiers and copier supplies with these funds.

## **Agenda Item No. 25**

**Approval of Revisions to the Personnel Evaluation Plan.** Staff recommended approval of the revised Personnel Evaluation Plan as included in the mailout. The plan will be sent to the Louisiana Department of Education for approval. A copy of the document is filed in the official papers of the board.

## **Agenda Item No. 26**

**Approval of Budgets for Red River Partners @ Work FY2000 and Budgets (Carry-over) for Vocational and Adult Education FY1999-2000.** Staff recommended approval of the aforementioned budgets as included in the mailout. Red River Partners @ Work announced that Caddo Parish schools have been awarded a total of \$34,785 in school/teacher venture grants.

## **Agenda Item No. 27**

**Approval of Jobs for America's Graduates Proposal (JAG) - (Caddo Career and Technology Center).** Staff recommended approval of the proposal for Caddo Career and Technology Center as included in the mailout. The program targets in-school youth in Caddo's Alternative Diploma Program.

## **Agenda Item No. 30**

**Request for School Bus Transportation by Willis-Knighton Community Education Center.** Staff recommended that the request for bus transportation by Willis-Knighton Community Education Center for its AHEC-of-a-Summer program be approved for the period June 8 - July 6, 2000. The program is for high school freshmen, sophomores and juniors pursuing health care careers.

## **PERSONNEL TRANSACTIONS REPORT**

Dr. Hitchcock moved, seconded by Mrs. Pugh, to adopt the superintendent's recommendation relative to personnel recommendations, requests for leaves, other (hiring, assignment changes, separations and resignations) and a promotional appointment contract for a new counselor. Mrs. Boykin asked if the personnel recommendation for the new position of director of construction and capital projects should be approved at this time or after the board acts on the reorganization plan (agenda item 28). The superintendent said this is a personnel recommendation and could be approved at this time, but the position would only go into effect pending approval of the

reorganization plan. Mr. Vance concurred with Mrs. Boykin's comment. The president clarified that there is only one personnel recommendation that involves the reorganization (director of construction and capital projects) which would be filled contingent on the creation of the position through the reorganization plan. Mrs. Boykin said she understands that there might be other issues of concern for consideration and her request is for the CPSB to deal with this recommendation at the time that the reorganization plan is considered. Mrs. Boykin moved to amend the motion, seconded by Mr. Brooks, to separate that one position and consider it with that portion of reorganization. Mrs. Pugh asked if this is a position that will be needed no matter what structure is in place in the future, and will it be a position that will last only during the period of the bond program. The superintendent said this is a needed position to manage new construction and capital projects. Further, at this point, it is determined to be time limited for the duration of new constructions. Mrs. Boykin said since this is a needed position whether the school system reorganizes or not, she questioned how then is staffing the position contingent on reorganization. The president said this position is not the former director of school plant position; that the superintendent is recommending the creation of two positions (a temporary position to oversee new construction and the other a maintenance-type position). Mr. Milam asked the superintendent if he approves of the amendment. The superintendent said he thought placing the item under the heading of Personnel Recommendations would be more appropriate than placing it as a New Business item. The president called for the vote on the amendment, which failed with board members Guin, Vance, Mims, Brooks and Boykin supporting the motion. Board members opposed were Burton, Pugh, Thibodeaux, Powell, Milam, Armstrong and Dr. Hitchcock. Vote on the main motion carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock.

**Personnel Recommendation(s).** The superintendent recommended the following: 1) Michael Green be appointed head football coach at Woodlawn High School. Mr. Green will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. 2) Steve White be appointed director of construction and capital projects contingent on board approval of the position in the superintendent's reorganization plan as presented in agenda item 28. If the position is approved with the superintendent's reorganization plan, Mr. White will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. (Note: The reorganization plan for central office (agenda item #28) was approved by the CPSB - see page eight of these minutes.)

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

Sabbatical Leave for Study, 2000-2001 School Year

Mary Howard, Teacher, Southwood High  
Stacy Cupp, Teacher, South Highlands

Sabbatical Leave for Study, Fall Semester 2000-2001 School Year

Michelle Fielder, Assistant Principal, Hollywood Middle

Leave Without Pay (Personal), 2000-2001 School Year

John Baldwin, Principal, Hamilton Terrace

Catastrophic Illness, May 18 - June 9, 2000

Cynthia Edwards, Librarian, Turner Elementary/Middle School

The superintendent **did not** recommend approval of the following requests for leaves.

Leave Without Pay (Personal), 2000-2001 School Year

Jackie Lansdale, Teacher, C. E. Byrd High  
Billy Wayne, Teacher, Booker T. Washington High

**Other (Hiring, Assignment Changes, Separations and Resignations).** Staff recommended approval of the other personnel transaction reports as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** Staff recommended approval of the promotional appointment contract for Twyla Willoughby, counselor at Vivian Elementary/Middle School. The terms of contract are June 5, 2000 - June 15, 2002.

#### **Agenda Item No. 10-A (1-11,13-26)**

**Approval of Bids/Proposals Taken.** Mr. Milam said he requested that item 10-A-21 be pulled from the agenda. The president said Mr. Milam's request was to pull the regular agenda item 21, as understood and recorded by the secretary. Mr. Milam clarified that his request was to pull item 10A-21. Following discussion, Dr. Hitchcock moved, seconded by Mr. Vance, to reconsider confirming the consent agenda. The president said a two-thirds vote is required and he called for the vote on the motion to reconsider, which carried unanimously. Dr. Hitchcock moved, seconded by Mr. Vance, to approve the consent agenda that was previously presented to the CPSB less item 10A-21 and adding agenda item 21. Vote on the motion carried unanimously.

**10-A-21 - Cafeteria Air Conditioning at Eighty-First Street, Fairfield, and Northside, Project 2001-304.** Mr. Mims moved, seconded by Mr. Burton, to approve the superintendent's recommendation to accept the lowest circled bid for item 10-A-21. Mr. Milam expressed concern that only one bid was received on this item and said he wants to be assured that staff is making sure that all of the people registered with the school system are getting an invitation to submit a bid. Greg Spurlock, project manager, reported that staff advertised for bids; four or five companies showed up for the pre-bid; but only one contractor chose to bid on this project. Mr. Spurlock also noted that contractors are busy this time of year; staff is having a hard time bidding projects because prices are high; and, Caddo has a short time frame that makes the work unattractive to contractors. Mr. Brooks asked staff to be sure to include minority contractors in the process. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Armstrong and Dr. Hitchcock.

#### **PUBLIC HEARING FOR THE 2000-2001 GENERAL FUND BUDGET**

The president declared the public hearing open for input on the 2000-2001 General Fund Budget.

Penny Johnson, elementary librarian, asked that library clerks be included in the budget. She informed the board of the valuable support these employees provide.

There being no other speakers, the president declared the public hearing on the proposed 2000-2001 General Fund Budget closed.

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the proposed 2000-2001 General Fund Budget, as included in the mailout. The superintendent recommended approval of the proposed budget as presented. He said the school system has an uncertain funding level for the next school year; what is being proposed would allow programs to go forward and allow ongoing needs to be met; and, also maintain a surplus balance in excess of nine million dollars. The superintendent reported that staff is concerned about the future of state funding. Mr. Brooks asked how many additional library aides are in question. The superintendent said in reviewing past consideration to staff aides over three years, it would cost an additional \$375,000 in this year's budget for 18 people and an additional 16 the following year for a total of 44 aides. Mr. Brooks asked if the board approved these positions last year. The superintendent said the minutes speak to the fact of allocating funds for ten aides and the board could consider another group next year. He said the minutes do not speak to a guarantee, but rather it would be considered. Mr. Milam said he thinks it was the board's intention last year to continue staffing the positions. However, the board and staff are in the dark about future funding and until the board knows for certain, it should stick with the proposed budget. Further, once the board knows what funds are available to work with, that these positions should be first for review. Mrs. Pugh asked the superintendent to give a commitment for placing aides in the libraries, and she asked him if additional funds are received from the state would this matter be reconsidered. The superintendent answered yes, and said the three-year plan calls for staffing 44. The president called for the vote on the motion, which carried unanimously.

## **APPROVAL OF REORGANIZATION PLAN FOR CENTRAL OFFICE**

Mr. Mims moved, seconded by Mr. Guin, that the CPSB approve the following items: numbers 1 through 9a as detailed in the mailout; 9b-2; and, 10a. Mr. Mims said the school psychologist position is most needed in Caddo Parish and money for the position is already in the budget. The superintendent said it is his judgement that if the reorganization is approved and as presented, it would allow the school system to move in a direction that would provide for decentralization and greater focus on schools; provide for the clustering concept under great direction/supervision; and, move more attention to the classroom level. Further, approval would be in accordance with the goals. The superintendent said he recommends approval of the motion as presented by Mr. Mims. Mr. Brooks expressed concern about the reassignment of some central office employees and asked how many people will be reassigned to positions of equal rank and dignity. The superintendent said this is a requirement of school board policy and he would adhere to the policy. He read aloud that portion of the contract that speaks to transfers and/or reassignment of appointees to positions of equal rank and dignity. Mr. Brooks expressed concern that positions of equal rank and dignity may not be available. The superintendent said none of the contracts of persons being affected are expiring; however, some contracts will expire in 2001. At that time, the employee would be evaluated to determine the extent to which the position that they are holding that they fulfill their responsibilities and meet standards. Mr. Brooks said it appears that the alignment of positions on the proposed reorganization plan assigns too much responsibility to one person, but he would visit with the superintendent about this concern later. Dr. Hitchcock made a substitute motion, seconded by Mr. Milam, that the CPSB approve the superintendent's reorganization recommendation for items 1 through 9a; with 9b-3; and 10b. Dr. Hitchcock said the only change in the substitute motion is 9b-3 and 10b. Dr. Hitchcock said he selected an option that would leave the instructional positions from 9b in place; eliminate an assistant to the superintendent for special projects; and, instead of establishing a new position, he recommends the elimination of the position outlined in 10b. Mr. Milam asked the superintendent which motion would he prefer. The superintendent said he presented several options that would make the reorganization cost neutral or it would require additional positions. He said the operation of the school system could be successful under either plan; but he thinks the best interest of the district would be cost neutral. The superintendent assured the board that no matter which plan it approves, the organization would be effectively implemented. Referencing the job description for the position of assistant superintendent/chief support officer and under the skill related area, Mrs. Armstrong noted that Louisiana requirements for teaching certificates with a parish/city school superintendent authorization is preferred but not required. The president said Mrs. Armstrong's comment is referencing information that was previously sent to board members, and the superintendent concurred with his assessment. Mrs. Boykin requested clarification of the substitute motion, and the superintendent explained the extension and/or consolidation of responsibilities of some positions. Mrs. Boykin inquired about the job description for the director of general education position and the superintendent said the information was included in the mailout packet. Mrs. Boykin also asked the superintendent if he would be assuming the responsibilities that would have been assigned to a chief academic officer, and the superintendent answered in the affirmative. Mrs. Boykin expressed concern that the added responsibilities might be a bit much for the superintendent to undertake. The superintendent said the directors and supervisors have been reporting directly to him since the deputy superintendent position was vacated. Mrs. Boykin said funds have to be made available if accountability is required of staff. She said the board has the obligation to go ahead and accept the fact that reorganization might require additional staff; and, she encouraged the board to defeat the substitute motion. Mr. Vance expressed concern for the number of people that the superintendent would be required to evaluate. He said he was hoping that a chief academic officer would have been included in the reorganization plan. Further, in reviewing the proposed reorganization plan, he asked who would be in charge of the school system if for some reason the superintendent's duties or job changed. The superintendent said in his absence, he would appoint or designate one of the top officers of the district to serve for that day or period of time, as he has done in the past. Mr. Vance expressed concern that the appointed designee would have to assume the superintendent's responsibilities as well as the academia responsibilities. Also, that there would not be an assistant to human resources. The superintendent said human resources takes in a lot of varied areas (personnel, employee relations, termination hearings, grievances, working with employee groups, benefit plans, recruitment, staffing, etc), and he is attempting to move the staffing function as close to the principal's level as possible and to the support services level for certified and classified employees. Mr. Vance expressed concern that some of the positions on the chart would put others in a position to hire and/or fire employees, and he asked the superintendent to assure him that the people he assigns to the positions would be able to handle the responsibilities. The superintendent

said the positions listed are essentially the same, but it is the reporting relationships that are different. He said he would have a better handle on dealing with sensitive personnel matters. More discussion ensued on: a) the reporting of the financial officer; b) ratio percentages for school clustering; c) staff's ability to recruit certified staff; d) the current level of assigned duties for the position of assistant to the superintendent of special projects; e) a budget neutral plan, etc. Mr. Thibodeaux encouraged the board to support the substitute motion and said staff is making use of available resources, positions have been prioritized, and greater impact is being made on instruction. Mrs. Pugh asked if the position of assistant superintendent/chief operating officer could be reworded to academic officer. The superintendent answered no and said he is looking for the academic aspect to be the operational side and the implementation of the program. Mrs. Pugh expressed concern for salary ranges for positions on the reorganization chart, and asked when would the board be informed of salary ranges. The superintendent said salary ranges are fixed by the school system's current administrative salary schedule and what is in effect now would continue to be applied to the positions on the chart. Further, future salary increases would be predicated on the performance objectives and a different salary structure would be considered. Mrs. Pugh asked if the salary structure would be completed prior to the expiration of employees' current contracts, and the superintendent answered in the affirmative. The superintendent said he would plan to come to the board within the next several months with the salary schedule. Mrs. Boykin said she likes the reorganization plan, but is a little unclear about clustering and implementation. Further, she likes the fact that the evaluation and performance measures take the initiatives that the board has already put in place and funded and is building on them. Mrs. Boykin questioned the superintendent about the status of his Louisiana certification as a superintendent. The superintendent reported that his certification is in progress noting that it takes between four to five months to process. He informed the board that he was certified in 1988 as the deputy superintendent of education for Louisiana and every required application was again completed in January 2000. Mrs. Boykin said if the board adopts the plan today, the CPSB does not have someone certified in Louisiana as superintendent to supervise programs. The superintendent said when the plan is implemented, he will be certified in Louisiana. The superintendent also informed the board of his areas of certification (teacher, supervisor, principal, school business administrator, assistant superintendent and superintendent) in four states. He said in the state of Louisiana, everything was submitted because it was required in 1988 when he was the deputy state superintendent. In 1995 when he inquired in Louisiana, he was told that everything was there - all the transcripts, certificates, diplomas. During his first week as superintendent in Caddo, he completed all the paperwork and called the State Department only to find out that their records were purged. He is now waiting for the state to issue a new certificate. The superintendent said he spoke with the head of certification today and was told a new certificate would be issued in a week or two. Mrs. Boykin asked legal counsel and the board's president if the CPSB is in compliance today with the requirements. Dr. Hitchcock raised point of order and said Mrs. Boykin's comments are not germane to the motion on the floor. The president concurred with Dr. Hitchcock's point of order and ruled Mrs. Boykin's comments to be out of order. Mrs. Boykin said certification is very important, but she questioned how could the school board hold teachers accountable when the superintendent is not certified. The president again ruled that Mrs. Boykin's comments are not germane to the motion on the floor. Mrs. Boykin said she could not support the reorganization plan today because she does not feel that it meets the needs of the system at this time. The president called for the vote on the substitute motion, which failed with board members Thibodeaux, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Vance, Burton, Pugh, Brooks, Powell, Mims, Boykin and Armstrong. Vote on the main motion carried with board members Vance, Burton and Boykin opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Armstrong and Dr. Hitchcock.

**Recess.** The president called for a 15-minute recess at approximately 6:10 p.m. The board reconvened at approximately 6:36 p.m.

#### **APPROVAL OF PERFORMANCE MEASURES FOR THE SUPERINTENDENT'S CONTRACT (Powell)**

Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the performance measures for the superintendent's contract as outlined in the mailout. Vote on the motion carried with Mr. Vance absent for the vote. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock. A copy of the superintendent's performance measures for SY2000-2001 is filed in the official papers of the CPSB.

## **REVIEW OF CPSB POLICY IKFB (GRADUATION EXERCISES) (Brooks)**

Mr. Brooks moved, seconded by Mr. Mims, that the CPSB let the students march that didn't pass the LEAP test but have completed all their credits and units with the stipulation that they will not receive a diploma; that they would not receive anything that night. Mr. Brooks said students have the opportunity to march across the stage for graduation only once in life and he believes the school board should allow them the opportunity. The superintendent suggested that the board's policy is a commitment to high standards and accountability. He said everyone is interested in celebrating the achievement and feels badly when students are not able to graduate with their classes, but his experience has been that when students do meet the standards, another graduation ceremony is planned. He recommended that the CPSB should consider a graduation ceremony in August for students who meet the LEAP standards and/or Carnegie Unit requirements when they attend summer school. Dr. Hitchcock made a substitute motion, seconded by Mrs. Armstrong, that the CPSB adopts the superintendent's recommendation in his memorandum of May 17, 2000; specifically, that policy IKFB remain unchanged and that the school board offers and schedules a graduation ceremony in August for those students who meet the LEAP and Carnegie Unit requirements. Dr. Hitchcock said there has been much talk about standards and he understands what parents are going through. He said the school board needs to offer an opportunity for graduation and celebration, but the school board also needs to establish some measure of accountability in the system and it be extended to the students. Dr. Hitchcock urged the board to support the superintendent's recommendation. Mrs. Armstrong said many universities offer summer, fall, and winter graduations and this is a growing trend. She spoke in support of a parishwide graduation ceremony in August. Mr. Burton said it appears to him that having students who failed the LEAP test grouped for a graduation ceremony in the summer is derogatory. He debated that some students have high grade point averages (honor students), nearly perfect attendance, no disciplinary infractions, are involved in extracurricular activities, etc., but because they miss the exit exam by one or two points they are denied the opportunity to graduate with their class. Mr. Burton said some students have not had certified teachers in the classroom; there are so many variables; and, until the school board becomes accountable, it should not hold students hostage. He further noted that the board should examine laws of the heart and do what is right and let students march across the stage with their peers. Mrs. Boykin asked how would the graduation ceremony be handled if children failing the exam would be allowed to participate in the ceremony; what would be the distinction. She said this is a sensitive matter and programs have everyone's name listed. The superintendent said he has not given too much thought to this because the graduation ceremony connotes that students have met all standards; and, to have another notation on the program would only be a stigma to the child who did not meet the standards. He said the graduation ceremony is the culmination of meeting standards and not just a ceremony recognizing 12 years of schooling. The superintendent said allowing students who failed the exam to march also sends a message to students who met the standards that a premium is placed on the celebration rather than academic standards. Further, he is concerned that allowing failing students to march would be stigmatizing and stripping students of their dignity. Mr. Brooks spoke in support of failing students receiving a cover during the ceremony. Mr. Mims said there are instances where some students marching at graduation do not receive a diploma in the cover presented i. e. students owing fines. He also noted that incoming ninth graders (2000-2001) will be required to complete only two parts of the LEAP test in order to graduate and this is not a state requirement but a Caddo Parish requirement. He encouraged the board to give students an opportunity to march with their classes. Mr. Thibodeaux said he believes that the worst thing the CPSB could do is to make these students victims. He noted that they are becoming young adults and the world is not always fair neither an easy place to live in. He further noted that every student in the system has, at some time, had substitute teachers and non-certified teachers somewhere in the school system. Mr. Thibodeaux said he sees the summer ceremony as representing students who have character, integrity, courage, willingness to stick to something, inner strength and they are honest because they don't want to receive something that they haven't really earned.

Mr. Burton made a second substitute motion, seconded by Mr. Brooks, that the kids who did not pass the LEAP exam would be allowed to march with the stipulation that they will receive a certificate of achievement, and on the program it be denoted that they have not passed the LEAP exam and they would do the necessary thing in the summertime. Mr. Burton said students have completed the requirements all through school and it's concerning to him that because they miss passing the exit exam by a couple of points they are denied the opportunity to march with their peers. Mr. Guin asked if programs for the upcoming graduations have already been printed. High

school principals in the audience answered yes. John Dilworth, special administrative assistant to the superintendent, said he thinks that most graduation programs have already been printed. Mr. Guin said he could only support a motion to allow failing students to walk if there is a designated difference between the students passing and failing. However, Mr. Guin cautioned board members that he believes the CPSB could be opening itself up to another problem if there are students who passed the LEAP exam but are shy of meeting all of the Carnegie Units. He said someone would get hurt and asked where is the CPSB going to draw the line. The superintendent said it is his understanding that conferring of diplomas would certify that students have met the standards set forward. He said allowing failing students to march across the stage would require an announcement of students who did not meet the standards. Mr. Burton said it would be stipulated on the program that failing students had not completed the LEAP requirement and would receive a certificate of achievement. The superintendent questioned whether the board would create a certificate of achievement for this school year or for hereafter as part of the Pupil Progression Plan. Mr. Burton said if students want their diploma, they would be required to take and pass the LEAP exam. The superintendent said this is correct if they want the diploma. He inquired about the history of district students in the past who were allowed to march. Mrs. Pugh commented that principals work hard to bring the commencement activity to a level whereby people want to come and appreciate what is happening. She said the CPSB has a format in place now and it should stay put. She further noted that youngsters need to understand that this is a way of life and they will have to live within the style established. Mrs. Pugh said this is a requirement and if the board allows for the opening of one gap, then it would lead to the opening of another problem for principals. Mrs. Pugh encouraged the board to support its policy that is in place. Ed Hearron, director of high schools, reported that in 1991, the CPSB allowed approximately 200 students who did not pass part of the graduate exit exam (which is a scale score), or had taken a correspondence course, or fell half a credit short to march, and none of the students returned to get their diploma. Dr. Hitchcock asked if the CPSB should be concerned about divulging confidential information if it identifies students, specifically by name, on a public document. The superintendent said this would be a stigma that the board would be attaching to the students. Legal counsel said it would, in his opinion, be violating the Family's Educational Right To Privacy Act. Mr. Milam inquired about available remediation programs and said he wants to make sure that the board is doing all that is possible to help the students. Cooper Knecht, supervisor of LEAP remediation/ESL, said staff offers all opportunities for free remediation. Programs are available at home schools; after school hours; Graduate Exit Exam Centers (GEE) have been established; and, bus transportation is available. Mr. Burton said he would not like to make an illegal motion, and requested to amend the second substitute motion. Mr. Burton moved, to amend the second substitute motion, seconded by Mr. Brooks, to delete the part of the second substitute motion that says the names will be included on the program. The president said if the amendment passes, he will rule that the substitute to the substitute motion is invalid and the board would proceed to Dr. Hitchcock's substitute motion. Vote on the amendment to the second substitute motion carried with board members Vance, Thibodeaux, Milam, Armstrong and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Pugh, Brooks, Powell, Mims and Boykin supporting the motion. The chair ruled that the substitute motion to the substitute is no longer valid; therefore, the board would proceed to Dr. Hitchcock's substitute motion. Mr. Hearron informed the board that high school principals are in agreement that the school board policy should remain unchanged. Mr. Burton moved, seconded by Mr. Thibodeaux, to call for the question on all motions and amendments. Vote on the motion to end debate carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Armstrong and Dr. Hitchcock. Vote on the substitute motion carried with board members Burton, Mims and Brooks opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Powell, Milam, Armstrong and Dr. Hitchcock. Mrs. Boykin was absent for the vote as she excused herself from the remainder of the school board meeting at approximately 7:15 p.m.

## **SUPERINTENDENT'S REPORT**

The superintendent informed the board that he had no additional reports to present at today's meeting.

## **UNFINISHED BUSINESS**

No unfinished business was presented.

## NEW BUSINESS

**Student Placement.** The president said board members were provided with information relative to an emergency vote that is needed pertaining to the placement of a child who was expelled from a private school. He said the parent(s) and the superintendent are in agreement on the placement, and the school board has to take action. Mr. Milam moved, seconded by Mr. Thibodeaux, to suspend the rules. Vote on the motion to suspend the rules carried with Mr. Brooks not voting. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Armstrong and Dr. Hitchcock. Mrs. Boykin was absent for the vote. Mr. Milam moved, seconded by Mr. Vance, to concur with the superintendent's decision. The superintendent concurred with the family's petition to permit the student to attend Oak Terrace Alternative School for the remainder of this school year and the first semester of the 2000-2001 school year. Vote on the motion carried unanimously.

## ANNOUNCEMENTS AND REQUESTS

**Elimination of Jobs.** Mr. Guin requested the superintendent to provide him with a report on the concern of doing away with jobs (bumping situation), as expressed by Jackie Lansdale of Caddo Federation of Teachers/Support Personnel. The superintendent said he has already asked staff to look into this matter.

**Future CPSB Meetings.** The president announced that tonight's school board meeting is the last Wednesday meeting. The board voted at its February 16, 2000 meeting to change the Executive Committee and regular school board meeting day to Tuesday and the time changed to 4: 30 p.m. The president announced that the Executive Committee would be meeting on Tuesday, June 6, 2000, at 4: 30 p. m.

**CPSB Policy.** Mr. Burton asked staff to make sure that there is continuity in CPSB policies and implementation procedures (Pep Squads, Dancelines, etc.). Mr. Brooks echoed Mr. Burton's sentiments. The superintendent informed the board that he had just received a report on this concern and it would be sent to school board members on Friday.

**Bids.** In an effort to get the best service for the money, Mr. Milam asked staff to be sure to extend invitations to vendors to bid on school board materials, supplies, projects, etc.

## EXECUTIVE SESSION

**Student's Expulsion Appeal.** Mr. Burton moved, seconded by Mr. Brooks, to go into executive session for up to 30 minutes to hear a student's appeal. Vote on the motion carried unanimously, and the board went into executive session at approximately 7:36 p.m. The board reconvened at approximately 8:10 p.m. Mr. Burton asked if a student is on a majority-to-minority transfer and the student receives a disciplinary action, is it possible for the student to return to his home school. The president said the issue before the board is for placement at Hamilton Terrace. Legal counsel said generally the board does not send the student back to his home school; the student goes to an alternative school. Dr. Hitchcock moved, seconded by Mr. Thibodeaux, to uphold the superintendent's recommendation. The superintendent recommended that Crandell Kyle Griffin, student at C. E. Byrd High School, be referred to Hamilton Terrace School Away From School for the remainder of this school year and until the end of the first semester of the 2000-2001 school year. Vote on the motion carried with board members Burton, Mims, and Brooks opposed. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Powell, Milam, Armstrong and Dr. Hitchcock. Mrs. Boykin was absent for the vote.

**Adjournment.** There being no further business, Mr. Burton, moved for adjournment. Mr. Thibodeaux seconded the motion, which carried, and the meeting adjourned at approximately 8:11 P.M.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President



**June 6, 2000**

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, June 6, 2000, at 4:30 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present being a quorum. Other school board members present were Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Superintendent Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS/REPORTS**

**The Distinguished Educator's Program.** The superintendent introduced Sue Babers, the Distinguished Educator assigned to Midway Middle School as a part of the pilot program with the Louisiana Department of Accountability - Reaching for Results. Ms. Babers gave an executive summary and PowerPoint presentation of the Distinguished Educator's Program at Midway Middle School. CPSB members and staff were provided with a copy of Ms. Baber's summary and a copy of the document is filed in the official papers of the board. Ms. Babers highlighted the following: 1) **Accomplishments** - provision of comprehensive on-site assistance to parents, teachers, administrators; assisted administration in effectively evaluating teaching and learning; collected and analyzed data; worked with the School Improvement Team to write a plan for the school; scheduled and delivered inservice to staff; met with community agencies; presented Title One inservice on accountability, ITBS, and LEAP 21; received specialized training in staff development; and, planned with Title One committee to target integration of technology into daily lessons. 2) **Continuing efforts** - implementing the School Improvement Plan; researching the teaming concept for implementation; developing a structured after-school program to target at-risk eighth graders in reading and math; developing instructional assistance program using the Heartbeeps software for use in math and language arts classes; and, developing daily activities for social studies which are aligned to the curriculum standards and benchmarks. 3) **Recommendations** - implement schoolwide reading and math program; institute the teaming concept; provide intensive staff development for teachers in activity-based instructional strategies; and, provide Midway with additional classroom space .

When speaking about LEAP scores, Mr. Thibodeaux asked Ms. Babers if special education students were included. Ms. Babers answered no, and she provided the board with test data for special education students at Midway. Mr. Brooks asked how many more classrooms are needed at Midway, and Ms. Babers said two additional transportable buildings would be sufficient. Dr. Hitchcock requested clarification of the number of classes, and he asked staff if transportable buildings are available. The superintendent said buildings are available but there are zoning issues to be resolved. Ron Festavan, assistant superintendent for support services, said buildings are available but there is a concern for funds to relocate the buildings; also other issues to be worked out with the Metropolitan Planning Commission (MPC). He said staff will be meeting with the MPC next week to address the issues. Dr. Hitchcock said this issue should be a high priority as far as funds are concerned. The superintendent said staff needs to accommodate the basic needs at Midway and it should be high on the priority list. Dr. Hitchcock encouraged the superintendent to notify the board once he gets approval if he feels that funds are not available and give the CPSB an opportunity to amend its budget to address the needs at Midway Middle School. The superintendent said staff would review the budget to see if funds are available. Mrs. Pugh noted that the request for transportable buildings has been in staff's hands for some time and staff needs to step up the tempo. Further, that there is a space (parking) problem at Midway that should be addressed. Mrs. Pugh also noted that the board has approved transportable buildings for other schools as well, but they have not been delivered. The president thanked Ms. Babers for the work she has done and will continue to do at Midway Middle School.

**Report on Testing Results.** The superintendent said results of the statewide testing program and LEAP 21 scores have been placed at board members' stations. He introduced Dr. Lila Finney, testing/evaluation specialist for Caddo Public Schools, who gave an analysis of the testing data. (A copy of the reports is filed in the official papers of the CPSB.) Some highlights noted are: a) Caddo showed across the board gains on the IOWA test; b) Caddo students showed an increase ranging from three to five percentile on the total composite scores in all grades on the IOWA test; c) the test was administered to grades 3, 5, 6, 7 and 9; d) the 50<sup>th</sup> percentile is the national average; e)

Caddo students exceeded the state's average in grades three and five; slightly fell below in grades six and seven; and, equaled the state's average in grade nine; f) on the IOWA test, the highest test score on every exam was in the area of language arts; g) the weakness in all areas throughout the parish is in reading; h) the lowest scores were in the sixth and ninth grades and they scored at the 40<sup>th</sup> percentile; i) the vocabulary score was the lowest on the entire test; j) there are five levels of performance on the LEAP test and students must score at the approaching basic level, etc. Dr. Finney reviewed the percentages of scores in each test area and she compared Caddo's scores to the failure rate throughout the state. The superintendent commented that the data could not allow staff to feel good about the results, but staff could feel good about the improvements. He further noted that staff is concerned about the transitional point between sixth and ninth grades. The superintendent also called board members' attention to the school-by-school comparison report that indicates the kinds of changes that staff is experiencing from year to year in each of the sub-tests.

Staff responded to board members' inquiries/concerns relative to: a) ways Caddo could improve its test scores (benchmarks and curriculum alignment); b) Caddo's significant level of improvement is still less than the state averages; c) students' partial knowledge of skills; d) staff's plan to upgrade programs (benchmarks, building the scope and sequence to teach skills that are part of the states standards, in-house testing instrument to gauge to what extent there is effective teaching); e) the need to employ certified teachers; f) providing structure and improvement in unsuccessful subject areas; g) encouraging parental support and involvement; h) principals' ability to extract data from test results; i) the need for an internal investigation of principals sharing successful teaching methods; and, j) principals having a background in instruction and curricula, etc. The president expressed appreciation for staff's presentation.

**Recess.** The president called for a five-minute recess at approximately 5:37 p.m. The Executive Committee reconvened at approximately 5:55 p.m.

## **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE JUNE 20, 2000 CPSB MEETING**

The president polled school board members and staff for additional agenda items. The superintendent requested that "Approval of Position of Instructional Coordinator" be added to the agenda. Mr. Brooks asked that "Principals and Test Scores " be added to the agenda. The president suggested that Mr. Brooks should discuss his concern with the superintendent and then they could decide whether to bring it to the board. Mr. Brooks insisted that the board needs to deal with this concern, and the president said the item would be added to the agenda as "Personnel Matter" under the Executive Session heading. Dr. Hitchcock requested that related information for the personnel matter be shared with school board members in advance of the meeting date.

**Cheerleaders/Danceline Policy.** Mrs. Boykin said board members received information relative to the board's policy concerning cheerleaders/dancelines and other extracurricular activities. She said one recommendation was to revise the policy or devise a policy, and she asked if staff is anticipating bringing something to the board fairly soon - this month or next month. The president asked the superintendent if he anticipates bringing a policy change to the board with reference to Mrs. Boykin's concern. The superintendent recognized John Dilworth, special administrative assistant to the superintendent, and he said staff plans to bring a recommendation in July 2000.

**Spotlight Newsletter.** Mrs. Boykin noted that Dr. Cecil McCune, director of student services, has an article in the Spotlight newsletter and he talks about changes and insecurities in federal funding for the Safe and Drug-Free education program. She asked if staff could develop a plan to anticipate funding for the program; possibly to discuss with legislators what should be done to bring Caddo's concerns to their attention. The president suggested that an item be added under the Superintendent's Report ("Funding for Safe and Drug-Free Schools"), and the superintendent could make a recommendation to the board.

**Bids.** The superintendent said this is a routine item and information will be in the mailout. Mr. Brooks inquired about the bid for purchase of fuel. The superintendent said there is a cooperative purchase agreement for board members to consider that would allow the Caddo Parish Commission to work through the school board's agreement with Fuelman. Mrs. Pugh asked how many gallons of fuel would the school board be permitted to share or is there a limit on fuel purchases. Odis Jones, purchasing agent for Caddo Public Schools, reported that there is no limit.

**Approval of 2000-2001 Capital Projects Budget.** The superintendent said detailed information would be in the mailout. Mrs. Pugh said Caddo has six months when air conditioning is needed rather than heat and there are some schools that need re-evaluating since staff did not include them under the bond proposal, i.e. Hollywood, Lakeshore, Fair Park, Cherokee Park, Youree Drive. The superintendent said the heat is very intense and staff needs to find funds in future budgets to address this.

**Approval of 2000-2001 Child Nutrition Programs Budget.** The superintendent said information would be included in the mailout. Mrs. Boykin said the 2000-2001 budget shows an anticipated balance of \$100,000 whereas the estimated budget balance for this year is \$1.7 million. She asked if there is a reduction in available funds; is it due to smaller student enrollment; or is it funds that have not been spent. Jacqueline Solomon, director of child nutrition programs, said there is a decline in student enrollment and when this is experienced, then there is also a decrease in finance. Mrs. Boykin asked if staff has a plan to address this; will it cause a reduction at schools. Mrs. Solomon said it would not cause a reduction in services; and, staffing is based on the actual number of meals served. Further, there would not be an increase in the cost for lunch.

**Approval of Revision of 1999-2000 Capital Projects Fund Budgets.** The superintendent said these are projects that were not completed and staff is looking to revise the budgets so that adjustments could be made - an accounting function.

**Approval of Special Revenue Budgets.** The superintendent said the State Department previously approved the budgets, and staff wants it on record that the CPSB is approving the budgets for special projects.

**Request to Transfer Telecommunications Fund to Reserve.** The superintendent said staff is requesting to roll forward the unexpended funds for this fiscal year into a reserve fund to use for acquisition of equipment once the proposal is received.

**USDA Team Nutrition Training Grant.** The superintendent said staff is requesting to apply for a grant and information would be in the mailout.

**Appointment of Official Journal.** The superintendent said staff is receiving proposals for the selection of the official journal. Information and a recommendation will be included in the mailout. The president said some publications are now looking to put legal news on the websites and he asked if staff has information on this matter. Ben Wreyford, director of finance, said this information did not come in on the bid information that has been received, but he would inquire.

**Request by Youth Enrichment Program (YEP).** The superintendent said this is a continuation of an agreement that would run through May 25, 2001.

**Request by Association for Community Training Inc. for Facility Usage and Food Service Contracts.** The superintendent said this is a continuation of an annual agreement; it outlines the costs associated with the program; and, it provides classroom space at four schools (Midway, J. S. Clark, Northside and Pine Grove). The president said the following agenda items (Requests for Use of School Busses) are fairly routine.

**Approval of Resolution for Nomination of Fair Park High School to National Register of Historic Places.** The superintendent said this would provide for the CPSB to enter into the agreement to have Fair Park recognized on the National Register. Mr. Milam asked what does this designation require of the school board (no remodeling that would disturb the original structure). Mr. Festavan said staff raised this question and legal counsel researched this concern with the state and was informed that this specific agreement would have no affect on any modifications that staff would do to the building in the future. Mr. Burton said the designation would also include the upkeep of the physical structure of the school. He said Central Elementary has this designation, but the building is not being maintained, and he would discuss this in detail with staff at a later time. Mr. Festavan said he would check to see if a work order has been submitted for Central.

**Approval of Home Instruction Program for Preschool Youngsters.** The superintendent said \$80,418 is being requested to come to the district from the State Department of Education and staff is requesting approval.

**Approval of Local Reading Improvement Grant.** The superintendent said four of the district schools (Central, Werner Park, Creswell and Turner) would be receiving almost a million dollars in competitive grants, and staff would like for the board to formally accept the local reading improvement sub-grant.

**Approval of CISCO Academy Agreement.** The superintendent said the new course, Network Information Technology, would be offered at the Caddo Career and Technology Center and would begin this August. It would be provided in conjunction with the CISCO Networking Academy.

**Approval of Resolution to Rescind Sale of Rodessa Five-Acre Tract, Project 2000-021.** The superintendent recognized Ron Festavan who reported that the single bidder on this sale has requested to revoke his bid because of questions regarding the appraisal cost on the property and asbestos abatement in order to get inside of the building. Mr. Vance asked if the CPSB has incurred any expense regarding this sale, and Mr. Festavan answered no.

**Consideration of Charter School Proposal(s).** The superintendent informed the board of staff's consideration of two charter school programs, noting that the one from Mount Canaan Baptist Church is not in readiness to come to the CPSB at this time. He called board members' attention to the proposal submitted for the E. Edward Jones Charter School. Sponsors of the school would like to begin with the upcoming school year and would operate under the auspices of the Galilee Baptist Church. He reported that their application has undergone a rigorous review at staff level and revisions as well. He further reported that he has visited the proposed facility and it is adequate to meet the needs of the program and meets with city codes. The superintendent said the proposal is for classes from Pre-K through grade three; it would serve approximately 120 students (ratio 18 20:1); there would be a teacher and teacher aide in each classroom; focus will be on intense parental involvement; the program meets the standards set by the state; and, it appears to have offerings that the CPSB might want to consider granting as a start up. Also, the funding aspect has been investigated to determine the impact it would have on the district if the board approved or disapproved the proposal. The superintendent said the money follows the student and the advantage of the CPSB granting approval of the charter would be that it would retain oversight and be able to work through collaborative agreements to provide services as requested and contracted. The superintendent recognized Janie Samuels, representing the sponsors of the E. Edward Jones Charter School, who responded to board members' inquiries about the proposal.

Mrs. Pugh said she was eager to see the charter school go forward and inquired about the school's population; particularly asking if a survey had been conducted to determine where the enrollment would come from. Mrs. Samuels said the students would be solicited from the entire parish, with most coming from the surrounding areas. Mrs. Pugh expressed concern that there are four elementary schools in the area with low populations, and she is hopeful that the CPSB would give consideration to consolidating enrollment within three of the schools and possibly use the George P. Hendrix Elementary School as a site for an alternative school. The president said this is a valid concern and he and the superintendent have discussed the issue. The superintendent said the reality is that should the charter school be approved and opened, it would primarily draw from an area where there is decreased student enrollment and where another school is under utilized (Ingersoll Elementary). Further, staff has given consideration to other alternative programs that could benefit from having a different location. Mrs. Pugh said the CPSB should be proactive in this endeavor so that the community would know the intent of the CPSB. Mrs. Samuels said the sponsors have been looking at staffing for the charter school but has not made any commitments because they are waiting for approval from the CPSB before moving forward. Mr. Burton echoed Mrs. Pugh's sentiments relative to student enrollment and encouraged the sponsors to seek community involvement. He asked the sponsors to move cautiously and make sure that everything is in place for the charter program because students' lives will be impacted. Mrs. Samuels assured board members that the sponsors would not do anything that would be detrimental to the children. Dr. Hitchcock asked Mr. Wreyford if he is satisfied with the proposed charter school's financial plan; if he believes the proposed budget is viable and realistic; and, Mr. Wreyford answered in the affirmative. Mr. Wreyford said certain issues were raised and the sponsors have addressed the items and made revisions accordingly. Dr. Hitchcock expressed concern about the limited amount of funding for textbooks in the first year's budget. Mrs. Samuel reported that the funding is based on the number of students (72) that they would have in the first year, and the sponsors have other funding that would be put into the budget. Dr. Hitchcock said the document before board members today is not the complete budget for the school if there are other revenues. Mr. Wreyford said typically there are inkind types of services; contributions or actual books that would be donated

that would not necessarily involve a cash transaction. Dr. Hitchcock noted that his concern for the charter school proposal is the adequacy of its finance and he asked if the sponsors are satisfied that they could meet the needs of the students in the startup phase of the operation. Mrs. Samuels emphasized that sponsors are expecting donations (textbooks) and other in-kind services; and, they are very satisfied that the program would address the needs of the students. Dr. Hitchcock asked the superintendent why does he feel that it is preferable for the CPSB to be the chartering authority. The superintendent said the CPSB would ultimately have a better working relationship and if the charter school ran into any type of difficulty then the school board could provide technical assistance. Further, the students would transition back to Caddo's upper grade schools. Dr. Hitchcock asked the superintendent if it is important enough for him to be willing to recommend approval of a proposal to the CPSB that is not economically sound. The superintendent said certainly he's not recommending a proposal that is not economically sound, but he believes the proposal presented is economically sound for the numbers; that the numbers would have to be adjusted for actual student enrollment. He said the budget presented today is predicated on the early numbers and he asked Mrs. Samuels (the sponsors) to revise the budget for the board's consideration. Dr. Hitchcock said the board should have assurance in advance that the basic needs of the students could be met before it gives approval. The superintendent agreed with Dr. Hitchcock's comment and said staff believes the proposed charter is economically and educationally viable, but it would need assistance. Also, in the level of cooperation, he believes it would be preferable for the CPSB to have a working relationship with the school rather than that of another school set up by the state. Mrs. Samuels asked what type of assistance is being noted. The superintendent said assistance could be in areas such as collaborative agreements for purchasing, ordering, special education services, referrals, food, transportation or technical services on a contractual basis where the CPSB is reimbursed the actual cost. Dr. Hitchcock said he would need to have an expression of confidence on this school on two grounds - educationally and economically from the superintendent and staff. Mr. Milam asked if MFP funds come directly to Caddo Public Schools and then it would pay the charter school based on student enrollment. Mr. Wreyford said funds would come to the CPSB and would then flow to the charter school. Mr. Milam asked if the budget presented for June - June 2004 is based on 72 students for the four years, and Mrs. Samuels said the budget would be revised. The superintendent noted that the sponsors' intent is to grow the school; to increase the student enrollment grade by grade over a course of time, which is predicated on the sponsors' ability to expand the facility. The superintendent said ultimately what has to be done if staff goes forward for a vote of approval is to agree in terms of what is and what has to be funded in terms of the number of students. Mrs. Samuels asked the board for a favorable vote on the charter proposal and assured the CPSB that the sponsoring group would carry out the responsibilities that have been set. The president asked Mrs. Samuels to work with the superintendent to provide board members with necessary mailout data.

**Funding for Safe and Drug-Free Schools.** Mrs. Boykin said she inquired if it would be appropriate to include an agenda item for the June 20, 2000 school board meeting and have staff develop a plan that would help with funding for this program so that it would not be in jeopardy. She asked if there is a plan or should a plan be developed to help with securing funds. Dr. McCune informed the board of staff's efforts to secure funds for this program. He said there is a category called the Greatest Needs Funding that has been in place for four or five years; however, funding allocated to Caddo Parish has been significantly reduced because of Caddo's ranking regarding needs in reference to youth problems. Dr. McCune said staff has written letters; the responses have been very hollow; and, it appears that the criteria change. He said Caddo is being penalized for some of the programs that it has to address at-risk youth. He said reductions for some elements of the program have been reduced and at some point budgetary assistance would be needed. Mrs. Boykin asked if it is a funding determination made by regulation, or within the Department of Education, or with legislation. Dr. McCune said it is his understanding that it is within the Department of Education; that the last letter received indicated that it was a plan submitted by the Department of Education to the U. S. Department of Education and approved by the U. S. Department of Education. He said he does not believe that the U. S. Department of Education really understands the dynamics of how it is affecting certain parishes in the state. Mrs. Boykin asked what is staff going to do about this situation. The superintendent said it is really a U. S. Department of Education matter and how they determine needs; that it does not appear that Caddo has much more of an appeal. Mrs. Boykin asked if Caddo is going to pick up the funding locally and to what level would funding be increased. The president said this would be a budgetary matter, and the budget was adopted last month. He said the board did state that it would review the budget and suggested that the superintendent be given an opportunity to review the budget for possible funding and then he could make a recommendation.

**Approval of Position of Instructional Coordinator.** Board members were provided with a memo explaining the superintendent's recommendation. The superintendent said the question has arisen relative to what staff could do to become more instructional effective and how to upgrade accountability of teachers. Further its concerning as to how to help grow and develop a pipeline for prospective principals who have instructional leadership skills. He noted that the way that elementary coordinator's job descriptions are structured, it does not require them to hold the supervisory certificate neither give them the authority to evaluate and observe teachers. Therefore, the evaluation burden is placed on principals' shoulders. The superintendent said creating this position would provide principals with the option of selecting to have a curriculum coordinator in the traditional role or select an instructional coordinator who would be required to fulfill the role and holding certification to supervise and evaluate teachers. He suggested that if the board goes in this direction, then the position would be filled on an as-needed basis. He further noted that the proposed rate of pay for this position. Mr. Thibodeaux asked would the pay at 1.05 be in addition to the ten days, and staff answered in the affirmative (another five- percent). Mr. Brooks said the school system is not going to receive as much money from the state (MFP), and he asked how would approval of this position impact the budget; would employees be laid off or would the school year be shortened. The superintendent said this is not an additional position; it would be in lieu of the curriculum coordinator position, and money usually used for professional travel could be absorbed. Willie Henderson, assistant superintendent for human resources, said staff does not know the people who would be involved, but the more experienced people would be retiring and you would be bringing on a person with lesser experience. The president asked if the position would be advertised and staff answered in the affirmative, because it is a promotional opportunity. The president asked how would the six to ten positions be determined. The superintendent said he is talking with principals who would have a need. The president said he would encourage staff to start with schools where there is no assistant principal. Mr. Brooks expressed concern about the creation and addition of positions overall within the school system.

**Failing Seniors.** Mrs. Boykin said board members received a survey by high schools of nongraduating seniors and on the backside is a breakdown based on students failing for not passing the exit exam, for insufficient Carnegie units or a combination of both. Mrs. Boykin said it appears that a large number of students are not graduating for both reasons and she requested an explanation of whether there is a special program or if there is a variation of account that causes the high numbers. Mrs. Boykin made particular reference to the numbers for Woodlawn High School.

**Announcements and Requests.** Mr. Vance requested staff to provide him with an update on Pine Grove Elementary.

**Consent Agenda.** The Executive Committee categorized agenda items 10 (A, B, and C), 15-18, 20-23, and 26-28 as consent agenda. Mr. Brooks moved, seconded by Mr. Mims, approval of the proposed agenda with the proposed consent agenda as stated. 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. No one came forward to address the CPSB.

**Adjournment.** There being no further business, Mr. Mims moved for adjournment. Mr. Brooks seconded the motion that carried unanimously, and the meeting adjourned at approximately 7:16 p.m.

**June 6, 2000**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 7:16 p.m. (immediately following the Executive Committee meeting) on Tuesday, June 6, 2000, with President Mike Powell presiding and the following school board member present being a quorum: Ginger Armstrong, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Mark Milam entered the meeting at approximately 7:20 p.m. The president said the board would dispense with the invocation and

Pledge of Allegiance, which was ably provided by Mr. Mims earlier for the Executive Committee meeting.

The president said the special school board meeting was called to consider and act on staff's request for approval of FY2000-2001 IDEA Part B and Pre-School Special Education Budgets.

### **APPROVAL OF 2000-2001 IDEA PART B AND PRE-SCHOOL SPECIAL EDUCATION BUDGETS.**

The superintendent said staff is asking for approval of the above referenced routine budget applications in the sum of \$3,528,720. Board members were provided with a summary of the budget applications and a copy of the complete document is filed in the official papers of the school board. Mr. Burton moved, seconded by Mrs. Pugh, approval of the FY2000-2001 IDEA Part B and PreSchool Special Education Budgets as presented by staff. With the consent of school board members, the president polled the audience for input on the proposed budgets.

Regina Washington, concerned individual and resident of Caddo Parish, asked numerous questions relative to: a) public notification of staffs plans to seek board approval of the budgets; b) suspension and expulsion data for special education students; c) appropriate testing methods; d) individual evaluations; e) available special education services; d) race/ethnicity of special education students (self-contained classes; percentage of African Americans; sex of students); e) tracking of children/youth with disabilities; f) pager services for behavior intervention specialist; g) Hepatitis B vaccinations for teacher aides who work with disabled students; h) travel expenses for professional and paraprofessionals; i) fixed asset inventory control clerk; j) the need for a special education computer technology and research technologist, etc. School board members were provided with a printout of Mrs. Washington's concerns.

The president thanked Mrs. Washington for voicing her concerns. Mr. Thibodeaux asked if Mrs. Washington had identified herself as a member of the Special Education Advisory Board, and the president answered in the affirmative. He said Mrs. Washington also identified herself as a school psychologist. Mr. Thibodeaux asked if the Special Education Advisory Board is a part of the persons involved in developing the budget. Richard Neeson, coordinating director of special programs for Caddo Public Schools, answered yes and said the advisory board has had the budget before them for over sixty days, and it has had ample opportunity to voice concerns. Mr. Thibodeaux asked if any of the concerns expressed by Mrs. Washington were received and/or addressed. Mr. Neeson said the first knowledge staff had of the concerns was on yesterday (June 5, 2000); he asked that the concerns be submitted to staff in writing; and, staff has still not received the information. Mr. Thibodeaux asked if the Advisory Board has taken an informal or advisory type vote on the budgets. Mr. Neeson said the Advisory Board has provided input throughout the development process of the budgets, and Mrs. Washington is a member of the committee; however, she did miss some of the meetings. Mrs. Pugh asked Mr. Neeson if he has copies of the minutes of the special education public hearings on the budgets, and Mr. Neeson answered in the affirmative. He said staff has held several public meetings and the last one was June 1, 2000 at 4:30 p.m. in the school boardroom. He further noted that advertising began in May 2000 (three advertisements), and no one came to the public hearing scheduled in the school boardroom. The president called for the vote on the motion, which 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 7:29 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**June 20, 2000**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:30 p.m. on Tuesday, June 20, 2000, with President Mike Powell 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 Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE MAY 17, 2000 AND JUNE 6, 2000 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the minutes of the aforementioned school board 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. He announced that *Consideration of Charter School Proposal(s)* and *Executive Session- Personnel Matter* are being deleted from the agenda. Mrs. Pugh asked the superintendent for an explanation for requesting that the Charter School Proposal item be deleted. The superintendent said neither applicant wishes to go forward with requesting the school board's approval, and neither has completed their application. The item is being withdrawn at the request of the applicants.

### **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Essie Holt, assistant to the superintendent, made the following special recognitions. Board President Powell presented the honorees with framed certificates of recognition. Relatives, school administrators and other supporters were also recognized.

**Fitness Team State Champions.** Caddo's Year 2000 Elementary Fitness Team celebrated its first state fitness championship at the LSU Field House in Baton Rouge, Louisiana on Saturday, May 20, 2000. One of Caddo's physical education goals was to increase school, parish, and state fitness scores among its students in grades K-8 each year and move toward winning a state championship. *Damien Lewis, Jade Watson, Anna Robinson* (representing Eden Gardens Fundamental Elementary) and *Derron Battle* (representing South Highlands Elementary Magnet) performed at near maximum potential to set several parish and state records during the meet. *Damien Lewis* set the state record in the 50 yard dash competition and placed first in the boys' top state division; *Jade Watson* placed second in the girls' state score division; and, *Derron Battle* placed third in the boys' state score division. *Abby Cowley* (representing University Elementary) placed second in the 600 yard run in the alternate division. Caddo scored 2,627 points (new state point record) and broke its 1999 best state meet performance by 222 points. Learohn Caldwell is Caddo's elementary health/physical education supervisor and members of the coaching team are staffers Lyndal Barclay (Eden Gardens), Gina Matthews (University), Linda Williams (Summer Grove) and Lillie Kirkendall (South Highlands). Mr. Caldwell exhibited the roving plaque that has been entrusted to Caddo as state champions.

**1999-2000 CPSB Retirees.** Dr. Holt announced that the total of certified employees retiring is 102 with 2,791.5 combined years of service to the CPSB. The total of classified employees retiring is 100 with 2,305.5 combined years of service. President Powell, First Vice President Brooks and the superintendent presented retirees with framed certificate of recognition for their service and each retiree had their picture taken.

**Certified retirees present were:** Betty J. Applewhite, Catharine Basham, Jesse L. Beauchamp, Jr., Lorenza Bell, Jr, Audrey V. Brown, Sylvia H. Carter, Cora T. Clark, Sandra B. Collins, Mary C. Davenport, Annie K. Dixon, Patsy D. Ezernack, Patricia G. Howard, Nancy Hunnicutt, Lubertha C. Lindsey, Carol Marsala, James E. Orton, Mary Agnes Rambin, Joanne D. Russell, Nerissa T. Willis, Myrna C. Wood and Jessie Woodley. **Certificates will be mailed to the following certified retirees:** Betty S. Adkins, Sharon Anderson, Karla A. Barham, James C. Bass, Toussaint Battley, Larry Baudino, William W. Bohringer, Jennifer V. Byley, Joye T. Byrd, Frances A. Campbell, Thomas R. Cathey, Lottie Clay, Martha J. Cole, Johnnie B. Crawford, Roosevelt Crosby, Sebron



DeLoach, Jr., Nyla J. Dowd, Jerry Elkins, Diana L. Ely, Rosalie L. Ewing, Helen A. Fitzgerald, James E. Foster, Lawrence Goodman, Carolyn B. Gootee, Linda L. Guiden, Carol G. Hamilton, Cloteal T. Hamilton, Gaye B. Hardin, Rose Hart, Kay H. Henderson, Robert J. Henderson, Gloria A. Holley, Daisye Honore, Lora C. Hunter, Delores B. Ivy, Richard Jarrell, Robert L. Jelks, Florene C. Jones, Donnie L. Jordan, Annie J. Kimble, Elmo W. King, Hovie W. Larthridge, Beverly M. Lattin, Nellwyn Lee-Sloan, Virginia S. Lewis, Jimmy R. Lynn, Horace J. Maxile, Sr., Mildred McCarthy, Trudy McCartney, Arletha McClain, Barbara McCole, Norma McCray, Betty Morris McDonald, Marcus McDowell, Norma Miller, Lucille J. Moore, Linda P. Morvan, Peggy P. Myles, Pinkie H. Nichols, Merriam Norman, Dora W. Parker, Barbara E. Parrott, Marshall F. Peacock, Juanita Q. Rambo, Sigrid V. Randall, Eura B. Robbins, Edris H. Rogers, Mary K. Singleton, Charlotte J. Sparks, Janet E. Stinson, Joyce C. Tawwatters, Bessie M. Thomas, Jacque P. Treese, Mary Warfel, Gloria L. Watkins, Doris Wayne, Janice Wayne, Nelda D. Wilkerson, Janette F. Williams, Joycie L. Williamson and Barbara A. Yarbrough.

**Classified retirees present were:** Howard Allen, Carathers Barfield, Hazel Bradford, Jearldine Brown, Walter Cawthorn, Essie H. Cooper, Maud Dallas, Lee Edwards, Mary Evans, Osby Gibson, Deborah Harris, Roy Hightower, James Holmes, Charles Hood, Eddie Ivory, Mary Lane, George Lemons, Jr., Mary Mack, Alzada Malone, Phillip Parham, Linda Porterfield, Alberta Powell, Medreth Preston, Richard Robinson, Blanchie Smith, Sanetta Smith, Mary Stewart, Charles Tanner, Iceola H. Tanner, Barbara Volcy and C. F. Williams. **Certificates will be mailed to the following classified retirees:** Carrie Adger, Madeline Antici, Betty Autry, Ruby Baker, Dorothy Bartlett, Gladys Beard, Bobbie Bendaw, Margaret Bird, Betty Bishop, Linda Bowman, Lula M. Brown, Leatrice Cain, Truman G. Causey, Freddie Clark, Helen Cooks, Doris Copeland, Betty W. Davidson, Betty Davidson, Freddie Davis, Barbara Deaver, Stella Donald, Charlotte Echols, Milton Eden, Artral Ellis, Peggy Fulco, Reba Gates, Billie Goodson, Samuel Green, Barbara Hall, Gloria Hamilton, Mary Harris, Rebecca Henderson, Elsie Jones, Velma Raye Jones, Dorothy Keith, Sue Kelly, Nina Kent, Sara Knighton, Orpha Lake, Lodis Landreth, Dorothy Liesman, Joyce Lofton, Theresa Logan, Imogene Lloyd, Joanne Marcotte, Arlena McDay, Betty McEntyre, Bettye Miller, Margaret Mobley, Annie Morris, Rosemary Mosby, Affra Murphy, Clydell Myles, Catherine Palmer, Abe Payne, Jr., Tonette Pearson, Diana Pittman, Janice Porter, Janice Reynaud, Gloria Shumway, Vera Simmons, Bobbie Smith, Charlotte Stewart, Deborah Terry, Betty Thomas, Jessie Thompson, Alue Turner and Henry Earl White.

## **VISITORS**

The president recognized LSU-S Chancellor Vince Marsala who was in the audience.

Tillie Cailleff, president of Caddo District PTA, introduced Rosemary Day, newly elected district PTA president.

Karen Smyth, teacher, requested the CPSB to review its policy relative to provisions for granting sabbatical leaves, particularly at the time a leave without pay is requested. Also, to resolve the issue as it relates to her particular request. Board members were provided with supportive documents of Ms. Smyth's request for a sabbatical leave. (Note: The president referred this matter to the superintendent for further review.)

Jackie Lansdale, executive director of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed the federation's concerns relative to: a) the CPSB offering the option for employees to receive twice-monthly payroll checks; b) the need for the CPSB to develop a policy addressing duty-free lunch periods for teachers; and, c) the need to review school board policy relative to site-based staff reduction.

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), applauded the CPSB for its efforts in recent years in providing salary increases from local and state funds for employees. He asked the CPSB to assess its 2000-2001 fiscal year budget, be creative, and find a way to further increase employees' salaries. He also expressed the association's concern with benefits for employees relative to increasing costs for health insurance premiums, as well as the need for the board to offer more than one dental plan.

## CONFIRM THE CONSENT AGENDA

The president said no requests have been submitted by people in the audience to speak to any of the agenda items. Mr. Brooks requested that agenda item 9-A be deleted from the consent agenda, and hearing no objections from school board members, the president ruled that 9-A is deleted from the consent agenda. Mr. Milam moved, seconded by Mr. Thibodeaux, approval of the consent agenda. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

### Agenda Item 9-B, C, and D

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

Sabbatical Leave for Study, Fall Semester 2000-2001 School Year

Murdis Dodd, Assistant Principal, Ridgewood Middle School  
Janis Kugle, Counselor, Southwood High School  
Joel Conley, Educational Diagnostician, Special Programs  
Verdis Pruitt, Administrative Assistant, Southwood High School

Leave Without Pay (Personal), 2000-2001 School Year

Jane Cooke, Teacher, Captain Shreve High School  
Toinette Coleman, Teacher, Hollywood Middle School

Leave Without Pay (Personal), November 9-17, 2000

Phyllis Hill, Teacher, Herndon Magnet

Leave Without Pay (Personal), May 23-29, 2000

Neely LaFranier, Bus Driver, Walnut Hill Elementary

Sabbatical Leave for Study, Fall Semester 2000-2001 School Year

Tomas Coronado Deleon, Teacher, Huntington High School

**Other (Hiring, Assignment Changes, Separations and Resignations).** Staff recommended approval of the other personnel transaction reports as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** There were no promotional appointment contracts presented for the board's consideration at this meeting.

### Agenda Item No. 10-A, B, C and D

**Approval of Bids/Proposals Taken.** Staff recommended approval of the lowest circled bids for sale of wood shell frame houses located at the Caddo Career and Technology Center; text reading systems for special education programs; M & S computer supplies for all schools; printing forms, stationery and envelopes for all schools; M & S federal funds for all Title I schools; M & S paper supplies for all schools; M & S teaching supplies for all schools; M & S office supplies for all schools; M & S classroom supplies for all schools; fruit juice for the child nutrition program; bread and bread products for the child nutrition program; and, milk and dairy products for the child nutrition program. A copy of the tabulation bid sheets marked "*Exhibit A, 39 pages, June 20, 2000*" is filed in the official papers of the board.

**Cooperative Purchasing Agreement Between the CPSB and Parish of Caddo (Commission) for the Purchase of Fuel From Fuelman.** Staff recommended approval of this item that permits a Cooperative Purchasing Agreement between the CPSB and the Parish of Caddo Commission for the purchase of fuel from Fuelman of North Louisiana and East Texas as prescribed in CPSB bid file No. 24F-98 automated Fuel Management System. The proposed agreement would not affect the

school board's purchasing procedures in any way, as the Parish would deal directly with Fuelman on its purchases.

**School Plant Projects.** Staff recommended that the lowest qualified bidders be approved for roofing at Caddo Exceptional, Project 2001-204A; establishment of K-first grade library at Hosston, Project 2001-212; energy conservation/lighting retrofit at various schools, Project 2001-313A; and, energy conservation lighting retrofit at various schools, Project 2001-313B as noted in the mailout. A copy of the bid sheets is filed in the official papers of the board.

**Approval of Change Order.** Staff recommended that the CPSB authorize the superintendent to sign Change Order No. 1 for Project 2001-201A, roof replacement at Walnut Hill Elementary School in the amount of \$41,171, as included in the mailout.

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

**Approval of Revision of 1999-2000 Capital Projects Fund Budget.** Staff recommended that the revision to the 1999-2000 Capital Projects Fund Budget be approved. The budget needs to be revised to include paving sidewalks and driveway repairs at various schools (\$91,500) and relocation of light pole at North Caddo Stadium (\$58,500). The recommended revision is to decrease the expenditure line *Buildings: New, Remodeling, and Renovation* by \$150,000 and increase the expenditure line *Land Purchases and Improvements* by \$150,000. The adjustment will not affect the fund's ending balance.

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

**Approval of Special Revenue Budgets.** Staff recommended that the 1999-2000 Special Revenue Budgets be approved, as included in the mailout. Budgets approved are: 8(g) Projects; Job Training Partnership (J.T.P.A); Louisiana LEARN for the 21<sup>st</sup> Century; Red River Partners at Work (JAG); Special Programs Grants; and, Summer Feeding Program. Detailed budget information is filed in the official papers of the board.

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

**Request to Transfer Telecommunications Fund to Reserve.** Staff recommended that unexpended telecommunications funds in the 1999-2000 General Fund Budget at June 30, 2000 be transferred to the Data Processing Reserve Fund, to be used for future acquisition of telephone equipment. Funds are estimated to be approximately \$190,000.

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

**USDA Team Nutrition Training Grant.** Staff recommended that the USDA Team Nutrition Training Grant be approved as included in the mailout. The grant supports: a) making the cafeteria-classroom link to support nutrition education; and, b) developing, implementing and evaluating a marketing plan that will demonstrate positive outcome such as increasing participation in the National School Lunch and Breakfast Programs.

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

**Request by Youth Enrichment Program (YEP) for Facility Usage Contract.** Staff recommended that the facility usage contract between Youth Enrichment Programs (YEP) and the CPSB be approved for the period August 17, 2000 through May 25, 2001. The agreement provides for 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 by Association for Community Training, Inc. for Facility Usage and Food Service Contracts.** Staff recommended that the facility usage and snack provision contracts between

Associations for Community Training, Inc. and the CPSB be approved for the period September 11, 2000 through May 17, 2001. The agreement provides classroom space at Midway Middle, J. S. Clark Middle, Northside Elementary and Pine Grove Elementary.

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

**Request by Caddo Community Action Agency Head Start for Facility Usage Contract.** Staff recommended that the agreement between Caddo Community Action Agency and the CPSB for the Head Start Program be approved for the period August 26, 2000 through May 25, 2001. The agreement for 2000-2001 is a continuation of meal service to its participants and for use of available classrooms.

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

**Request by Student Referral Alternative Center for Bus Transportation.** Staff recommended that the request for use of school buses by Student Referral Alternative Center be approved for the period May 23 – June 11, 2000. Four buses are needed to transport student participants to and from various activities during the center's summer enrichment program.

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

**Approval of Resolution for Nomination of Fair Park High School to National Register of Historic Places.** Staff recommended that the resolution giving permission to register Fair Park High School on the National Register of Historic Places be adopted as provided in the mailout, and the superintendent be authorized to execute any documents and take action as necessary to carry out the resolution.

#### **RESOLUTION**

**RESOLVED**, that the Caddo Parish School Board consents and gives its permission to register Fair Park High School on the National Register of Historic Places and the superintendent is hereby authorized and directed to make application that Fair Park High School be named to the National Register of Historic Places, and to execute any documents required and to take such appropriate action as may be necessary to carry out this resolution.

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

**Approval of Home Instruction Program for Preschool Youngsters (HIPPY).** Staff recommended approval of the Home Instruction Program for Preschool Youngsters (HIPPY) grant as submitted by staff and included in the mailout. 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. HIPPY funds requested for the 2000-2001 school year are \$80,418 and come to the district through the Louisiana State Department of Education.

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

**Approval of Local Reading Improvement Grant (Federal Reading Excellence Act).** Staff recommended approval of the Local Reading Improvement Grant (Federal Reading Excellence Act) as included in the mailout. The document summarizes the opportunities to improve students' reading abilities in the schools that qualified (Central, Creswell, Werner Park and Turner). It also addresses teacher training to ensure effective delivery of classroom instruction. The total amount of \$600,091.52 for the FY2000-2001 will be used to implement a reform program in grades K-3.

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

**Approval of CISCO Academy Agreement.** Staff recommended that the Caddo Career & Technology Center principal be authorized to sign the CISCO Networking Academy agreement as mailed to school board members. The agreement will be used with a new course offering at the Caddo Career & Technology Center entitled *Network/Information Technologies* to begin in August 2000.

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

**Approval of Resolution to Rescind Sale of Rodessa Five-Acre Tract, Project 2000-021.** Staff recommended that the resolution to rescind action-approving acceptance of bid for sale of Rodessa School property be adopted as provided in the mailout.

#### **RESOLUTION**

**WHEREAS** a resolution for the sale of the remaining parcel of the Rodessa School property was approved on April 19, 2000 as Consent Agenda Item No. 11 and the proposal to purchase has been revoked, and the resolution should be rescinded;

**IT IS RESOLVED** that the adoption of the said resolution on April 19, 2000 for the sale of the remaining parcel of the Rodessa School property is hereby rescinded, and the staff is directed to defer the proposed sale of the subject property, pending further action by this board.

### **Agenda Item No. 30**

**Approval of Request by Lake Bethlehem Baptist Church (Summer Camp) for Bus Transportation.** Staff recommended that the request for bus transportation by Lake Bethlehem Baptist Church for its summer youth program be approved for the period July 12-29, 2000. The church will provide proof of insurance coverage and will pay fees in accordance with CPSB policy.

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

**Approval of Position of Instructional Coordinator.** In an effort to seek ways to help elementary schools become more instructionally effective, to upgrade the level of accountability of teachers, and to develop more candidates who have instructional leadership skills to become ready for the principalship, the superintendent recommended approval of the position of Instructional Coordinator for Elementary School as outlined in the mailout. The superintendent recommended this position to provide, on an as-needed basis, the option for a principal to fill this position instead of the curriculum coordinator position. The supervisory certificate would be required.

#### **PERSONNEL TRANSACTIONS REPORT**

**Personnel Recommendations.** Dr. Hitchcock moved, seconded by Mrs. Pugh, to adopt all of the superintendent's personnel recommendations (Chief Operating Officer; director elementary schools cluster in Area 1; director, elementary schools cluster in Area 1; director of transportation; director of school plant; principal, Central Elementary; principal, George P. Hendrix Elementary; principal, Hamilton Terrace Learning Center; principal, Midway Middle School; principal, Atkins Elementary Technology; and, principal, E. B. Williams Stoner Hill Elementary Laboratory). Mr. Brooks moved that the position of director of transportation be pulled from the list of recommendations. The president ruled that Mr. Brooks's motion fails for lack of a second. Mrs. Boykin requested clarification of the recommendations being presented; also that the names of the positions be listed in the motion. Dr. Hitchcock expressed no opposition to the titles of the positions being included in the motion. The president called for the vote on the original motion that carried with Mr. Brooks opposed; Mrs. Armstrong absent for the vote; and, board members Guin, Vance, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin and Dr. Hitchcock supporting the motion.

The superintendent's recommendations approved by the CPSB are: 1) John Dilworth as chief operating officer; 2) Donna Baker as director, elementary schools cluster in Area 1; 3) Leisa Edwards as director, elementary schools cluster in Area 1; 4) Mike Ferrell as director of transportation; 5) Woodrow Wilson, Jr. as director of school plant; 6) Mary Bethel as principal at Central Elementary; 7) Steven Celestine as principal at George P. Hendrix Elementary; 8) Marie Eakin as principal at Hamilton Terrace Learning Center; 9) Beverly Johnson as principal at Midway Middle School; 10) Patricia Johnson as principal at Atkins Elementary Technology; and 11) W. Eddie Smithey as principal at E. B. Williams Stoner Hill Elementary Laboratory Schools. The superintendent recognized and presented to the board and audience the aforementioned

administrators as well as principals who have taken new assignments, and they are: Marie Hines who is being transferred to Queensborough Elementary and Reginald Dodd who is transferring to Lakeshore Elementary.

**Recess.** The president called for a ten-minute recess at approximately 5:35 p.m. The board reconvened at approximately 5:50 p.m.

#### **PUBLIC HEARING FOR 2000-2001 CAPITAL PROJECTS BUDGET**

The president declared the public hearing open for input on the 2000-2001 Capital Projects budget. No one approached the lectern to address the school board and the president declared the public hearing closed.

#### **PUBLIC HEARING FOR THE 2000-2001 CHILD NUTRITION PROGRAMS BUDGET**

The president declared the public hearing open for input on the 2000-2001 Child Nutrition Programs budget. No one approached the lectern to address the school board and the president declared the public hearing closed.

#### **APPROVAL OF 2000-2001 CAPITAL PROJECTS BUDGET**

The superintendent recommended approval of the budgets as included in the mailout. Mr. Thibodeaux moved, seconded by Mr. Burton approval of the proposed 2000-2001 Capital Projects Fund Budget and the proposed 2000-2001 Capital Construction Fund Budget as included in the mailout. The projected ending balance for June 30, 2001 is \$155,200 for the Capital Projects Fund Budget; and, the ending balance for June 30, 2001 for the Capital Constructions Fund Budget is \$12,992. A copy of the budgets is filed in the official papers of the board. Vote on the motion carried with board members Vance, Pugh, Armstrong and Dr. Hitchcock absent for the vote. Board members supporting the motion were Guin, Burton, Thibodeaux, Brooks, Powell, Mims, Milam and Boykin. (Note: The president said Mrs. Armstrong left the meeting earlier not feeling well, and she might not be returning to the meeting this afternoon.)

#### **APPROVAL OF 2000-2001 CHILD NUTRITION PROGRAMS BUDGET**

The superintendent recommended approval of the budget as included in the mailout. Mr. Brooks moved, seconded by Mr. Burton, that the 2000-2001 Child Nutrition Programs Budget be approved as included in the mailout. Vote on the motion carried with board members Vance and Armstrong absent. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin and Dr. Hitchcock. A copy of the budget is filed in the official papers of the CPSB.

#### **APPOINTMENT OF OFFICIAL JOURNAL**

Mr. Guin moved, seconded by Mr. Brooks, that the *Caddo Citizen* be appointed the board's official journal for the 2000-2001 year. The superintendent recommended that *The Times* be appointed the CPSB's official journal for the 2000-2001 year. The superintendent said comparative information relative to frequency of publication, subscription, distribution and cost was provided in the mailout for the board's consideration. Dr. Hitchcock made a substitute motion that the CPSB adopts the superintendent's recommendation. The president ruled that the substitute motion dies for lack of a second. Dr. Hitchcock said he believes that there is great reason to have a daily publication for the reasons cited by the superintendent in his memo. Further, he believes that the comparison of circulation is ridiculous; that there is a much larger distribution and opportunity for citizens of Caddo Parish to know what their representatives are doing; plus, there is a cost savings. Mr. Burton asked if publication with the *Caddo Citizen* would also include the *Shreveport Sun* newspaper. The president said it is his understanding that when *Caddo Citizen* put forth a proposal, that it also included the *Shreveport Sun*, and the superintendent concurred with the president's understanding. The president called for the vote on the motion which carried with board members Pugh and Mims abstaining; Dr. Hitchcock voted in opposition; board members Guin, Vance, Burton, Thibodeaux, Brooks, Powell, Milam and Boykin supported the motion; and, Mrs. Armstrong was absent for the vote.

## **SUPERINTENDENT'S REPORT**

**Continuing Education for CPSB Members.** The superintendent said CPSB members have been engaged in continuing education opportunities over the past year. The state's statutory requirement encourages training and instruction in topics from school law, to laws of governing powers, to educational trends and research. CPSB members were presented with certificates of recognition for the completion of six hours of training in accordance with Legislative Act 66. He congratulated school board members and announced to the audience that the CPSB members have successfully fulfilled this obligation.

**Update on CPSB Construction Projects (Informational).** A copy of the report giving updates on classroom wings and other major new construction was included in the mailout. Mr. Vance asked when would the construction work begin at Pine Grove Elementary, and the superintendent said work would begin Thursday morning at 8:00 a.m.

**Funding for Safe & Drug-Free Schools (Boykin).** The superintendent said his memo in the mailout speaks to reduced funding for Title IV, Safe and Drug-Free Schools. Also included is a copy of a letter (dated March 27, 2000) received from the State Department in response to staff's request for a review of the Greatest Need provisions.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**CPSB July 2000 Meeting.** The president announced that pursuant to the board's normal practice, the CPSB will be having only one meeting in July 2000 and that will be on the third Tuesday (July 18, 2000) at 4:30 p.m. in the boardroom. He said he will be communicating with Executive Committee members and will meet with the superintendent to set an agenda for the July meeting.

**S.T.A.R. Program.** The president requested the superintendent and staff to look at, consider, and talk with the Juvenile Court about the possibility of expanding the S.T.A.R. Program as they consider expanding the School Away From School Program at Oak Terrace. He encouraged staff to talk with Principal Margaret Brown about this possibility; report on the cost factor; and, report staff's findings to the board.

**Sabbatical Leave Policy.** Referencing comments made earlier in the meeting by a visitor, Dr. Hitchcock asked the superintendent and staff to take another look at the school board's policy relative to provisions for granting sabbatical leaves. Also, to get an opinion from the school board's legal counsel on the subject. The superintendent said there is a need for review of the policy and staff would follow-up.

**Payroll.** Dr. Hitchcock asked the superintendent how does he feel about twice-monthly payrolls. The superintendent said he and staff are working towards acquiring the software to provide this as an option for employees. He said many staff members would benefit from having twice-monthly payrolls, and he has full support for making the provision an option. He further reported that funds are in the budget (\$150,000) to purchase the necessary software, as confirmed by Ben Wreyford, director of finance. Also, it is staff's goal to make this option operational during the upcoming school year. Dr. Hitchcock asked the superintendent to keep the board informed on this issue.

**Duty-Free Lunch.** Dr. Hitchcock asked the superintendent to consider and comply with Jackie Lansdale's (CFT/SP) request for staff to draft a policy on duty-free lunch for the board's consideration and adoption.

**Teacher Placement.** Mr. Brooks asked the superintendent to look at all of the schools and make sure that principals are not placing teachers in areas outside of their fields of certification.

**Severance Pay for Retirees.** Mr. Brooks asked staff to consider awarding retirees their severance pay in a separate check at the time that they officially retire rather than holding the check until later. Mr. Wreyford said it has been school board procedure to put severance pay in the employee's August paycheck. He said staff would look into Mr. Brooks' request and report back to the CPSB. Mr. Brooks asked if there are other parishes doing what he is requesting of staff and Mr. Wreyford said he has not polled other parishes on the subject, therefore, he could not respond.

**Benefits for In-School Suspension Coordinators.** Mr. Milam said two or three months ago he asked staff to investigate the possibility of making benefits available to in-school suspension (ISS) coordinators. He again requested staff to consider this issue including the cost factor and to report back to the board. The superintendent said staff visited this issue through the budget process and will bring the numbers back to the CPSB.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Milam seconded the motion, and the meeting adjourned at approximately 6:10 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President



**July 18, 2000**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:30 p.m. on Tuesday, July 18, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Alvin Mims, Mildred B. Pugh, and Michael J. Thibodeaux. Mark Milam arrived at approximately 4:35 p.m.; Miles Hitchcock, Sc.D. arrived at approximately 4:50 p.m.; and, Judy D. Boykin arrived at approximately 5:00 p.m. The president announced that Johnny Vance, Jr. was out-of-town. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE JUNE 20, 2000 CPSB MEETING**

Mr. Burton moved, seconded by Mr. Brooks, approval of the minutes of the June 20, 2000 school board 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. "*Adoption of the Pupil Progression Plan*" and "*Caddo's Master Improvement Plan*" were added to the proposed consent agenda.

#### **SPECIAL PRESENTATION/RECOGNITION(S)**

No special presentation/recognition(s) were presented at the meeting.

#### **VISITORS**

Dr. Mike McCoy, president of Caddo Association of Educators (CAE) made the board and staff aware of the following: a) CAE has received a grant to fund a program entitled *Community Alliance for Kids* which is designed to build partnerships between parents, schools, and communities; b) the association is on the Internet as of July 4 at [www.cae-lae.org](http://www.cae-lae.org); c) CAE respectfully requested that the Employees Benefit Committee be reestablished to provide input to the board regarding health and dental insurance matters; d) the association supports many of the objectives of the proposed Caddo Master Improvement Plan, however, it feels that there are contradictions with the Louisiana teacher tenure law, the state discipline law, as well as consent decree issues; e) CAE is opposed to merit pay for teachers; f) CAE supports the concept of the CPSB providing options for pay purposes; and, g) CAE requested the board to assess its budget for 2000-01 and find a way to increase employees' salaries.

The president called board members' attention to a letter he received from the president of the Shreveport Chapter of the National Association for the Advancement of Colored People (NAACP) addressing the status of legal services for the school system. School board members were given a copy of the document.

#### **CONFIRM THE CONSENT AGENDA**

Mr. Brooks moved, seconded by Mrs. Pugh, approval of the proposed consent agenda. People in the audience did not request to speak to any of the agenda items. The president called for the vote on the motion, which carried unanimously. The following items were categorized as consent agenda.

#### **Agenda Item No. 9 (A-D)**

**Personnel Recommendations.** The superintendent made the following personnel recommendations: 1) Charles Walker be appointed executive director of schools - Area I effective on August 1, 2000; 2) Dr. Jeanette Taylor be appointed director of special education effective July 19, 2000; 3) Diane Atkins be appointed supervisor of attendance and child welfare effective July 19, 2000; 4) Virginia Foster-Rainey be appointed principal at North Caddo High School effective July 24, 2000; 5) Susan Shofner be appointed principal at Broadmoor Middle Laboratory effective July 31, 2000; 6) Gwen Buckingham be appointed principal at Turner Elementary/Middle School effective July 31, 2000; 7) Janice Hughes be appointed principal at Eden Gardens Fundamental

Elementary effective August 1, 2000; 8) Murdis Dodd be appointed assistant principal of instruction at C. E. Byrd High effective July 31, 2000; 9) Marby Barker be appointed assistant principal of instruction at Northwood High effective July 31, 2000; 10) Brenda Wesley be appointed assistant principal of instruction at Hollywood Middle for the fall semester of the 2000-2001 school year; and, 11) Pam Bloomer be appointed assistant principal at Lakeshore Elementary effective August 1, 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. The superintendent announced the following administrative transfers: a) Sandra Denmark transfers from the principal position at Herndon Elementary/Middle School to principal at Judson Fundamental Elementary; b) Billie Wilcox VanHoose transfers from the principal position at North Caddo High to principal at Mooringsport Elementary; c) Dr. Gerald Burrow transfers from the principal position at Turner Elementary/Middle School to principal at Ridgewood Middle; d) William Ducote transfers from the position of attendance supervisor to assistant principal of administration at North Caddo High; e) Reginald Dodd transfers from the principal position at E. B. Williams Stoner Hill Laboratory to principal at Lakeshore Elementary; f) Marie Hines transfers from the principal position at George P. Hendrix Elementary to principal at Queensborough Elementary; and, Dr. Cecil McCune transfers from the position of director of student services to interim director of general education. The Superintendent and Chief Administrative Officer John Dilworth recognized and introduced the promoted administrators representing their respective area. Ron Festavan, assistant superintendent for support services, recognized and introduced Mike Ferrell, director of transportation, and Woodrow Wilson, director of plant maintenance.

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

Sabbatical Leave for Study, Fall Semester 2000-2001 School Year

Tiffany McCallister, Teacher, Broadmoor Middle Laboratory

Sabbatical (Medical), Fall Semester 2000-2001 School Year

Olivia Belle, Supervisor, Child Welfare and Attendance

Sabbatical (Medical), 2000-2001 School Year

Ruby McDonald, Teacher, Donnie Bickham Middle

Leave Without Pay (Personal), June 23, 2000 – January 23, 2001

Richard Anderson, Waxing Crew, Maintenance Department

Leave Without Pay (Personal), July 19-August 16, 2000

Tommy Armstrong, Claims Adjuster, Audit/Risk Management

**Request of the Board.** Murdis Dodd requested to rescind her sabbatical leave for study for the fall semester of the 2000-2001 school year, contingent upon the approval of her appointment as Assistant Principal of Instruction at C. E. Byrd High School.

**Other (Hiring, Assignment Changes, Separations and Resignations).** Staff recommended approval of the other personnel transaction reports as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** There were no promotional appointment contracts presented for the board's consideration.

#### **Agenda Item No. 10 (A-D)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the lowest circled bids for student lockers for new classroom wings at Caddo Heights, Forest Hill, Summer Grove, Sunset

Acres and University Elementary; and, engine analyzer for Caddo Career and Technology Center as recommended by staff and included in the mailout. A copy of the tabulation bid sheets marked “Exhibit A, 17 pages, July 18, 2000” is filed in the official papers of the board.

**Approval of Bids – School Plant Projects.** Staff recommended that the lowest qualified bidders be approved, as included in the mailout, for multi-purpose room for Judson Fundamental Elementary, Project 2000-237; roofing at South Highlands, Project 2001-201C; water heater replacement at Broadmoor, Project 2001-314; and, water replacement at Newton Smith, Project 2001-315.

**Authorization to Bid.** Staff was authorized to proceed and bid the following projects: Renovate old city library to classrooms for A. C. Steere, Project 2001-214; renovate the old Vivian Library for School Away From School (SAFS), Project 2001-215; and, paving parking at University Elementary, Project 2001-216.

**Approval of Professional Services.** Staff recommended that Carl Adams, architect, be approved to provide professional services to renovate the old city library building to classrooms for A. C. Steere, Project 2001-214 and to renovate the old Vivian Library building for classrooms for School Away From School, Project 2001-215. Also, that Atchley, Inc. be approved to provide professional services for paving parking at University Elementary, Project 2001-216, as outlined in the mailout.

### Agenda Item No. 11

**Adoption of the Louisiana Compliance Questionnaire.** Staff recommended that the resolution to approve the Louisiana Compliance Questionnaire be approved. A copy of the document is filed in the official papers of the board.

#### **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: Jerry Tim Brooks

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, 1999 – June 30, 2000; 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 Mildred B. Pugh

Adopted July 18, 2000

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

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

Robert E. Schiller, Ed.D.  
Superintendent

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

**Approval of Renewal of Group Dental Insurance Plan.** Staff recommended that the Group Dental Insurance Plan with Blue Cross Blue Shield of Louisiana be renewed for the year beginning October 1, 2000. Renewal rates for the year beginning October 1, 2000 will increase by 7.9 percent due to inflationary trends. Monthly increases are: Employee only \$1.84; employee and spouse \$3.83; employee and child(ren) \$4.16; and, employee and family \$6.01.

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

**Approval of the Agreement With Joy Home for Boys for Cooperative Joint Endeavor to Provide Classroom for Public Education.** Staff recommended approval of the request from Joy Home for Boys, located in Greenwood, Louisiana, for a cooperative joint endeavor to provide a temporary classroom building for public education.

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

**Approval of 8(g) Preschool/Early Childhood Block Grant.** Staff recommended approval of the application for 8(g) Preschool/Early Childhood Block Grant, as outlined in the mailout. The grant will provide full day learning opportunities for a selected group of children who will develop skills and concepts appropriate for success in kindergarten. It is anticipated that funding will be in the amount of \$191,332.00 and comes to the district from the Louisiana Department of Education.

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

**Approval of Starting Points Grant.** Staff recommended approval of the Starting Points Grant application as included in mailout. The grant will provide full day learning opportunities for a selected group of children who will develop skills and concepts appropriate for success in kindergarten. It is anticipated that funding will be in the amount of \$209,871.37 and comes to the district from the Louisiana Department of Education.

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

**Request for Approval to Release RFP for the Acquisition of New Mainframe Computer and Operating System.** The superintendent was authorized to release for responses the RFP for the acquisition, installation and conversion to a new mainframe computer and operating system for the Caddo Public School System. Caddo is at system capacity in terms of processing capability and the current operating system does not facilitate large scale, high volume, transaction based network communications (the Internet and our growing intranet).

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

**Approval of 2000-2001 CBT/TLCF Technology Improvement Grant Application.** The superintendent was authorized to sign the 2000-2001 CBT/TLCF Technology Improvement Grant application as outlined in the mailout. Caddo's draft allocations for 2000-2001 are: CBT - \$257,904.60 and TLCF - \$225,291.95. The deadline date for application is August 1, 2000.

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

**2000-2001 Special Education Interagency Agreements and Contracts.** Staff recommended approval of the special education interagency agreements and contracts as outlined in the mailout. A copy of each agreements and/or contract is filed in the official papers of the board. The contracts/agreements make it possible for the Caddo Parish Special Education Department to offer required services to students with disabilities residing in the parish. Also, they make it possible for the special education department to work cooperatively with other agencies and maximize services for all students with disabilities in the most cost-effective manner. The CPSB entered into interagency agreements with the following agencies: The Adolescent Center, C-BARC, Brentwood Hospital; Christus Schumpert-Highland; Evangel Academy; Head Start Program; First Baptist Church School; 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; Southern University-Shreveport; Southfield School; 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 Year. The CPSB entered into special education contracts with Alpha Nursing Services, Inc; Interim Healthcare; LSU Health Services Center; Dr. Bruce McCormick; Olsten Kimberly Quality Care Staffing; Physicians Filing Service; Dr. Alan Richards; Dr. Webb Sentell; and, Mollie E. Webb.

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

**Approval of Remedial Electives (Transitional English/Language Arts I and Mathematics).** Staff recommended approval of the curriculum guides for English/language arts and mathematics as outlined in the mailout. The transitional classes will be conducted on high school campuses in two-hour blocks and students who pass the course(s) and LEAP on retest can earn one Carnegie unit of credit.

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

**Adoption of the Pupil Progression Plan.** Staff recommended approval of the revised Pupil Progression Plan for the school year 2000-2001 as included in the mailout. The plan contains changes necessitated by the Louisiana Department of Education; parental input was sought; and, the plan must be submitted to the Louisiana Department of Education by July 31, 2000. A copy of the document is filed in the official papers of the board.

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

**Caddo's Master Improvement Plan.** The CPSB accepted the report of the superintendent, deemed the superintendent's actions (as defined in his contract for purposes of a salary increase) as effective, and approved and confirmed the \$5,000,000 increase in the annual salary of the superintendent as provided in the superintendent's contract. A copy of Caddo's Master Improvement Plan is filed in the official papers of the board and is on Caddo's web site at [www.caddo.k12.la.us](http://www.caddo.k12.la.us).

#### **EXPANSION OF S.T.A.R. PROGRAM AND OAK TERRACE/J. B. HARVILLE ALTERNATIVE SCHOOL**

The superintendent reported that state funding for the S.T.A.R. Program was not included in the state's allocations. He said staff has been pleased with the program and it has provided a great service to students in conjunction with the court. He recognized the Honorable David N. Matlock of the Caddo Parish Juvenile Court System who gave an update on the status of funding. Judge Matlock said funding was lost in the Louisiana Senate for this school year; he has been working to ensure that plans are in place for state funding for the next school year; and, he feels confident about state funding for July 1, 2001. He requested the CPSB to assist with funding for this school year (July 1, 2000 through June 30, 2001). Judge Matlock said he has been working with staff to expand the program and to include a prevention program. Further, a plan has been developed to ask the CPSB to provide \$85,000 of funding; also to seek funding from the Caddo Parish Commission, the City and coke machine money from the Caddo Juvenile Court System to match and makeup for the shortfall of state money. He said the court contemplates that with the support of funds from the CPSB, the Juvenile Court will be prepared for the extended program if and when the school board is ready. Judge Matlock said a few years ago Caddo ranked 5<sup>th</sup> but is now about 40<sup>th</sup> in the state with children locked up in LTI or long-term secure placement, and the boot camp program has played a huge role in moving Caddo from 5<sup>th</sup> to 40<sup>th</sup> position. The president said the program was getting a level of funding of \$200,000 from the state and prior to being cut, the CPSB heard from staff that the middle school level would need additional classrooms for School Away From School. He said because the S.T.A.R. program has been successful in rehabilitating students so that they could be restored to their home schools, he asked staff to look into the matter. Staff reported that for an additional \$50,000 the school board would be able to double the number of students in the program and could possibly initiate the prevention program. The president said the \$85,000 is actually one-third of the \$250,000 and it contemplates the expansion.

Sgt. Major Ramsey, administrator of the S.T.A.R. program, explained the one-day prevention program that would require students who are having problems in the classroom to spend eight hours in the program in hopes of keeping them in their home schools. Students would start learning what students assigned to the program for six months would learn, and staff would talk to them about their behavior at home, their transgressions in the classroom, obeying rules, etc. He said the intent for the 2000-2001 school year is for students to report to the boot camp for 5:30 a.m., spend half-day with the drill instructor, and return to the home school at noon. The boot camp staff would follow-up and would request a report from the home school about the effectiveness of the experience. Sgt. Major Ramsey said the idea of the prevention program is to get to students before they are expelled or suspended from school. The president said the school system receives MFP funds for students participating in boot camp. Mrs. Armstrong requested clarification of the requested funding. Judge Matlock said in addition to the \$85,000, the school board would incur additional cost for expansion (funding for a teacher and teacher aide). Mr. Brooks spoke in support of the program and thanked the Juvenile Court staff for introducing the S.T.A.R. program. Mr. Thibodeaux asked how many students were served through the program last year. Sgt. Major Ramsey said since the start of the program (September 29, 1997), a total of 187 students have been served through the program, but he was not certain of the actual number served during the last school year. Mr. Thibodeaux asked if the court is asking the City and Parish Commission for the same amounts of money as the CPSB. Judge Matlock said the Parish Commission might actually pay more than one-third; the City would perhaps pay a little less; but the contribution would be substantial. Mr. Thibodeaux said the court's request of \$85,000 would be in addition to the \$65,000 (teacher and aide). Judge Matlock concurred and said this is one-third of the cost of the court's staff to handle the expanded program (48 slots) in addition to the prevention program. The superintendent said a teacher and an aide are currently in the program at a cost of \$68,000, and to expand the program would be an additional \$65,000. Mr. Thibodeaux said Caddo's total contribution to expand the program and pay one-third of the lost funding is \$215,000. The president said Caddo would be getting MFP funds for the students so there would be an offset to Caddo's contribution. Dr. Hitchcock asked the superintendent for his opinion of the request and its relative priority when considering other uses for funds. The superintendent said staff is very supportive of the program and what it serves as an alternative program for students. He said serving the students and augmenting it is beneficial; but, his greatest hesitation is that the school board has no guarantee on funding and granting the request would be absorbing funding for the current school year. He further noted that it would put Caddo's cost for nearly 50 students in the neighborhood of \$225,000 and this was not built into the budget. The superintendent said he would like to continue with the program and to have more longitudinal tracking (data) of students; but he is not in a position to tap into surplus funds. He said it would be the board's determination to tap surplus funds for the program. Dr. Hitchcock asked the superintendent how does he feel about the CPSB investing in additional resources for the program; that the CPSB might have additional students that MFP funds might be allocated for the district. The superintendent recognized Ben Wreyford, director of finance, who confirmed that the district receives approximately \$3,130 per student and as students go into the court system, the money would not follow them; but would follow the students when they return to Oak Terrace. The superintendent said under this plan, Caddo would move from serving 24 students to roughly 48-50 students at a cost of approximately \$75,000 over the MFP. Dr. Hitchcock asked if the additional students would be counted in the school population somewhere in the district, and the superintendent said it would depend on where they are located on October 1. Dr. Hitchcock asked what is the projected General Fund balance. The superintendent said staff is presently closing books and has projected a balance in the neighborhood of \$9.2 million at June 2001. He also reported that staff has received a MFP notification where the state has indicated that Caddo would be receiving less money than anticipated. However, he thinks Caddo could absorb the cost for one year but could not go into the current budget, and would have to appropriate from fund balance to support the program.

The superintendent said his recommendation would be to continue the program; to partner with the Parish and City so that they could have an equal or as much share as possible; to lobby with the judge and others to restore the funding; and, for this one year to augment the program, fund it, and develop quantitative data in terms of tracking what impact these students have from the program so that staff can deal with more than just anecdotal. He said he would recommend approval of the \$150,000. Mr. Brooks moved, seconded by Mr. Thibodeaux, to accept support of the S.T.A.R. program in line with what the superintendent is recommending. Mr. Thibodeaux said he wants to be sure that the motion includes the addition of the extra teacher and teacher aide (\$65,000) in addition

to the \$85,000 being requested by the court. The president said it would also include the prevention program; that the motion is comprehensive. Mrs. Pugh asked if the motion on the floor would grant the expansion of the program, and the president answered in the affirmative. Mrs. Pugh asked if the board should expand the program when it does not have the assurance of state funding; or should it maintain what it has. The superintendent and staff could come back to the board with a recommendation for expansion if it is determined that Caddo could build an ongoing program for another year. Mrs. Pugh said she wants assurance that staff has worked through this request with the other agencies that are going to help augment the support. The superintendent said he would like to sustain what the school board currently has with the prospect of expanding, as long as the students are there. Mrs. Pugh asked Judge Matlock if it is necessary for the CPSB to take action immediately. He said the court's funding was cut off as of July 1, 2000 and they continue to pay salaries. The expansion decision does not have to be made today, but the continuation is a decision that needs to be made immediately. Mrs. Pugh asked the superintendent to look through the motion to see if he would recommend funding to the board at this time. The president said his interpretation of the motion is that if the CPSB moves forward with the recommendation, it would be on the basis of the \$85,000 number which includes the augmentation of both doubling the number and also the prevent program. The superintendent said the bottom line would be that the current cost to continue the program is roughly \$200,000 and this cost would serve 24 odd students; broken down by three is roughly \$65,000 per entity. To double the number of students the cost would be for the three entities to go to \$85,000, however, Caddo's additional cost would encumber the school system to add an additional teacher and aide (\$65,000) that kicks Caddo up to \$150,000. Judge Matlock said it is actually 24 slots and the program actually serves more students over the course of the year and it would expand to 48 slots. Mr. Thibodeaux clarified that what he seconded is that the CPSB's current expenditure is about \$68,000 for a teacher and an aide; Caddo is being asked for an expansion which would cost an additional \$65,000 (extra teacher and an aide); and, Caddo is also being asked for \$85,000 which is approximately one-third of what the state is cutting in funding. The total expenditure by the CPSB would be about \$220,000. The president and Mr. Brooks concurred with Mr. Thibodeaux's clarification. Mr. Milam asked Judge Matlock if in his conversation with the city and parish, did he request funds for the status quo or the expansion money. Judge Matlock said he asked for funds to expand, and the other entities will follow the lead of the school system, including the juvenile court. Judge Matlock said it is fair to say that the total cost is no more than the numbers presented by Mr. Thibodeaux. Further, he has asked the city for \$85,000 and he believes that the city will come through with substantial funding; and, the court is prepared to make up the difference. He also reported that the juvenile court is trying to get emergency funding from the state and should it come through, then the CPSB would benefit proportionately. The president called for the vote on the motion, which carried unanimously.

## **REVIEW OF LEGAL SERVICES FOR THE CADDO PARISH SCHOOL BOARD**

Mrs. Pugh noted that this item is on the agenda after having received a copy of a letter from the school board's president that came from a company of lawyers asking the CPSB to consider an outside source for legal help. The company is out of Washington, D. C. and the letter speaks to federal desegregation and the firm's experiences. She said she was concerned about the CPSB's position in this regard, about the school board's legal counsel's role; and, felt that this might be an issue that needs to be addressed. Mrs. Pugh said she is willing to ask the board and superintendent to present the CPSB with an agreement so that if the board is going to be looking for outside services, and if there is a need, then it needs to be stimulated by the CPSB and not by an outside source. Mrs. Pugh said she is asking the CPSB to ask the board's Executive Committee and superintendent to present the entire board with an agreement so that it would know how the school board operates and who is responsible for soliciting outside legal assistance. The president said he received the unsolicited piece of mail and in his capacity as board president, he disseminated it to the other school board members. He said the school board does not have a written contract about legal services, and Mrs. Pugh is presenting this item to provide some clarity. Mrs. Pugh said she is making a request of the superintendent, Executive Committee, and legal counsel to bring a proposal to the board at its August 2000 school board meeting. The president asked Mrs. Pugh if her request is just for this particular item (consent decree) or legal services in general. Mrs. Pugh said school board members, as a board, have not divided any legal matters of the board; it has a legal counsel. Therefore, the board's current legal counsel would need to be involved and the proposal would include who would be the managing legal counsel. Referencing another letter that the president

received today just prior to coming to the school board meeting from James Pannell, president of the Shreveport Chapter of the NAACP, Mr. Thibodeaux said he thinks the letter is unfair and gives an unfair description of what the CPSB has been doing in its procurement business. Mr. Thibodeaux particularly referenced the middle paragraph of the letter. Mr. Burton asked the school board's legal counsel about subletting legal services and of the percentage of legal services awarded to minorities. Legal counsel said he doesn't know actually how many legal cases are being handled by minority firms, but he would estimate six to ten (maybe more) at this time. Dr. Hitchcock requested clarification of Mrs. Pugh's request. The president said the request, although brought about as a result of receipt of the letter from the firm in Washington, D. C., has affects that reach beyond the one issue. He said Mrs. Pugh wants the board to look at the issue and possibly see what comes from the review, which could result in the board taking a broader approach. Mrs. Pugh said review of the matter would require the board to take a different approach if the board puts something in writing. Further, this board has an attorney on retainer at a dollar amount; and, the board and superintendent have no knowledge of when cases are being awarded outside and under what circumstances. Mrs. Pugh said the board has never had the understanding of a contract with in-house counsel. Dr. Hitchcock asked if the nature of the request is related to the referenced letter. The president said the letter instance caused the request to come forward, and right now it is not clear to Mrs. Pugh, and perhaps other school board members, as to how the CPSB procures legal services whether it's addressing the consent decree or other legal issues. Further, if something is put in writing, the board would then have a policy to address this issue.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent reported that an update of Caddo Parish School Board construction projects was included in the mailout and they are moving along as scheduled. He encouraged school board members to contact Steve White, director of construction and capital projects, if they have specific questions about any of the projects.

**Update on Charter School Proposal(s).** The superintendent recognized Dr. Essie Holt who gave an update on charter school proposals. She reported that this item is on today's agenda because the board's action needs to be a part of the official record. Dr. Holt reported that the superintendent and staff worked with representatives of the proposed Canaan Academy Charter School over the last several months. The CPSB also received a proposal for the Emmanuel Academic Learning Center in early June. Both proposals are essentially incomplete at this time and could not be resubmitted in a timely manner for a fall school opening. Therefore, staff recommended that the CPSB take no action on either of the proposed charters at this time.

**Budget Update.** Ben Wreyford reported that just this week, staff received notification from the State Department of Education advising them of the projected MFP funding for the coming school year. At this point, the projection is in the neighborhood of \$1.4 million increase in distribution. Mr. Wreyford said staff built the budget with no increase projected in the MFP and the dollars should go toward offsetting the deficit spending that has been budgeted for about \$3.6 million. The figure is based on an enrollment that the State projected down about 1.9 percent, depending on what the actual enrollment would be on October 1, 2000.

**Summer School Program.** The superintendent commended staff for putting together a successful summer school program. He said the program was exceptionally well planned, executed, a high quality of instruction and great cares. Staff is now doing a review of the students in summer school for remedial purposes to determine which ones are now being recommended for promotion. Staff is also awaiting state testing results to determine students who have met the standards.

## **UNFINISHED BUSINESS**

**Benefits.** Mr. Burton asked staff to look into CAE's concerns that were expressed about insurance benefits for employees.

## **NEW BUSINESS**

No new business was introduced.



## ANNOUNCEMENTS AND REQUEST

**Special Presentation.** The president passed the gavel to Second Vice President Alvin Mims and asked Mr. Brooks, first vice president of the CPSB, to join him at the podium. On behalf of former CPSB Member Paul Glanville, the president officially presented Mr. Brooks with a laminated copy of the detailed article that recently appeared in *The Times* that highlights Mr. Brooks' outstanding accomplishments as a golfer. The president thanked Mr. Brooks for his service to children in the community and for his interest in the school system's golf program.

**Waxing Crews.** Mr. Brooks asked the superintendent to look into and identify the discrepancies that are reportedly occurring with the waxing crews. He noted that there is some concern about positions being eliminated.

**Caddo's Master Improvement Plan.** The president expressed appreciation to the superintendent for the hard work and effort that he put into developing the school system's Master Improvement Plan.

## EXECUTIVE SESSION

**Prospective Litigation After Written Demand Regarding the Construction Contract for Pine Grove Elementary School With Design Build Development Services, Inc.** Mr. Burton moved, seconded by Mr. Guin, for an executive session for up to 30 minutes to discuss prospective litigation as stated in the heading. The president said no action is contemplated in this matter. Vote on the motion carried unanimously.

**Recess.** The president called for a ten-minute recess prior to going into executive session, and the board recessed at approximately 5:50 p.m. The board reassembled and went into executive session at approximately 6:05 p.m.

Dr. Hitchcock excused himself from the remainder of the meeting at approximately 6:40 p.m.; Mrs. Boykin left the meeting at approximately 6:52 p.m.; and, Mr. Burton left the meeting at approximately 7:05 p.m.

The board reconvened into open session at approximately 7:14 p.m. The president said the superintendent has requested that the board approve expenditures from the ending balance of funds necessary to move up to five transportable buildings to Pine Grove Elementary School for the opening of school for students. Mr. Thibodeaux moved, seconded by Mr. Brooks and Mrs. Pugh, approval of the superintendent's request. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Milam seconded the motion, which carried unanimously. The meeting adjourned at approximately 7:15 p.m.

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Robert E. Schiller Ed.D., Superintendent

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Mike Powell, President

**August 1, 2000**

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, August 1, 2000, at approximately 4:37 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present being a quorum. Other school board members present were Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Superintendent Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATION**

**Quarterly Financial Update.** The superintendent recognized Ben Wreyford, director of finance, who gave an overview of the school system's financial status. Mr. Wreyford provided school board members with a copy of the CPSB's financial statement of current operations and current revenue and expenditures from July 1, 1999 through June 30, 2000. Speaking in general terms, Mr. Wreyford reported that the school system ended the 2000 school year in a favorable financial position. In summary he reported that with the initial budget, the year starts with a forecasted beginning balance of \$12,700,000 and has a projected ending balance (June 30, 2001) of \$9,733.312. He reported that with some known factors, as staff considered salary increase proposals, they had to update estimates. Caddo is actually ending the 2000 school year with approximately \$2 million ahead of projection. Mr. Wreyford said staff has indications from the Louisiana State Department that Caddo will receive about \$1.4 million additional for the upcoming year, and this increases available funding by \$3.4 million. He said the cost of proposed salary raises is \$2.8 million and the net effect of all adjustments would be an increase in the projected ending balance by \$600,000. Mr. Wreyford said staff is conservatively projecting the numbers and anticipates that sales tax collections will continue. For explanatory purposes, Mr. Wreyford capsulized some line items listed on the financial statement *i.e.* local revenues (taxes), interest on investments (bonds), employee benefits (expenditure), insurance, etc. The president expressed appreciation for the report.

**Instructional Presentation – Scope and Sequence for High School English.** Margaret Thompson, supervisor of secondary English Language Arts/Foreign Language, reported on the initiative to develop a document for teaching high school English, to be piloted this school year. She gave the background of the initiative's origin whereby the committee was charged with the responsibility of conducting a curriculum audit. It was reported that the audit revealed that there were inconsistencies among the works taught and when they were taught; thus, a common curriculum is needed. Also, the guide will be useful for new high school English teachers. Mrs. Thompson reported that the document is aligned with state content standards and benchmarks that should be beneficial to teachers and students of Caddo Parish. Board members were given a copy of the curriculum guide. Mrs. Thompson recognized members of the committee who are master teachers of English in Caddo's public high schools. The president expressed appreciation for the comprehensive document and for the hard work staff put into developing the document. Mr. Burton said the document is easy for parents to follow and he expressed appreciation that all students in all high schools should be receiving the same quality material at about the same time. Mr. Burton asked about provisions for honor courses and about availability of textbooks. Mrs. Thompson said the document provides suggestions for honor courses; and, a complimentary set of textbooks is placed in each classroom and every ninth grade student should have a textbook that could be kept at home. Dr. Hitchcock asked the superintendent if the plan is to extend this initiative to other curriculum areas. The superintendent said staff is looking to provide the most comprehensive scope and sequence curriculum for all schools and to reinforce them with the kinds of assessments that would give staff the feedback and data needed to monitor and adjust their instruction in a way to strengthen instruction. Dr. Hitchcock asked to what level does the guide parallel or conflict with the sequence in the textbook. Mrs. Thompson said the committee considered and picked works that would be best for students to have knowledge of because staff realizes that they could not cover everything. Mrs. Pugh said there has been discussion by teachers about directives for teaching material, and she asked how is staff going to monitor what is being taught. Mrs. Thompson said staff wants to make sure that all listed works are actually covered. Mrs. Pugh asked how is the timeline set to coincide with breaks and test periods. Mrs. Thompson said the committee did not go into this, but teachers know when tests start and also what benchmarks must be covered by March. Building level administrators and supervisors will be monitoring teachers.

The superintendent said staff will see the preparation through the lesson plans that teachers develop and through ongoing work of principals, curriculum supervisors and cluster directors as they monitor instruction. Mr. Brooks inquired about failure statistics of students in English last year. Mrs. Thompson said she would have to research this matter, but students did pretty well in English. Mr. Brooks asked what would the scope and sequence document do for teachers this school year. Mrs. Thompson said the document tells teachers exactly what benchmarks should be covered, what the standards are, what pieces they are expected to teach students, and identifies what pieces the students should read in terms of future plans.

**Scope and Sequence for Elementary Subjects.** The superintendent recognized Patsy Latin, supervisor of science (k-5), and asked her to provide a brief update on the development of the project for other elementary subject areas. Mrs. Latin introduced committee members and provided board members with information relative to the proposed curriculum auditing timeline for science, mathematics and social studies. She said the scope and sequence document would prioritize what is to be taught from the curriculum guides which includes objectives, benchmarks, standards, websites, resources, strategies, etc. The document will aid new teachers for each grade level, and students will be taught the prerequisite skills prior to testing. Further, it would identify and align crucial benchmarks to be taught across the parish. The superintendent complimented staff for their work and said staff looks forward to building a recipe book that supports programs to be used as guides and models.

#### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE AUGUST 15, 2000 CPSB MEETING**

The president polled school board members and staff for revisions and/or additional agenda items. “*Approval of Additional Expenditures From the General Fund*” was added to the agenda. “*Implications of LEAP Test (Informational)*” was placed under the Superintendent’s Report. The president requested that a *public hearing* for the Discipline Policy be added to the agenda, if staff determines that the document will be ready for presentation at the August 15, 2000 school board meeting.

**Approval of Bids/Proposals Taken.** Mr. Burton asked what assurance does the CPSB have that contractors who are awarded bids are subcontracting other services to minority contractors. Mr. Burton asked if staff is monitoring contractors’ activities; are contractors being fair in trying to award services to minorities. The superintendent said he would appreciate the opportunity to research the issue and report back to the board on Friday via written communication. He said he is not aware of a tracking form or any type of allocation where staff measures who gets what subcontracts. Mrs. Pugh noted that the CPSB does have a compliance policy. The president said the superintendent would report back to the board and include thoughts relative to the comprehensive policy in his report.

**Levy of Year 2000 Property Tax Millage.** The superintendent said staff is seeking the board’s consideration and approval of two resolutions. The first resolution is to establish adjusted millage rates as those necessary to produce the same amount of taxes when applied to the tax roll after assessment; then another which actually establishes the 2000 levy, to include debt service. The superintendent said information is outlined in the mailout. Mrs. Pugh asked if a public hearing is required, and staff answered no. However, there will be public notice and advertisement.

**Approval of Title XIX – KidMed Health Program Proposed Budget.** The superintendent said this is a routine matter whereby services are provided to Medicaid eligible children whose parents choose the school system nurses as their service provider. There is no cost to the families. The Caddo Parish School System, after filing, is reimbursed for certain services. A copy of the budget will be included in the mailout.

**Approval of the Revised Student Discipline Policy.** The superintendent said staff is revising the policy and one objective that is shared by board members is the need to have high standards for discipline of students, a progressive discipline policy, and one that is applied evenly and fairly throughout the parish. He said a number of people (staff, teachers, PTA representatives, etc.) have been involved in writing the policy and as of last Friday, he has requested the committee to review

the revised policy with students, school administrators, PTA groups, professional associations and legal aspects. If staff is able to complete the writing and review sessions over the next two weeks, then the document will be presented to the board for consideration at its August meeting so that it could be implemented as soon as possible. Further, if it is not ready, the presentation will be delayed. The president asked if the board should expect a comprehensive revision to the student discipline policy and if so, should a public hearing be scheduled prior to the adoption so that an open door to public input is maintained. The superintendent said a public hearing would be helpful, and the board should expect a comprehensive revision. Dr. Hitchcock requested the superintendent to have Mr. Dilworth (or appropriate staff) to provide school board members with a summary of reactions from school principals. Mr. Brooks encouraged staff to have one discipline policy for the entire parish. The superintendent said the intent of the policy is to establish for all schools the range of offenses and subsequent step-by-step penalties. He noted that there are some discretions as provided by the law, and it may be that some discretionary areas are necessary because of particular incidents (in terms of how many exact days; tardies, etc.). Mr. Burton emphasized the need for consistent and fair application of the policy. The superintendent said staff is also desirous of having early contact with parents as partners in establishing higher standards and discipline. Dr. Hitchcock expressed concern about conflicts between the CPSB policy and what is printed in students' handbooks. The superintendent said if the revised discipline policy is approved, it would need to be published, posted, distributed and reviewed perhaps in students' homerooms or at back-to-school night activities. The president asked if a district tardy policy would be included in the revised document, and the superintendent answered in the affirmative. Mr. Brooks said he would like to have every parent receive a copy of the revised student discipline policy; that parents be required to sign off that the document was received; and, return it to the teacher as evidence that they were informed. The superintendent agreed with the thought and said he would meet with staff to determine to what extent efforts could be coupled with parents to accomplish this thought.

**Approval of Employees' Salary Schedule Increase.** The superintendent said the district would grow, achieve at a higher level, and perform more effectively as long as the system is able to have top quality folks who are able to recruit, retain, and maintain what they do on a daily basis. He said the school system is in a situation now where it can move forward with a modest increase for employees in a way that would allow Caddo to remain competitive and continue the board's commitment to the staff and community. The superintendent said the board received notification of an additional almost \$1.4 million in state aid and after discounting declining student enrollment, along with receipt of additional moneys coming out of sales tax revenue and the fund balance, then staff is recommending an increase for employees as outlined in the mailout. The superintendent noted that for administrative employees (Grades 5 and 6), a performance based evaluation system is being initiated. It couples the performance evaluation with a performance reward system. These employees would not receive the across the board increase; their raise would be next June and predicated on the level of job performance. Consequently, the board has an opportunity, with the funding, to augment the salary schedules and implement a performance evaluation reward system by appropriating an additional \$1.4 million out of new fund balance to add to MFP revenue that would cost the school board \$2.8 million. Further, after adjustments, the ending FY2001 balance should exceed the amount initially budgeted. Adjustments to salary schedules would be effective at the beginning of each employees FY2001 work year. Mr. Brooks welcomed the pay schedule increase and said he is hopeful that staff could find a way to provide support employees with a higher salary increase. Mr. Burton complimented the superintendent on the initiative and said he supports the comment expressed by Mr. Brooks to give support people a larger pay increase. He also spoke to increasing salaries for substitute teachers, especially if they are retired and certified; also, for allocating funds for teacher aides to get additional training. The superintendent said the areas referenced by Mr. Burton are under review at this time. Mrs. Pugh asked if there is a performance-based evaluation available for the board's perusal prior to it taking action on this item. The superintendent commented that each employee is evaluated on their performance, which is based on the job description's specifications. This past spring, directors developed specific objectives tied in with the board's goals in the Master Plan upon which they have built work plans in order to accomplish the objectives. The performance-based evaluation would be a composite of the evaluative criteria set up through the job description and the evaluative criteria set up in the personnel evaluation system, which was approved by the board about two months ago (also, earmarking the extent to which the objectives have been met through documentation). Mrs. Pugh asked the superintendent if he would be the last person to sign off on the evaluation, and the superintendent answered in the affirmative. Mrs. Pugh expressed concern that the board has not

seen the evaluation instrument. The superintendent said he would make available to board members the actual objectives that each of the directors will be evaluated against, as well as their job descriptions and the evaluative instrument. Mrs. Pugh asked if each of the documents would be weighted, and the superintendent answered yes. The president said Mrs. Pugh's request for board members to be able to peruse the evaluative instrument is for the entire board.

Mr. Milam asked what year are the figures for the raise based on (student enrollment), and Mr. Wreyford said the state has taken the October 1999 enrollment number and projected forward to the October 1, 2000 year with approximate two percent decrease in enrollment. The figure presented anticipates some decrease. Mr. Milam asked how assured is staff that it would be only two percent. Mr. Wreyford said staff is not assured; however the percentage comes close to Caddo's in-house projection. Clay Slagle, technology manager, said current analysis indicates that the two percent is appropriate and is expected. Further, previous years' projections have been within 200 students of the actual enrollment figure.

### **APPROVAL OF PERFORMANCE EVALUATION/REWARD SYSTEM FOR CPSB ADMINISTRATORS GRADE FIVE AND ABOVE**

Mr. Brooks said he hopes that the supervisors and directors are fair in conducting the performance-based evaluations. The president noted that what the board will be acting on is not for teachers but it would deal with administrators. The superintendent said reference is for people holding positions of directors and above, approximately 26 people.

### **REVIEW OF LEGAL SERVICES FOR THE CADDO PARISH SCHOOL BOARD (Pugh)**

The president said board members have received information about the special Executive Committee meeting and he has asked the superintendent to take the information, digest it, and perhaps provide the board with a recommendation. He said Mrs. Pugh's name is listed as the originator of the item. Further, there is a necessity under current policy (BCG) for the board to annually establish the base retainer fee, litigation, and trial time. Mrs. Pugh recommended that her name be dropped from the item and that it becomes the action of the CPSB. Dr. Hitchcock said if there is an adjustment for the hourly rate, then there should be a recommendation from the superintendent.

Mrs. Boykin excused herself from the meeting at approximately 5:59 p.m.

### **IMPLICATION OF LEAP TEST (Burton)**

Mr. Burton said it's important for the board to look at LEAP scores because people have questions about children being held back and about what would happen to them in the future. He said questions pertaining to whether the board has actually evaluated the IOWA test; what circumstances cause failure in some of the schools; what are some of the problems, *i.e.* high percentage use of substitute teachers; etc. Mr. Burton said the results of all tests should be evaluated, and he asked what happens to students who have failed the test twice; to students who cannot graduate with their class because of age; to students who attended summer school and failed; are instruments in place at this time to take care of these students particularly boys in grades eight and nine, etc. Mr. Burton encouraged the board to be proactive in addressing these issues and in helping the students to be successful. The president said this item would be placed on the agenda under the Superintendent's Report and if he needs additional time to respond to the questions, then he could inform the board. Mr. Brooks said all schools should be equal in terms of staffing good teachers, textbooks, equipment, and program offerings. He said the more successful programs should be evaluated and shared with low-performing schools. Mr. Milam said when the test scores were published, one or two of Caddo's schools stood out. He asked if staff could examine their programs and provide the board with a report.

### **SUPERINTENDENT'S REPORT**

**Payroll Schedule.** The superintendent said staff has been putting together the opportunity for employees to have the option of receiving one or two monthly payroll checks. Information was included in the mailout, and staff will be presenting a timeline shortly. Staff hopes to have this plan

in operation by the first of the year. Also, the CPSB would be able to implement this proposal without having to install additional software.

**Budget – Library Aides.** Citing the minutes of the May 17, 2000 CPSB meeting relative to budget items, Mrs. Pugh said the superintendent gave a commitment for staffing library aides when funding became available; that these positions would be first for review. Mrs. Pugh said if the CPSB has additional funding, then Caddo owes it to the public and to the board's pledge to honor its word. Mrs. Pugh asked that this item be placed on the agenda for the August 15 meeting for consideration. The superintendent said staff has studied the matter and in fairness, his higher priority was to see to what extent the CPSB could fund a raise for all of the staff. Staff has had a chance to look at the issue of additional library aides and one of the things that the CPSB has considered is the cost and timeframe of rolling it out over a three-year period. Staff said if the plan was implemented over three years, there would be a need to add 18 positions at an approximate cost of \$385,000 for the upcoming year. He said if the board chooses to be more modest, and in looking at the way in which the libraries were evaluated according to criteria established for need, then he has a proposal to consider the implementation of eight additional positions this coming year based on the established criteria for schools in most need. The cost of eight aides including benefits would be about \$166,000. Dr. Hitchcock cautioned board members that school board meeting minutes are approved by the board and speak for themselves. He said the board should adhere to its minutes and board members should review minutes and each board member make its own decision of interpretation. Mrs. Pugh clarified that she read the minutes as printed, and she just wants the superintendent to be reminded of a commitment that was made. The president said the superintendent is aware of the commitment and he has offered potential options to the board. He asked the superintendent if he is ready to bring a recommendation to the board. The superintendent said staff is ready to present the options. The president added *Approval of Additional Expenditures From the General Fund* to the agenda for the August 15 meeting, and encouraged the superintendent to include other areas (assistant principals, counselors, etc.) if he so desires. Recognizing critical technological advancements being showcased in libraries, Mrs. Armstrong spoke in support of additional staffing of library aides.

**Consent Agenda.** The **Executive Committee** categorized agenda items 10 (A-C), 11,12, 14 and 15 as consent agenda. Mr. Brooks moved, seconded by Mr. Mims, approval of the proposed agenda with the proposed consent agenda as stated. 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.

Dr. Mike McCoy, president of Caddo Association of Educators (CAE), asked the following: a) does CAE have the assurance that the discipline policy to be presented by the CPSB will follow the state discipline law; b) does the CPSB have funds budgeted for printing and distributing to all students and parents the new discipline policy as required by law; c) will the board share or contribute to the expense of reprinting student handbooks in the schools; d) is money budgeted to print referral forms; e) where in the salary schedule increases would the Gayle Pay reimbursement for sick leave be budgeted; f) respectfully requested the CPSB to look carefully at salary increases proposed for support employees and consider offering an increase of .21 cents an hour; g) inquired about the assessment criteria for the performance of administrators - would it become CPSB policy; would it be included in the employee's personnel evaluation plan; does the CPSB consider this to be a preliminary move toward compensation for teachers based on performance in the lower performing schools; does this eliminate step increases for directors and other persons discussed in the item; does the board intend for an employee not to be able to file an appeal if they feel a wrong decision has been made, etc.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Mims seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:31 p.m.

**August 1, 2000**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 6:45 p.m. (*immediately following the Executive Committee meeting*) on Tuesday, August 1, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Phillip R. Guin, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell, III, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Judy D. Boykin and Mark Milam were absent. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The purpose of the special meeting is for the CPSB to take action on personnel recommendations as included in the mailout, and a personnel grievance.

### **APPROVAL OF PERSONNEL RECOMMENDATIONS**

Mr. Burton moved, seconded by Mr. Brooks, approval of the superintendent's personnel recommendations. The superintendent recommended that Ed Hearron be appointed executive director of schools, Area II; Ken Wood be appointed secondary cluster director, Area II schools; Stacey Jamison be appointed supervisor, Title I; Jamie Renea Tolbert be appointed principal, Vivian Elementary/Middle; Alice Cooper Knecht be appointed principal, Herndon Elementary/Middle; Tracey Jamison Harris be appointed assistant principal, Broadmoor Middle; Angela VanSant be appointed assistant principal of instruction, Huntington High; Eleanor Clark be appointed assistant principal of instruction, Ridgewood Middle; Queen Snyder be appointed assistant principal of instruction, Caddo Magnet High; and, Melissa Elrod be appointed professional development specialist. The superintendent also recommended the administrative transfers of Gladys Rhinehart, acting principal at Oak Park Elementary from principal at Queensborough Elementary; and, Louise Smith, assistant principal of instruction at Hamilton Terrace Learning Center, from assistant principal at Southwood High.

Mrs. Pugh commented that in view of the fact that there has been discussion of looking at the unitary status of the CPSB, she called the superintendent's attention to the fact that the administration at one of the schools does not reflect the student population of the school. Further, parents like to have some diversity in the administration. She asked the superintendent for an answer as to why the school board is doing this at this time. The superintendent said in reviewing this matter with the staff and review of the persons interviewed in the pool, the staff and principal determined that for the position that is available and for the particular qualities and experiences that each of the candidates brought, that in their best judgement, the individual being recommended is the best qualified person for the job. Staff was extremely sensitive to appropriate diversity in the school as well as all of the schools. The superintendent further noted that it is his understanding that if he and Mrs. Pugh are referencing the same school, then the administration at the particular school is not all white, as one of the assistant principals is African-American. John Dilworth, chief administrative officer, confirmed the superintendent's response. Mr. Brooks requested clarification of the discussion. The president said he wants to be careful because CPSB personnel have rights and he wants to be cautious not to enter into inappropriate discussion. Mrs. Pugh said Mr. Dilworth has informed her that there is a fourth person on the school's staff, and she apologized for the discussion. Mr. Burton noted that he hopes that board members and staff do not continuously use the discussed rationale when talking about the spirit of the consent decree because he believes it has been used before to exclude minorities when talking about qualifications of people, etc. Mr. Burton said talking about qualifications of people is subjective. The president called for the vote on the motion, which carried unanimously. The superintendent thanked the board for its support and introduced Dr. Jeanette Taylor, director of special education, who was appointed last month and officially began employment with the CPSB on July 31, 2000. The superintendent and Mr. Dilworth recognized and introduced the other new administrators, as well as members of their families. School principals were also recognized. The superintendent said it has been an intense summer of interviewing and hiring and there are still several assistant principal positions to be filled. He also gave an update on staffing of teachers and reported that staff has assured him that the CPSB will be fully staffed by the opening of school; and, he is pleased with the quality of teachers being hired.

### **EXECUTIVE SESSION – PERSONNEL GRIEVANCE**

The president announced that this item is being pulled from the agenda because the employee is no longer in the system.

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

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**August 15, 2000**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:30 p.m. on Tuesday, August 15, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D. Boykin, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Willie D. Burton arrived at approximately 4:40 p.m. Jerry Tim Brooks was absent due to illness. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mrs. Armstrong gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE JULY 18, 2000 AND AUGUST 1, 2000 CPSB MEETINGS**

Mr. Milam moved, seconded by Mr. Vance, approval of the minutes of the July 18, 2000 and August 1, 2000 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 modifications to the proposed agenda and consent agenda. The superintendent requested that "*Approval of the Revised Student Discipline Policy*" and "*Approval of the Proposed Duty-Free Lunch Policy*" be pulled from the agenda and said the items would be considered at the September 2000 CPSB meeting. He said staff would like to develop appropriate administrative regulations to accompany the duty-free lunch policy. The superintendent also asked that "*Scope and Sequence in Elementary Core Subjects*" be added to the agenda under the Superintendent's Report. Mrs. Boykin requested that "*Approval of the Proposed Duty-Free Lunch Policy*" remain on the agenda for discussion. The president said the superintendent requested that the item be pulled, but since it is on the agenda he ruled that it would remain on today's agenda for discussion. Further, it would be the board's option on whether to take action if it chooses not to comply with the superintendent's request. Mrs. Pugh said today's meeting is not a work session and if the item goes to the next agenda, then it should be addressed at that time. In view of Mrs. Pugh's comments, the president said the board has voted on a duty-free lunch policy before and it is different from the one being presented. Furthermore, this item was added to the agenda by staff without consulting with the board's president. It was added after the Executive Committee meeting and there was no opportunity to discuss the item. Mrs. Boykin emphasized that the item is on the agenda today. Dr. Hitchcock noted that from time-to-time, items appear on the board's agenda after the Executive Committee meeting. The president concurred and said board policy says that this is done in consultation with the president of the board and it needs to be of exigent circumstances. He pointed out that this item was not on the agenda before; no one has had an opportunity to discuss it; therefore, he ruled that the item would remain on the agenda for discussion. "*Personnel Transaction Report*" and "*Approval of Agreement for Meal Service – Student Referral Alternative Center*" were added to the consent agenda.

### **SPECIAL PRESENTATION/RECOGNITION(S)**

The superintendent recognized Dr. Essie Holt, assistant to the superintendent for Projects/Family Connections/Grants, who made the special presentations/recognitions.

**Presidential Awardee for Excellence in Mathematics.** Tammye Turpin, teacher at C. E. Byrd High School, was recognized for being selected as a Presidential Awardee for Excellence in Mathematics and Science Teaching in Secondary Education. She received a \$7,500 grant for the school when she attended the awards ceremony in Washington, D. C. Ms. Turpin was saluted for her achievements, leadership abilities and accomplishments.

**Outstanding Character Education Award Winner.** Stacey Russell, reading and drama teacher at Broadmoor Middle Laboratory School, was chosen as the state's Outstanding Character Education Award Winner. The awards reception took place at the Governor's Mansion in Baton Rouge, Louisiana in May.

**Act of Heroism.** Bennico Canada, junior at Captain Shreve High School (Caddo Career and Technology Center), was heralded a hero when he assisted a citizen who was being robbed in the parking lot of a local Brookshire's store in July. The victim was shot in the attack and Bennico, also



an employee of the store, put himself in danger coming to the lady's rescue. He was able to pull the victim to safety inside the store.

On behalf of CPSB members and staff, honorees received a framed certificate of recognition from the president. Family members, staff and other supporters were also recognized.

## **VISITORS**

Mary Smith, librarian, spoke in support of staffing school libraries with aides/clerks. She noted the varied benefits library aides could bring to instructional programs in schools, particularly highlighting the fact that their assistance would help achieve the parish's goal to improve student achievement.

Linda Cox, principal at Southern Hills Elementary, said administrators have been encouraged to make wise use of their staffs. She emphasized the thought that staffing libraries with aides would provide librarians with more time to focus on instructional-related duties that would enhance students' learning.

Gail Griffin, librarian, spoke in support of additional staff for school libraries. She said additional staff in the library would assist librarian; the board made a commitment to staff libraries with aides; and, funds should be budgeted to staff the positions.

Jackie Lansdale, president of Caddo Federation of Teachers and Support Personnel (CFT/SP), made the board aware of the federation's interests/concerns: a) that students receive a quality education; b) that Caddo should remain competitive in terms of salaries/incentives to keep teachers in classrooms; c) that the CPSB should implement policies of high disciplinary standards and code of conduct; d) that some school administrators are mandating volunteerism and the CPSB should establish an official work day for employees, etc.

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), noted the following: a) "*Family Learning and Family Fund Day*" recently held at Barret Elementary was successful; b) CAE is pleased with the efforts of the CPSB to award salary increases for all employees and asked the board to consider higher raises for support personnel; c) CAE requested the CPSB to inform all eligible employees as to when "Gayle Pay" monies would be received; d) expressed concern about the mechanical safety of school buses; and e) requested that CPSB policy include administrators' responsibilities in dealing with bus driver discipline matters.

## **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by Mrs. Pugh, approval of the proposed consent agenda. The president called for the vote on the motion, which carried unanimously. The following items were categorized as consent agenda.

### **Agenda Item No. 9 (A-D)**

**Personnel Recommendations.** The superintendent made the following personnel recommendations: 1) Annetta Garner for assistant principal of instruction at Southwood High School; 2) Gerald Sandidge be appointed assistant principal of Oak Park Elementary School; and, 3) Velinda McWherter be appointed assistant principal of instruction at Vivian Elementary/Middle School. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed. The superintendent recognized John Dilworth, chief operating officer, who recognized and introduced the administrators to the board and audience.

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

Sabbatical (Medical), 2000-2001 School Year

Dessie Adger, Counselor, Title I  
Honor Cobb, Teacher, Stoner Hill Laboratory School

Sabbatical (Medical), Fall Semester of 2000-2001 School Year

Ruthie Dunn, Teacher, Northwood High School  
Phyllis Peters, Teacher, North Highlands Elementary

Leave Without Pay (Personal), 2000-2001 School Year

Melissa Garcia, Teacher, University Elementary  
Carla Hildebrand, Teacher, Huntington High School  
Patrick Cush, Teacher Fair Park High School  
\*Tommy Vestal, Coordinator, Drug Education  
Julia Douglas, Technician, Child Nutrition Department

Leave Without Pay (Personal), August 21, 2000 – December 1, 2000

Cynthia Greemon, Teacher Aide, Mooringsport Elementary

Sabbatical (Study), Spring Semester of the 2000-2001 School Year and Fall Semester of the 2001-2002 School Year

Steven Baker, Teacher, Huntington High School

Catastrophic Illness Leave (30 Days – Effective August 30, 2000)

Gwenevere Anderson, Teacher, Westwood Elementary  
Janell Stevens, Teacher, Barret Elementary

(\*) Staff does not recommend approval.

**Requests of the Board:** Tomas Coronado-DeLeon was approved for a sabbatical leave for study for the fall semester of the 2000-2001 school year. He has submitted paperwork and a doctor's statement to change his leave to a medical sabbatical.

**Advisories to the Board.** Tiffany McCallister was approved for a sabbatical leave for the fall semester of the 2000-2001 school year. She has submitted her resignation notice effective August 11, 2000.

Dessie Adger requested to withdraw her medical sabbatical leave request, and her application has been withdrawn.

**Other (Hiring, Assignment Changes, Separations and Resignations).** Staff recommended approval of the other personnel transaction reports as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** There were no promotional appointment contracts presented for the board's consideration.

#### **Agenda Item No. 10 (A-C)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the lowest circled bid for janitorial floor machines for the maintenance department, as included in the mailout. A copy of the tabulation bid sheets marked "*Exhibit A, 11 pages, August 15, 2000*" is filed in the official papers of the board.

**Approval of Bids – School Plant Projects.** Staff recommended that Project 2001-109, Library at Claiborne Fundamental, be awarded to Sumrall Construction Company for the sum total of

\$347,900; that Project 2001-312A, Network Cabling at Southwood, West Shreveport, Werner Park and Vivian, be awarded to S & B Interest, Inc/d.b.a. King Electric for the lump sum of \$33,200; and, that Project 2001-312B, Network Cabling at Cherokee Park, J. S. Clark, Fairfield, Hollywood, Linwood, Oak Park and Southwood be awarded to Hicks Electrical Company, Inc. for a total of \$99,350.

**Approval of Change Order.** Staff recommended that the CPSB authorize the superintendent to sign Change Order No. 2 for Project 2001-208, paving parking at Eighty-First Street ECE and repairs at various schools in the amount of \$16,710; and, that the superintendent be authorized to sign Change Order No. 2 for Project 2001-213, miscellaneous asbestos removal at various schools in the amount of \$2,100.

**Agenda Item No. 11**

**Levy of Year 2000 Property Tax Millage.** Staff recommended adoption of the resolutions levying millage on the 2000 tax roll for Caddo Parish. The first resolution establishes adjusted millage rates as those necessary to produce the same amount of taxes when applied to the tax roll after assessment. The second resolution actually establishes the 2000 levy, to include debt service.

**Resolution No. 1**

By Michael J. Thibodeaux

BE IT RESOLVED, That in accordance with Act 433 of the Regular Legislative Session of 1981, and using the information furnished by the Assessor, the following millage rates are hereby established as those necessary to produce the same amount of taxes payable, when applied to the 1999 tax roll after reassessment, as was actually produced on the 1999 tax roll as filed.

**GENERAL FUND**

	<u>Millage</u>	
	<u>Levied 1999</u>	<u>Adjusted Rate</u>
1. Constitutional Tax	9.41	9.25
2. Operation and Maintenance Tax	18.80	18.47
3. Operation and Maintenance Tax	12.37	12.16
4. Technology Tax	1.50	1.47
5. Salaries and Benefits Tax	21.79	21.41

**SPECIAL FUND**

1. Special Building, Repair and Equipment Tax	7.53	7.40
2. Special Renovations Tax	6.28	6.17

Seconded by Mildred B. Pugh

On roll call vote this 15<sup>th</sup> day of August 2000, the foregoing resolution was adopted as follows:

Yeas:	<u>Ginger Armstrong</u>	<u>Alvin Mims</u>
	<u>Judy D. Boykin</u>	<u>Mike Powell</u>
	<u>Willie D. Burton</u>	<u>Mildred B. Pugh</u>
	<u>Phillip R. Guin</u>	<u>Michael J. Thibodeaux</u>
	<u>Miles Hitchcock, Sc.D.</u>	<u>Johnny Vance, Jr.</u>
	<u>Mark Milam</u>	

Nays: None

Absent: Jerry Tim Brooks

I hereby certify that the above resolution adjusting millages after reassessment was adopted by a vote of 11 yeas, and 0 nays being a majority.

/s/  
Robert E. Schiller, Ed.D., Superintendent  
Caddo Parish School Board

**Resolution No. 2** – Resolution Levying Millage on the 2000 Assessment Roll for Caddo Parish

By Michael J. Thibodeaux

BE IT RESOLVED, That the following millages are hereby levied on the 2000 Tax Roll on all property subject to taxation by the Caddo Parish School Board:

GENERAL FUND

	<u>Adjusted Rate</u>	<u>Rate Levied</u>
1. Constitutional Tax	9.25 Mills	9.25 Mills
2. Operation and Maintenance Tax	18.47 Mills	18.47 Mills
3. Operation and Maintenance Tax	12.16 Mills	12.16 Mills
4. Technology Tax	1.47 Mills	1.47 Mills
5. Salaries and Benefits Tax	21.41 Mills	21.41 Mills

SPECIAL FUND

1. Special Building Repair and Equipment Tax	7.40 Mills	7.40 Mills
2. Special Renovation Tax	6.17 Mills	6.17 Mills

SINKING FUND

1. Bond and Interest Tax	--	9.30 Mills
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RESOLVED, FURTHER, that the Assessor of Caddo Parish is hereby requested to assess the taxes hereinabove levied.

RESOLVED, FURTHER, that a copy of this resolution be sent to the Legislative Auditor.

Seconded by Mildred B. Pugh

On roll call vote this 15<sup>th</sup> day of August 2000, the foregoing resolution was adopted as follows:

Yeas:	<u>Ginger Armstrong</u>	<u>Alvin Mims</u>
	<u>Judy D. Boykin</u>	<u>Mike Powell</u>
	<u>Willie D. Burton</u>	<u>Mildred B. Pugh</u>
	<u>Phillip R. Guin</u>	<u>Michael J. Thibodeaux</u>
	<u>Miles Hitchcock, Sc.D.</u>	<u>Johnny Vance, Jr.</u>
	<u>Mark Milam</u>	

Nays: None

Absent: Jerry Tim Brooks

I hereby certify that the above resolution levying the property tax millage for 2000 was adopted by a vote of 11 yeas, and 0 nays being a majority.

/s/  
Robert E. Schiller, Ed.D., Superintendent  
Caddo Parish School Board

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

**Approval of Agreement for Meal Service – Student Referral Alternative Center.** Staff recommended approval of the agreement for meal service for the Student Referral Alternative Center as outlined in the mailout. Food services will be provided for the period of August 16, 2000 through May 25, 2001 in accordance with the terms and conditions of the agreement. A copy of the document is filed in the official papers of the CPSB.

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

**Approval of Title XIX – KidMed Health Program Proposed Budget.** Staff recommended that the Title XIX KidMed Health Program budget for the year 2000-2001 be approved as submitted and recommended by staff. This self-supporting program provides service for children, ages 6-12, who are Medicaid eligible whose parents choose the school system nurses as their service provider. The CPSB is reimbursed for certain services.

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

**Approval of Employees' Salary Schedule Increase.** Staff recommended that the salary schedules, as included in the mailout, be approved to be effective at the beginning of each employee's FY2000-2001 work year. The following adjustments to salary schedules are: a) increase the teacher salary schedule by \$500 across the board; b) increase the professional/non-administrative (support employees) salary schedule by \$.18 per hour and the bus drivers and attendants schedule by \$225 annually; c) increase the administrative scale, grades 1-4, by \$600 across the board; and, d) performance supplements for grades five and six ranging from \$1,250 to \$3,000.

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

**Approval of Performance Evaluation/Reward System for CPSB Administrators Grade Five and Above.** The superintendent recommended approval of the Personnel Evaluation/Reward System for grades five and six as detailed in the memo and outlined as strategy items one, two and three. He further recommended that the administrators' contract be amended with the new language written in Roman numerals three (*Salary and Performance Bonus*) and four (*Performance Responsibilities of Appointee*) provided to the CPSB on August 3, 2000. The following strategy items were proposed.

- 1) For those directors who hold continuing contracts, they can choose to remain on the increment based compensation program for the duration of their contract in SY2000-2001 and accrue the across the board raise. Or, they can opt to have a new one-year contract issued with the performance rewards program instituted: they would not be eligible for the across the board increase. Should an individual be so recommended for a new contract, once the current or one-year contract expires, then he/she will be placed on the performance evaluation/rewards program for 2001-2002.
- 2) For newly hired administrators, a performance rewards contract would be issued for school year 2000-2001 and 2001-2002.
- 3) The performance rewards contract would continue the annual or every other year increment in order to maintain the structural integrity of the Arthur Anderson report and salary guides. All or a portion of that performance award would be granted, dependent upon the superintendent's determination based upon the individual's overall performance and achievement of the objectives. There would not be an appeal to the board regarding the amount granted. The recommended maximum performance supplements are: Grade 5, Steps 1-11, \$1,250; Grade 5, Steps 12-30, \$2,000; Grade 6, Steps 1-11, \$2,250; and, Grade 6, Steps 12-30, \$3,000.

### **REVIEW OF LEGAL SERVICES FOR THE CADDO PARISH SCHOOL BOARD**

Mrs. Pugh moved, seconded by Mr. Guin, that the board approve the memo submitted by the superintendent describing his review of legal services for the CPSB and approve the five

recommendations contained therein. A copy of the memo is filed in the official papers of the board and the five recommendations contained therein are: 1) Changing the current job title from *Assistant to Superintendent – Personnel Relations and Policy* to (Interim) *Assistant to Superintendent - Personnel, Policy and Legal Matters*; 2) Re-define the current job description to reflect the duties of the new position; 3) Seek qualified applicants (encourage minorities and female candidates) who hold a juris doctorate and have appropriate experience; 4) Appoint an individual to the interim assistant position in September 2000 for a period extending to June 30, 2001; and 5) Appoint Beard and Sutherland as board counsel, as per board policy BCG, and in so doing, set appropriate retainer and hourly fee for services. Vote on the motion carried unanimously.

## **APPROVAL OF ADDITIONAL EXPENDITURES FROM THE GENERAL FUND**

The superintendent said board members were provided with a review of previous CPSB action as recorded in school board minutes relative to the five-year implementation plan, a revised plan submitted in late 1999 moving to a three-year plan, and his comments of the system's stand in terms of a cost item. He reported that principals were surveyed about where library clerks are in terms of priority needs, as well as other needs *i.e.* counselors, assistant principals, additional teachers, etc. Staff reviewed the surveys and a summary of the responses was shared with board members. The superintendent said there is a need for additional staffing, however, it is counter balanced by the competing interest in the limited resources – identifying the more pressing priorities. He reported that the Caddo Public School System does not have available discretionary funds to meet all of the needs and difficult choices have to be made between *wants* and *needs*. The superintendent said that on the eve of opening school tomorrow, the board and staff stand with the unknown. Staff is working to reschedule students. Results of the LEAP retest for eighth and fourth graders were received on Friday and yesterday, and principals are working to ensure that students are scheduled into appropriate classes and remedial classes as well as rearranging staffing. He said staff is not sure of additional staffing needs or accommodations. Although he recognizes that there are needs and principals have priorities, he asked the board to consider deferring the appropriation of additional funds until staff could review the needs as schools open. He further noted that he concurs with the intent to supply librarians with additional aides, to scope out the next schools based on the criteria of need and priority needs of principals, and to revisit the criteria that was established a year and half ago for the next sequence of schools. Staff has to try to balance some of the competing interests, and he would uphold whatever direction the board wishes to go at this point.

Mrs. Boykin asked for clarification of the board's previous action that set into place a three or five-year plan. The superintendent said the minutes only speak to an action by the board for the staffing of ten library aides and not to a five or three-year plan. Further, a five-year phasing was submitted on December 11, 1998 and in the phasing, the first step included identifying schools that would have the highest need for aides. The decision was made in May 1999 to staff ten library aides without any mention of an action of a three or five-year plan. On January 3, 1999 there was a memorandum sent to the Deputy Superintendent that was a revised three-year plan. Mrs. Pugh said the minutes are not a comprehensive wording of what takes place in the board meeting. For that reason the board acted on a plan knowing that at some previous time it had been presented and that was phase one. Mrs. Pugh said the board left with the understanding that it was a plan to be implemented (phase one). Mr. Milam moved, seconded by Mr. Thibodeaux, that staff comes back next month to show an expanded implementation time for library aides. Mr. Milam said some board members may be uncomfortable with the number (eight) at this time, and he would hate to see the motion defeated because of the expense. He said if the board could review options, then he believes the issue would stand a better chance of continuing a commitment made by the board for school libraries.

Dr. Hitchcock offered a substitute motion, seconded by Mr. Vance, that no action be taken at this time pending a review of the needs of schools between August 16, 2000 and September 15, 2000. Dr. Hitchcock said the motion reflects what the superintendent has asked for which is an opportunity to review the needs of the school system at the opening of schools. He said it gives the superintendent that opportunity without making any commitment on any one item. Further, as the needs of the opening of school are determined, if the superintendent believes that within all of the other priorities of the school system the CPSB could staff two, three, four, eight, ten, etc., and he believes within his professional judgement that these would be a high enough priority to warrant this investment of resources, then the substitute motion would offer him the opportunity to come back to the board at its September meeting. He urged the board to comply with the request of the

superintendent. Mr. Vance asked if the substitute motion means that the superintendent will bring a recommendation to the board in September whether it be two, three, four, five or six. Dr. Hitchcock said the substitute motion accedes to the superintendent's request and the board would not make a commitment at this time and would allow the superintendent to open the schools and determine the needs. Mr. Vance asked the superintendent if he plans to bring a recommendation for the staffing of aides at the September meeting. The superintendent said staff would be looking at schools for roughly one month (August 16, 2000 – September 15, 2000) to determine what needs, if any, have emerged given any shifting in enrollment patterns, looking at low-performing schools, anything that has not been accounted for with students not passing the LEAP test, as well as the issue of advancing the media center – library capacity. Furthermore, there might be a need for additional teachers to accommodate transitional classes in elementary schools, or a pressing need for a counselor, or the school system is in a situation that staff likes the staffing as it is. The superintendent said he would have a firm recommendation at the September board meeting. Mrs. Boykin commented that she remembers discussion around the board when the board tried to figure out how to pay for a dream – technology, and grant money was sought. She said the board and staff were able to move the plan forward with technological plans for libraries. Mrs. Boykin said she feels that it is important to give the librarians the materials and help that they need in the libraries. She said librarians have heard of the board's plan, the board should renew its commitment, and should move the plan forward. Mrs. Armstrong reaffirmed her feelings of the need for support staff for librarians, particularly in the area of technology. She further noted that staffing the positions is a means to an end, which is to provide a better education for all students. Mrs. Pugh asked board members to compare the two motions noting that one motion is suggesting that the board should throw in all of the needs of all of the schools and make a determination. She said priorities should be established and the board make a commitment to staff libraries with clerks. She asked board members to defeat the substitute motion. The president called for the vote on the substitute motion, which failed with board members Vance and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin and Armstrong. Vote on the original motion carried with board members Vance and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin and Armstrong.

#### **APPROVAL OF THE PROPOSED DUTY-FREE LUNCH POLICY**

The president noted that the superintendent previously asked that this item be removed from the agenda, however Mrs. Boykin asked that the item remain on the agenda for discussion.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, said the federation has not received any material from the board that addresses duty-free lunch and reference is not listed on the online policies. Mrs. Lansdale expressed concern that Caddo does not have a policy on duty-free lunch and said the federation looks to the board for direction. She further expressed concern that some principals are not scheduling duty-free lunch periods for their teachers and she asked if this behavior is a violation of school board policy.

Mrs. Boykin said the minutes that reflect the board's action to create a duty-free lunch policy do not speak to the number of minutes to allow for duty-free lunch periods, and the recommendation being presented today is that the period be 20 minutes. She said the board discussed this issue probably two months ago and a policy was to have been brought to the board in August. A written request was also submitted for staff to introduce a policy. Mrs. Boykin expressed concern that a policy is not ready for the start of the school year, and she asked what is being implemented in the schools. The superintendent said an attempt was made to bring a policy to the board before the start of the school year, but the draft needed revising before presenting it to the board. He said the document did not have regulations that would make the policy operable in order to insure that it is implemented consistently. Further, he requested that the item be pulled because he wasn't sure that the proposed policy is consistent with what the minutes reflect and he is not sure that distributing it as it is written would clarify what is necessary for implementation in the schools. The superintendent said he would like to have accompanying administrative regulations in the policy and make sure that staff diligently seeks review of the policy by administrators and associated interest groups so that when it is presented to the board it would have had a thorough review. The superintendent said he is concerned that staff has not put together the type of details that would preclude issue, and he is not sure that legal counsel has reviewed the document. Mrs. Boykin asked

how many minutes are being implemented in the schools. Dr. Holt said the draft was reviewed by directors, a sampling of principals, and presidents of professional organizations; however, it was not reviewed by legal counsel. Dr. Holt said staff put into policy the action that was passed by the board at its March 17, 1999 meeting. Also, directors indicated that 20 minutes is the general time limit for lunch in elementary schools. Mrs. Boykin asked what has been going on in schools for the past year. Dr. Holt suggested that the directors could respond to this question. Mrs. Boykin said she had no further questions. Dr. Hitchcock spoke in support of the superintendent's request to postpone this item and he asked the superintendent if he has any misunderstanding in his mind about the board's position on duty-free lunch. The superintendent said he is clear of the board's position and he is sure that the Chief Operating Officer and Area Directors will insure that duty-free lunch occurs starting tomorrow. Dr. Hitchcock said the board expects to see something clear at next month's meeting and he asked the superintendent if it would be reasonable for the board to expect him to have the chief operating officer to enforce the duty-free lunch policy in the meantime. The superintendent said absolutely. Mr. Guin concurred with Dr. Hitchcock's comments and said the intent of the board is very clear. He requested staff to understand that everybody is consistent with the intention of the CPSB, that duty-free lunch is something that board members want to see happen. He said it is not principals' prerogative to decide that it's not going to happen. Mrs. Armstrong said she believes the CPSB is leaving a lot to interpretation by principals when the board does not follow through with written policies that are extremely detailed. She said the policy needs to be thorough and across the board. Mr. Vance said the board's intent is clear, but he cautioned board members that it would be somewhat impossible for some schools to enforce duty-free lunch periods at the beginning of the school year. He noted that students must be the number one concern, and there has to be some continuity and flexibility during the opening month of school. He said school administrators need to follow board policy and he reminded board members that Caddo has 26 to 27 new principals and assistant principals assigned to schools this year. The president said this item would be coming back to the board next month. He read the motion of the March 17, 1999 school board meeting whereby the CPSB passed a motion to adopt a duty-free lunch policy. He said staff will be bringing back to the board a written comprehensive policy, and so that the public is clear, the CPSB is not postponing this item except to get clarity.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent said a recent update of CPSB construction projects was included in the mailout packet for board members' review.

**Payroll Schedule (Informational).** The superintendent said board members were provided with a plan to provide the option of two monthly payroll checks to employees that would be initiated in January 2001.

**Implications of LEAP Test (Informational).** The superintendent said he had a request from Mr. Burton with a series of questions regarding the implications of LEAP test and testing, and a memorandum is at board members' stations that addresses his questions. The superintendent said he was prepared to address the matter at this time if it is the board's desire, or board members could review the document and revisit it at the next school board meeting. Mr. Burton said he would like to review the document and discuss it later.

**Elementary Scope and Sequence.** The superintendent said staff is prepared to give the board a brief overview of the elementary scope and sequence which is designed to help improve schools, the quality of instruction, and prepare staff to be on target in preparing for assessment. Board members received a booklet that gave a synopsis of what is being developed. He recognized Patsy Latin, supervisor of science K-5, who introduced other central office team members, and they are Judy Butcher (Supervisor of Social Studies K-5), Linda Hammond (Supervisor of English/Language Arts K-5 and Elementary Reading), and Stacey Jamison (formerly the interim Math Supervisor K-5 and now Supervisor, Title I). Other committee members (teachers from across Caddo Parish) who served on the committee were also recognized. Mrs. Latin reported that the purpose of scope and sequence is for staff to take what is in the curriculum guide and narrow the focus on critical benchmarks that would be tested, and ensure that students are learning specific benchmarks in addition to other things in the curriculum. She said staff wants to make sure that children are provided the skills, concepts, and laboratory experiences that are needed prior to standardized testing. She said it is also a useful guidance tool for teachers new to Caddo Parish. Mrs. Latin said



the plan would help staff to address the high mobility rate that is evidenced in Caddo Parish. Further, teachers are encouraged to expand on the body of knowledge and be involved with students and help them to become engaged in the learning process. Mrs. Latin said teachers are encouraged to use the scope and sequence in conjunction with the curriculum guide. The superintendent said the document will be presented to all elementary teachers as soon as possible, and staff is in the process of developing an assessment instrument for teachers/principals to use every nine weeks. He said the document gives staff a chance to cut through thus linking what needs to be taught, what staff expects from students, how to best assess what is being taught, and how to best prepare students for upcoming assessments in IOWA and LEAP. Mr. Milam expressed appreciation for the presentation and work.

**Back-to-School.** The superintendent said school starts tomorrow and he extended his extreme compliments to the dedicated teachers and principals who have put an inordinate amount of time in readying schools and support services in every aspect of the district to open tomorrow. He said staff is ready with anticipation to open. Further, last year at this time the district reported 90 teacher vacancies. At this minute, personnel staff and principals are still working and there are five elementary vacancies that staff expects to close down tonight; and, six high school vacancies including two half-day semester jobs. He said for the principals, staff members, the two personnel administrators (Linda Johnson and Mary Nash Robinson), the job that has been done this year has been essential to the major mission of assuring that children are number one by assuring that the best teachers are staffed. The superintendent invited board members to join administrators to visit schools on tomorrow. The president expressed appreciation for the hard work that has gone into getting the vacancies filled.

## **UNFINISHED BUSINESS**

**Credit/Make-up Work.** Mr. Guin asked the superintendent to get with staff and legal counsel and review and clarify a situation or policy that was discussed by the board in August 1998 dealing with credits/make-up work given to students assigned to New Elizabeth. He expressed concern that there appears to be a misunderstanding of the difference between make-up work and credit.

## **NEW BUSINESS**

**Correspondence from Senator Foster Campbell.** Responding to mail received from Senator Foster Campbell, Mrs. Boykin asked that clarification be sought from Senator Campbell of the communication received from him that spoke to the Educational Excellence Fund and involvement of the Board of Elementary and Secondary Education (BESE). The president said an opinion has been requested from the Attorney General, and BESE is not involved in this issue.

## **ANNOUNCEMENTS AND REQUESTS**

**Transportation Concern.** Mrs. Boykin asked the superintendent, as he meets with his directors, particularly the director of the transportation department, to possibly discuss the assignment of bus routes to bus drivers. She noted that the CPSB does not have a policy that deals with the assignment of buses. Also, discuss the assignment of new buses in that there are concerns about buses going with drivers when they have been bumped; buses going to friends. She said she would like to see the CPSB develop a policy that clearly states that buses are assigned where they are needed; it is specific about what the law says; it recognizes that bus drivers have tenure; it encourages fair treatment of all bus drivers; and, it has consistent application.

**Gayle Pay.** Mrs. Armstrong requested information regarding Gayle Pay reimbursement as referenced by Dr. Michael McCoy during the visitor's session, as well as information about the reactivation and involvement of the employees' insurance committee.

**Staffing Concern.** Mr. Guin asked the superintendent/staff to look at the number of non-certified people in the district as he continues to receive reports of non-certified personnel being awarded positions within the parish over certified personnel. He expressed concern that some administrators below the central office level feel that it is their prerogative to make the final decision. Mr. Guin asked the superintendent to get with staff and formalize a policy in a way that they would feel comfortable with having oversight and/or knowledge of the decisions prior to occurrence.

**Expression of Appreciation.** Mr. Vance recognized Willie Henderson, assistant to the superintendent – policy/personnel/legal, who is attending his last school board meeting this evening before retiring from service. He thanked Mr. Henderson for the many years of dedicated service that he has given the Caddo Public School System, and wished him well as he departs. The board and audience gave Mr. Henderson a standing ovation after Mr. Vance’s expressions.

**EXECUTIVE SESSION(S)**

There were no executive sessions scheduled for this meeting.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Burton seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:22 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**September 5, 2000**

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, September 5, 2000, at 4:30 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present being a quorum. Other school board members present were Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Mildred B. Pugh and Michael J. Thibodeaux. Also present were Secretary Robert E. Schiller, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATION**

**Report – Title IX Athletic Oversight Programs Committee.** The superintendent called to board members' attention the annual report for the Title IX Athletic Oversight Committee (as included in the mailout). He reported that the report includes the following attachments: review of improvements to facilities of designated sites; survey data whereby almost 21,000 students responded with a 77.49 percent return rate; detailed report noting the results of the survey that lists the interest level of athletic offerings – middle and high school level; breakdown of the current level of participation by school, student, sport; a listing of sponsored sports at each school; the athletic coordinator's job description and salary guide; and, a copy of the CPSB's grievance policy. The superintendent said the committee has submitted its report with unanimous concurrence and he acknowledged committee members' presence. The president thanked the superintendent for the report.

With regards as to how staff and the committee are assessing the needs for various projects, Mrs. Armstrong expressed concern that there has been an ongoing need for restroom facilities for girls at the athletic field at Southwood High School. She inquired about funding for this project. The superintendent said in Section II of the settlement agreement, there was a list of eight improvements that needed to be addressed specifically, and these are the issues that the committee addressed. Mrs. Armstrong asked the superintendent to bring Southwood's needs to the attention of the committee in hopes of their finding a way to address the girls' need for a bathroom and dressing room. Mr. Milam asked if the committee has thought about the next considerations; if there are other programs or sports that should be coming forward. The superintendent said the survey indicates a high level of interest in soccer and the high schools had a high interest for swimming. He said volleyball is very popular throughout the southern part of the state, and the committee will be charged to take a look at the next evolution of sports for boys and girls that would be appropriate for Caddo schools. Mr. Milam asked staff to keep in mind what colleges are providing in terms of scholarship monies in that this would draw additional interest from students. Mrs. Pugh asked if under the court agreement if staff is saying that Southwood is being added to the improvement list or if staff is saying that the CPSB will implement the needs as cited. The president said the list of needs came out of the settlement negotiations, at which time Carl Pierson, supervisor of health/physical education/drivers education/athletics, was asked to review all of the athletic facilities in the school system. He said the desire at that time was that as funding would become available, then the CPSB would in good faith try to reach out to all schools with needs. He said at the appropriate time, he believes Mr. Pierson needs to revise his report for presentation to the CPSB or the board needs to start looking at other items. Mrs. Pugh asked if a new list is being formulated. The president said he believes there is some work underway in this regard. Mrs. Pugh said this matter should be placed on the superintendent's agenda. Mr. Pierson concurred that the issues being addressed are items that were in the settlement agreement which are the focus of the report. Furthermore, a needs assessment was done at every Caddo high and middle school relative to dressing facilities, varsity areas, restrooms, etc. After consultation with principals, staff has made tentative designs as to what they would like to see done. Mrs. Pugh asked if the tentative designs have been presented to the superintendent and Mr. Pierson answered no. He said the committee attempted to finish this report; and determine the next direction – high or middle school. Mrs. Pugh said what has been done in the past has to be re-addressed in order to get it on the current program agenda for consideration. She said the report being presented today is just for the schools listed in the Title IX court order. Other schools fall under a different program and Southwood is not on that list. Mrs. Pugh noted that there are other schools that the board should also focus on meeting their needs. The president said he understands Mrs. Pugh's request is for the superintendent to have staff to give consideration to the needs of other schools as they proceed with plans. Mr. Brooks asked if there are other schools within the system with the same findings as noted by Mrs. Armstrong, *i.e.* inner-city schools. Mr. Pierson said there are needs for women dressing rooms, especially varsity facilities throughout the parish for middle

and high schools. Mr. Pierson said before next year's budget is adopted, the committee will present something to the superintendent in regard to the direction the committee thinks the CPSB should proceed. Mr. Brooks asked staff to provide him with a list of all of the schools that need something under Title IX. The superintendent thanked members of the Oversight Committee for their work and presence at today's meeting.

### **INSTRUCTIONAL PRESENTATION – EVEN START PROGRAM**

The superintendent recognized Barbara Denson Lane, principal at Eighty-First Street ECE Center, who introduced the presentation. She said the *Caddo Parish Even Start Family Literacy* program has been very successful in the areas of parental involvement, community collaboration, and providing families with educational opportunities. She said the school is collaborating with the Caddo Community Action Agency Head Start to continue the program during this school year. Frances Washburne, adult education teacher, gave an overview of the program via a Power Point presentation. Some highlights noted are: a) there are over 700 nationwide programs, 12 of which are in Louisiana; b) Caddo's program is beginning year two of a four-year grant (\$137,378); c) over 200 families, 300 children, and 200 adults have accessed the adult education services and have graduated and secured a job or a better-paying job; d) participants must be in need of adult basic education, must have a child from 0-7 years of age in Caddo Parish, and must engage in some form of parenting and life skills; e) core components of the program are early childhood education, parenting and adult education; f) the program promotes Parent And Child Time (PACT), parenting skills; and, g) the program celebrates its GED graduates as staff believes success equals more success. Linda Williams, parent, received her graduate equivalency diploma (GED) in June 2000 and she shared her Even Start success experience with the board, staff and visitors. Janis Parker, Title I Director, said staff is continuing to experience success with the program. She applauded the program's staff, collaborative partner, retired educators and State Department staff for their interest and support. Mrs. Parker invited school board members to visit the Eight-First Street School site. Mr. Brooks expressed appreciation for the program and said it should be a model for the parish. He also thanked staff for their hard work. Mr. Milam thanked Mrs. Williams for sharing her success story with the board. Mr. Milam asked what is the distinction between ECE (early childhood education) and NCP (non-categorical preschool). Mrs. Parker said NCP is for three, four and five-year old-special education youngsters with disabilities and ECE is regular early childhood education.

### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE SEPTEMBER 19, 2000 CPSB MEETING**

The president polled school board members and staff for revisions and/or additional agenda items and the superintendent requested that "*Educational Software for Cherokee Park Elementary*" be added to the agenda; "*Classroom Wing Addition for Summerfield, Project 2001-105*" under the heading Approval of Bids – School Plant Projects be removed from the agenda; and, "*Approval of the Revised Student Discipline Policy*" be pulled from the agenda at this time.

### **APPROVAL OF BIDS – SCHOOL PLANT PROJECTS**

**Classroom Wing Addition for Summerfield, Project 2001-105.** Mrs. Armstrong asked what is specifically wrong with the Summerfield project. The superintendent said staff has reviewed the specifications and does not believe that the project is ready to go to bid as prepared, and more time is needed to review the project. Furthermore, staff has been attempting to assure that the specifications are such that staff would have a minimum of change orders once a project is underway.

**Classroom Wing Addition at Fair Park, Project 2001-108.** Mrs. Armstrong asked where would the new classroom wing be located at Fair Park. Ron Festavan, chief support officer, said the new construction would be located on the backside of the campus where the transportable buildings are situated. Mrs. Pugh clarified that the new classroom wing would be on the backside of the campus on the West End.

### **APPROVAL OF BIDS/PROPOSALS TAKEN**

**School Buses.** Mr. Milam asked if these are additional school buses. Ben Wreyford, director of finance, said this is the annual bid replacement of buses, and they are budgeted items.

## **APPROVAL OF RED RIBBON WEEK PROCLAMATION**

The president said this is an annual consideration and he polled board members for comments. There was no discussion on this topic.

## **APPROVAL OF EXTENSION OF LEASE – A. C. STEERE PARK**

Mr. Festavan said this is an agreement with the City of Shreveport to extend the lease. It also contains language for construction of handicap parking.

## **APPROVAL OF THE REVISED STUDENT DISCIPLINE POLICY**

The superintendent said the document is not ready for the board's review, neither does staff believe that implementation once the school year has begun is feasible. He said staff would continue to work on the document and talk with principals. Once it is in a form to be reviewed, then it could be determined whether or not it could be implemented for the second semester or if it would be wiser to hold over until next year. The superintendent recommended that this item be removed from the agenda for the September 19 meeting. Mr. Burton encouraged staff to consider the continuity and uniformity in discipline procedures as staff finalizes the document. The superintendent said schools are doing things with such variation that it is taking more time to find a standard for all schools to make adjustments too, as well as how to implement it since school has begun or is in session.

## **APPROVAL OF THE PROPOSED DUTY-FREE LUNCH POLICY**

The superintendent said staff has developed a proposed duty-free lunch policy as well as administrative regulations and procedures for the board's consideration. He said the documents were reviewed with groups that represent Caddo's teachers, as well as directors and principals. He said what is being presented should meet the needs as previously expressed and should put into operation the board's action of March 1999. Mr. Guin asked if there is a reason why there is no uniformity in the policy in designating a time period that teachers will be allowed duty-free lunch (15 or 20 minutes). The superintendent said he reviewed the issue and his thinking for leaving the time open is that oftentimes if a period of time is designated, it becomes the minimum and some schools are already operating above the minimum. He said he does not feel it is in the district's best interest to designate a time given the flexibility of scheduling for school-to-school or trying to drive everyone to a minimum. The superintendent said he could add a minimum time period to the proposed policy if the board feels that it would rather establish a base. Mr. Guin expressed concern that some principals have not responded to the verbal commitment the board made to implement duty-free lunch periods, and he asked staff if they would be able to bring these principals on board without putting a minimum time period in writing. The superintendent said he would take directions from the board in this matter. Mr. Guin said he likes uniformity and would like to see the time specified in the policy. Mrs. Armstrong concurred with Mr. Guin's thinking. Mrs. Pugh asked if the size of the facilities (student enrollment) have something to do with whether or not a principal could designate operational time. She said it appears to her that the CPSB is getting into day-to-day management, and this is crucial because all of the facilities are not the same. The superintendent said this is the point he was leading to in leaving the time open. He said there are schools that might already be working outside of the suggested parameter. Mrs. Pugh said she hopes the board will take into consideration the size of the facilities and the configuration of the buildings before locking in all of the schools. Dr. Hitchcock said he supports the superintendent's judgement and Chief Operating Officer John Dilworth's advice on the operational issue of how duty-free lunch periods should best work in the schools. He encouraged the superintendent to draft a policy as such, and said if the superintendent feels that a specific time should not be included in the policy, then he should stick with his belief and vice versa. Dr. Hitchcock said, in his opinion, school board members are not in a position to know what goes on in all of the schools on a day-to-day basis, neither are they aware of what principals have to deal with. Mr. Burton echoed Dr. Hitchcock's and Mrs. Pugh's comments. He said school board members encourage site-based management and he does not want to lock the superintendent into making a decision that he might not want to make. He asked the superintendent to bring a document to the board that - in his judgement - he thinks is feasible for the school system. Mrs. Armstrong clarified that from her perspective, she was not suggesting that 20 minutes be locked into the policy, but she was suggesting a minimum time period of 20 minutes. Mrs. Armstrong said she understands site-based management and she wants to leave

such to principals' prerogatives. She said if a minimum time is written into the policy, then 20 minutes is her suggestion.

### **APPROVAL OF PROPOSED REVISION TO THE ADMINISTRATIVE CONTRACT**

The superintendent said in consultation with board counsel, the administrative contract was reviewed and a copy was attached to the mailout document that speaks to amending language that is not required by applicable statute. He said if the CPSB approves the change in language, then he would recommend that all newly issued contracts would contain the new and revised language. Furthermore, individuals holding a continuing contract would continue with the current language in the contract until the end of their two-year contract. Individuals who are in the midst of the two-year contract but are opting to be a part of the Performance Based Evaluation System, then their newly one-year drawn contract would contain the new language as attached. Mrs. Boykin requested a copy of the old contract that would show what language is being struck, what language is being added, as well as a copy of state statute.

### **APPROVAL OF THE REVISIONS TO CPSB POLICY GCC/GCD-PROFESSIONAL STAFF RECRUITING AND HIRING**

The superintendent said in response to Mr. Guin's request at the last school board meeting, he has added revisions to the existing policy along with accompanying administrative regulations. He capsulized the revisions that are underscored/highlighted in the mailout document. The superintendent said the administrative regulations speak to defining and operationalizing the new addition to the policy, particularly looking for individuals that are certified in the appropriate area and qualified as top priority when staffing positions. The regulations also put into place ways to effect quality control so that staff could assure that any irregularities or exceptions are noted and reviewed beforehand. Mrs. Boykin asked how would the situation be dealt with if an individual has been hired and later on staff determined that someone else was more suited for the position, but had been overlooked. The superintendent said the matter would be dealt with in terms of the administrator who had not followed through with the intent of board policy. It would be seeking remediation of the administrator's actions as part of the evaluation of the administrator. Mrs. Boykin said her interest is with what happens in the school – what happens to the teacher or person who was not hired or was told that there were no available positions. The superintendent said staff's intent is to correct the problem of having people overlooked who are fully certified and qualified for positions and for positions that are being held open for people who are not certified. He said on a case by case basis, it would be to place the certified person prior to the non-certified person - to address the matter proactively. Mrs. Boykin asked if something similar to this would be applicable to classified employees. The superintendent said he sees a different line being drawn between persons being hired and persons being selected for interviews. He requested clarification of the issue. Mrs. Boykin said she would talk with the superintendent about this concern at a later time.

### **APPROVAL OF ADDITIONAL EXPENDITURES FROM THE GENERAL FUND**

The president called board members' attention to a revised copy of the mailout document, which is the last paragraph and the superintendent's recommendation. The superintendent said he has provided CPSB members with a summary of his review as occasioned by the last school board meeting, visits to schools, and talks with principals and directors. Taking a wholistic view of all of the district's needs, he recommended that the board construct the FY2002 budget (as long as there are available funds) in such a way as to assure that schools are programmatically staffed in an equitable fashion. He said the number of students drives the current staffing formula and it is creating inequities and inequalities from school-to-school because of programmatic differences. Once the board and staff can assure that all schools are staffed equitably to ensure programmatic equality, then he would like to recommend the staffing of library clerks be included in the budget as funding permits within a four-year period. The superintendent said there is little doubt that in the schools he visited where library clerks are in place that they are being used to great instructional advantage. However, from his perspective and consultation with principals and directors, there is also little doubt that there are more pressing needs in schools and they should be addressed first in order to lower class sizes in an equitable fashion and offer equitable services before augmenting the budget to add additional clerks at this time. Mr. Milam requested clarification of the budget year,

and the superintendent said he is talking about the FY2002 (next July), and staff will begin developing the budget in about six weeks. Mrs. Pugh said in the superintendent's document, he indicated that there might be a need for additional teachers. She asked if the positions are over the budgeted amount or would the CPSB have to approve additional funding, and if so how much. The president said it would require additional funding. The superintendent concurred and said staff is at the point now where the population is stabilizing and adjustments are being made from school-to-school. He said he hopes to bring a remedy back to the board for problems that might be over the budget that have been allocated so far. The president asked if in anticipation and in conjunction with the issue raised by Mrs. Pugh, would the board address this matter in September; would board members get additional material before the September board meeting to make decisions on additional staffing. The superintendent said he wants to get data to the board as well as a final look at where the board stands with the fund balance; what the overall enrollment looks like in light of what the projected enrollment was for state funding. He said he would have for board members a need analysis, the fiscal picture, and also his best view towards how to reconcile the projected state aid enrollment figure with Caddo's projections in actual in-seat numbers. Mrs. Pugh noted that there could possibly be no action on this item. The superintendent said it could be or he could give enough advance notice so as to formulate a recommendation. Dr. Hitchcock expressed concern that if the board does not act at the September meeting, then it would be getting deep into the school year. He said he was hoping that the superintendent would say that if he is going to recommend additional staffing for this school year, that it would be under this agenda item and the board would have an opportunity to support the financial need. The superintendent said September is his target date, but he is uncertain today because all of the data is not in place. Dr. Hitchcock said he encourages the president to call a special meeting if necessary. The president assured board members that he would call a special meeting, if needed.

## **SUPERINTENDENT'S REPORT**

**Student Services for Short-Term Suspensions.** Mr. Brooks asked the superintendent to look at the program that was held at New Elizabeth Alternative Center to determine what the CPSB could offer since the center has lost state funding. He said the program was successful and he would like to see it continued. Mr. Brooks said if staff's short-term suspension program will address Caddo's need, then it won't be necessary for him to add an item to the agenda. The superintendent said he attempted to outline an opportunity for Caddo to provide an alternative out-of-school suspension site, staffed and run by the district at two of Caddo's current sites with teachers so that students suspended out of school could attend one of Caddo's centers and not be on the street when suspended. He said staff could provide the program service in-house since New Elizabeth has lost funding. Mrs. Pugh asked if the program would continue the same format that it had previously on short suspensions or pullouts from classroom to classroom. The superintendent said the intent is to provide principals and students the option to attend a classroom with a teacher in the school board's controlled setting. The intake and coordination between the alternative site and the home school could be coordinated. Mrs. Pugh asked if staff has looked at the intake processing and moving of youngsters on a daily basis, and what impact this would have on classroom teachers at the site. She also asked who is responsible for tracking the youngsters. The superintendent said staff is looking to provide the students with a setting much like the in-school suspension setting so that they could be in a controlled supervised setting and not on the streets. Mrs. Pugh said this is not the alternative program, and the superintendent said he is not trying to replicate the program from New Elizabeth. He is trying to provide suspended students with an in-house option so that they could have the discipline and an opportunity to be in a school setting. Mrs. Pugh asked how homework and follow-up work would be handled and who is responsible for this. The superintendent said he would treat it the same way as an in-school suspension, except it would be a suspension at another site. Mrs. Pugh said the board could not assign a youngster to a school. This option is by choice. Mrs. Pugh expressed concern that it appears that some serious programs are being mixed. The superintendent said he is not in a position to say to the board that Caddo could allocate \$125,000 to sustain New Elizabeth's program when there are other competing needs. He said he was looking for a way in which Caddo could provide an alternative for students needing structure, but should be displaced from their home school. Mrs. Pugh asked if additional space is being provided and if staff is being added. The superintendent said there is space at each of the schools that would be created, and staff will be available for that purpose. Mrs. Armstrong asked if the funding previously approved for food service for New Elizabeth is going to be transferred to Oak Terrace and Hamilton Terrace. The

superintendent said with the program not operating, then none of Caddo's funding or services would go to the program at New Elizabeth. Funds would follow the students. Mrs. Armstrong asked if the CPSB needs to rescind its action. The superintendent said he didn't know if the board should rescind its action, it simply would not follow through with providing a service. Jacqueline Solomon, director of child nutrition programs, said no funding is provided. The president clarified that the CPSB entered into a contract with New Elizabeth. Mrs. Pugh noted that New Elizabeth was buying services from the CPSB. The president asked the superintendent to meet with legal counsel to make sure that the CPSB does not need to take action in this regard.

Mr. Brooks expressed concern about housing this program at Hamilton Terrace and Oak Terrace. He said placing suspended students at these sites would disrupt day-to-day activities. Mr. Brooks said he believes the best way to provide service for suspended students is to let New Elizabeth handle the program. Mr. Mims asked if staff is prepared to handle counseling services for suspended students that was being provided at New Elizabeth. The superintendent said he is not intimating that the CPSB is going to replicate the program at New Elizabeth. He said what he is saying and addressing is to provide an in-school suspension in a non-home school environment at either Oak Terrace or Hamilton Terrace. He said other teachers would tutor the students. Mr. Mims asked about available space at Oak Terrace. He said Oak Terrace recently requested several transportable buildings for classes and it is interesting to him now that there appears to be available space for this program at the school. Oak Terrace Principal Margaret Brown said they have acquired two new transportable buildings at Oak Terrace. The boot camp office and the truancy program will be housed in one of the buildings and the two boot camp classes will be placed in the other building. She said space is available for the suspension center, which would be one half of the auxiliary gym. Mrs. Brown said this would be a temporary use of the building, because enrollment at the school increases as time passes. Mr. Burton applauded the superintendent for doing something to help these students. He said the CPSB could not provide funding to New Elizabeth and the students should not be on the streets. Education goes on and he will consider the superintendent's recommendation. Mr. Milam asked how many students were normally in attendance at New Elizabeth. Mr. Dilworth said he asked Don Fritz, supervisor of adult and alternative programs, about enrollment numbers and he indicated that normally the enrollment was fewer than 20 per day. The number would fluctuate and his thinking is that if the program is at Oak Terrace, there would be more participation - particularly at the middle school level. Mrs. Pugh asked staff to review the figures and said staff could check with the lunch room staff to determine the kind of contract Caddo had with New Elizabeth. She said the numbers would change. Mr. Fritz said the director at the alternative center gave him the count of 20 on a given day. Mr. Mims asked if staff has considered provisions for elementary students who are suspended. The superintendent said Caddo has elementary settings. Last year it was at Central Elementary and this year it is at Ingersoll Elementary. Mr. Brooks asked Mr. Fritz if he has visited New Elizabeth, and he answered in the affirmative. Mr. Brooks asked Mr. Fritz to tell the board about his recollection of the facility. Mr. Guin asked if the law says that Caddo is required to furnish this service only after ten days. He said it is his understanding that this is a voluntary decision for Caddo to provide an option up to the nine-day margin. The superintendent concurred with Mr. Guin's understanding. Mrs. Boykin asked if there are other programs (Bossier Parish or the Marine Institute) that could provide alternative service. She asked should the board take this approach and place the program at Hamilton Terrace and Oak Terrace, what is the relationship between what is accomplished there and those students returning to their home schools, the homework completed, and whether it is graded. She asked if the CPSB has made full circle in its discipline policy. The superintendent said he isn't aware of other programs outside of the parish, but he will survey to see if there are other programs. He said staff will review this matter in terms of the discipline policy and he sees the staff treating the program the same as an in-school suspension. Mrs. Boykin asked how does the discipline policy address the issue of completion of homework. She asked staff to respond within the next two weeks. Mrs. Boykin said she thought staff was making changes to the discipline policy as a result of legislation and she asked if this is correct. The superintendent said no. The committee was formed in an attempt to rebuild the discipline policy (administrative regulations) and to establish consistency and continuity throughout the district. Mrs. Boykin said whatever is done, it needs to tie in with the discipline policy. Mr. Brooks asked if suspended youngsters attending Oak Terrace and Hamilton Terrace would be able to take the same class subjects that they were taking before getting in trouble (chemistry, physics, etc.). The superintendent said in-school suspension is in every school and they do not offer individual courses. It's an in-school suspension. Students placed in in-school suspension have work to do that may come from individual classes and they have



a structured environment in which to do the work. This program would be built along the same premise.

**Air-Conditioning for Auditorium at Cherokee Park Elementary.** Mr. Burton asked the superintendent and staff to look into the need for air-conditioning in the auditorium at Cherokee Park Elementary School. He said classes are held in the auditorium and the auditorium is extremely hot.

**Test Scores.** Mr. Burton said this request could be ongoing and he asked staff to provide more specific information concerning why *School A* scored low as compared to *School B*. He asked what is staff doing at *School A* to bring test scores up and encouraged staff to investigate the root cause as to why schools are scoring at a certain level. Mr. Burton also asked how many students have been held back twice and what is staff doing with these students. Mr. Burton said he is asking for this item to eventually be placed on the agenda. The president said when staff is prepared to bring a report to the board it would be placed under the superintendent's report.

Mrs. Armstrong asked the superintendent if it is possible for Dr. Lila Finney, testing and evaluation specialist, to separate special education test scores from the regular education test scores particularly at the high school level. The superintendent said staff could disaggregate the scores.

**Consent Agenda.** The **Executive Committee** categorized agenda items 9-12 and 16 as consent agenda. Mr. Mims moved, seconded by Mr. Brooks, approval of the proposed agenda with the proposed consent agenda as stated. 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.

**Duty-Free Lunch.** Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), said since the policy will not state an established timeline for duty-free lunch (unencumbered time) for teachers, would it be a rule of thumb to say if a teacher is not allowed to have at least 20 unencumbered minutes, that this would be a violation of the policy. The superintendent answered in the affirmative.

**Approval of Revisions to CPSB Policy GCC/GCD-Professional Staff Recruiting and Hiring.** Mrs. Lansdale asked who is going to provide oversight on this policy, let the superintendent know if a person has not had an opportunity to interview, and let him know if the person was passed over for hiring. The superintendent said the point person is the director of certified staff. Mrs. Lansdale asked if a vacancy is listed and the applicant visits the school site and is told that the position is filled and he would not be getting an interview, is the burden of proof on the prospective employee to let the superintendent or certified director know that the applicant did not receive an interview. The superintendent said the burden is on the department of certified personnel to maintain the record of hires noting the level of certification of the hired. Mrs. Lansdale said the question is how does the superintendent know what teachers have been applying, and how does he know whether they received an interview; and whether they were the most qualified certified applicant. The superintendent said the issue staff is attempting to address is not the interviewing, but the hiring of certified qualified people. Mrs. Lansdale said an applicant couldn't get hired if they cannot get an interview. The superintendent said he and Mrs. Lansdale previously talked at length about individuals who are certified and qualified who are not getting an interview, largely the surplus person; and this is what staff is attempting to address regarding the priority being placed for the surplus individual. Mrs. Lansdale said she was hoping that there would be a "catch net" in the policy that would not allow people to be disenfranchised. The superintendent welcomed Mrs. Lansdale input on how this thought could be accomplished.

**Student Services for Short-Term Suspensions.** Mrs. Lansdale said the law clearly states that students are to receive no credit while on suspension. She noted that it is the purview of the board to decide whether to provide instruction and/or makeup work while a student is in in-school suspension. Furthermore, the law does not speak to the purview of the board to provide this service for short-term suspension. She asked what would be the expectation of a teacher who gives a lab or computer assignment or a test when the student returns to the classroom. The superintendent said he

would rely on the board's attorney in terms of making sure that what staff is doing is consistent with his view of the law.

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), said it's his understanding under state law that when a student is suspended within their school, they are allowed to make up the work and the students are provided the work by the teacher and given credit for in-school suspension. He said when a student is suspended from school and not housed within their own school, the student could choose to go to New Elizabeth and get an excuse that would excuse them for the number of days under law based on the attendance so that they could be in the school 80 days so that they could earn credit for the other days that they are in attendance at their schools. He said, as he understands the law, no credit is to be given when the student is suspended out of his home school. He said to do so, in CAE's opinion, would negate the reason for the suspension to begin with. He encouraged the board and staff to consult with its attorney on this matter.

**Approval of the Proposed Revision to the Administrative Contract.** Dr. McCoy asked if the stricken language to the contract would be provided in the mailout, and the superintendent answered in the affirmative.

**Gayle Pay Savings.** Dr. McCoy asked if he understands that staff is saying when the law changed regarding Gayle Pay, which is suppose to be a savings to the people in Louisiana, that in effect Caddo had more people being absent on extended leave on an average over the past five years as compared to this past year – that there are no savings and the CPSB lost money in this regard. The superintendent said Dr. McCoy's understanding is correct.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Mims seconded the motion that carried unanimously, and the meeting adjourned at approximately 6:19 p.m.

**September 5, 2000**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana immediately following the Executive Committee meeting (approximately 6:46 p.m.) on Tuesday, September 5, 2000, with President Mike Powell 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, Mark Milam, Alvin Mims, Mildred B. Pugh and Michael J. Thibodeaux. Johnny Vance, Jr. was absent due to illness. Also present were Secretary Robert E. Schiller, Ed.D. and Legal Counsel Fred Sutherland. The invocation and Pledge of Allegiance were omitted.

The purpose of the special meeting was for the CPSB to entertain motions to go into executive sessions to hear a student's placement appeal, to discuss a personnel matter pertaining to a tenured bus driver, and, to reconvene to entertain motions for board action on these matters. The president announced that the involved parties had requested closed hearings.

### **EXECUTIVE SESSIONS**

**Student's Placement Appeal.** Mrs. Pugh moved, seconded by Mr. Burton, to go into executive session for up to 30 minutes to hear a student's placement appeal. Vote on the motion carried unanimously (Dr. Hitchcock had not made his arrival to the meeting at this time) and the board went into executive session at approximately 6:47 p.m. The board reconvened at approximately 7:32 p.m. Mr. Milam moved, seconded by Mrs. Armstrong, to uphold staff's decision in this matter. Mr. Burton said he hopes that this procedure be scrutinized so that an incident such as this would not happen again. The president said the superintendent has heard the discussion, will digest it, and will take necessary and appropriate measures. Vote on the motion carried with Mr. Burton abstaining; Mr. Brooks opposed; and, board members Guin, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin and Armstrong supporting the motion. The superintendent said staff's recommendation is that Quinton Scott, tenth grader, return to Hamilton Terrace Learning Center for one full semester. Pending satisfactory progress and performance at Hamilton Terrace, a determination will be made in December for a spring semester placement.

**Personnel Matter (Tenured Bus Driver).** The president said board members' received information in the mailout. Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the proposed resolution of the CPSB calling a tenure hearing for a bus operator in accordance with LA R.S.17:493. The president called for the vote and shortly thereafter announced that he would clear the voting board because legal counsel has requested a brief recess before the board votes.

**Recess.** The president called for a five-minute recess at approximately 7:35 p.m. The board reconvened at approximately 7:42 p.m. Dr. Hitchcock made his arrival at approximately 7:41 p.m.

The president said he has consulted with legal counsel and he is ready to proceed with the matter. He said legal counsel sought clarification about what appeared on the agenda and what the board was preparing to vote on. The president said staff has requested to amend the first page of the resolution, second paragraph, that the words "*on his fifth birthday*" be deleted. Mr. Thibodeaux moved to amend the motion, seconded by Mr. Burton, to approve the aforementioned revision to the resolution. Mrs. Boykin asked that the words "*kindergarten, alone, in the summer heat, on his first day of school*" be deleted from the resolution. The president said the discussion is becoming too detailed and before talks continue, the school board needs to go into executive session. Mr. Thibodeaux moved, seconded by Mrs. Boykin, to go into executive session for ten minutes to discuss the issue. Vote on the motion to go into executive session carried with Dr. Hitchcock opposed and board members Guin, Burton, Thibodeaux, Pugh Brooks, Powell, Mims, Milam, Boykin and Armstrong supporting the motion. The board went into executive session at approximately 7:45 p.m. and reconvened at approximately 8:00 p.m. Vote on the amendment to delete the words "*on his fifth birthday*" carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock. Mr. Brooks informed the board that he pushed the wrong button for the vote on the amendment, and he asked to change his vote. Mr. Burton moved, seconded by Mrs. Pugh, to reconsider the vote. Vote on the motion to reconsider the vote on the amendment carried unanimously. Vote on the amendment to the original motion carried unanimously.

The president asked for a motion to insert the October 3 date into the resolution. Dr. Hitchcock asked if the board has to specify a date at this time or could the matter be left to the superintendent. Legal counsel said the CPSB has to call the hearing and set the date, according to statute. Mr. Guin moved, seconded by Mr. Thibodeaux, to insert the October 3, 2000 date into the resolution. Mr. Guin asked the superintendent if he is in agreement with the suggested date. The superintendent said he is in favor of the insertion of the October 3 date. Vote on the motion to amend the resolution to insert the aforementioned date carried unanimously. The president called for the vote on the main motion as amended, and the vote carried unanimously.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Burton seconded the motion that carried unanimously and the meeting adjourned at approximately 8:05 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**September 19, 2000**

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 Tuesday, September 19, 2000, with President Mike Powell 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 Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Dr. Hitchcock invited student members of the *Hornets With Hope Organization* from Walnut Hill Elementary/Middle School (Student Christians Association) to the meeting and representatives of the group gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE AUGUST 15, 2000 AND SEPTEMBER 5, 2000 CPSB MEETINGS**

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the minutes of the August 15, 2000 and September 5, 2000 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 modifications to the proposed agenda and consent agenda. The superintendent called board members' attention to updated material and recommendations on "*Approval of Additional Expenditures From the General Fund*" that was placed at board members' desks. Mr. Brooks asked that "*Personnel Recommendations*" be pulled from the consent agenda and that the position of Director of Attendance be separated from the group of recommendations. He also requested that "*Requests for Leaves*" be pulled from the consent agenda, particularly the requests for leave without pay. In view of the requests from Mr. Brooks to remove items under number nine from the consent agenda, the president recommended that the entire listing under agenda item nine be pulled from the consent agenda. Mr. Thibodeaux asked that "*Approval of the Proposed Duty Free Lunch Policy*," "*Approval of the Proposed Revision to the Administrative Contract*," and "*Approval of Additional Expenditures From the General Fund*" be added to the consent agenda. School board members expressed opposition to the addition of these items to the consent agenda and the president said the items would remain as listed on the agenda.

### **SPECIAL PRESENTATION/RECOGNITION(S)**

The superintendent recognized Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, who presented the special presentation/recognition.

**Arbor Day Poster Contest for Louisiana.** Madison Shuey, former fifth grader at South Highlands Academic and Performing Arts Elementary Magnet School and now sixth grader at Caddo Middle Magnet, received from President Powell a framed certificate of recognition for being the winner of the 2000 Arbor Day Poster Contest for Louisiana. As the contest winner, Madison received a \$100 savings bond and \$50 was awarded to the school's art department. Madison's parents were recognized and her artwork was displayed. Pam Byrd is principal at South Highlands and Judy Ball Johnson is the art teacher.

**"It's Elementary!" Catalog.** Allison Sauls, fifth grade student at South Highlands Academic and Performing Arts Elementary School, is the national winner of "*It's Elementary!*" catalog cover contest. The company sells school-related products and this is the sixth year that the school has won the national competition. The school's art department was awarded \$200 in supplies. Allison received from the board president a framed certificate of recognition and her parents and other relatives were recognized.

**2000-2001 Caddo Teachers of the Year.** In conjunction with the Louisiana Teacher of the Year Program, which is enacted through acts of the State Legislature, Caddo recognizes its teachers and select a winner at the elementary, middle and high school level. A video of Caddo's teachers interacting with their students was shown. District winners compete at the regional level and Caddo's **winners** are Elementary: Martha A. Mullins (kindergarten teacher at Shreve Island Elementary); Middle: Brad Campbell (eight grade Literature/Language Arts teacher at Youree Drive Middle School); and, High: Susan H. Rogers (Biology teacher at Southwood High).

Other school winners and finalists (\*) are: *Elementary* - Stephanie Lee (Barret), Sonya Nolley Elie (Caddo Heights), Kathy Allen Harvey (Eighty-First Street ECE), Diann Charrier (Forest Hill), Shirley S. Pierce (North Highlands), \*Patricia Beauchamp (Southern Hills), Laura Flett (EBW Stoner Hill), Darlene Joseph (Sunset Acres), Staci Fargerson (Vivian), Jackie D. Jones-Rodgers (Werner-Park), Sharon S. Burgess (Blanchard), Stacy Erwin (Eden Gardens), Marylyn Cahn (Fairfield), Stefanie McInturf (Judson), Michelle Davidson (Riverside), Annie Peevy (Summer Grove), Dolores Hackler (University), and Karen Bird (Walnut Hill). *Middle* - \*Courtney LaBlanc (Donnie Bickham), \*Randy Smith (Caddo Magnet), Paulette G. Houston (Keithville), Dawn Cole Melvin (Oak Terrace), LaDonna Brownell (Turner), Stacey J. Russell (Broadmoor Laboratory), Zebber Jackson (Hollywood), Rillia B. Smith (Linear), Monica Lawrence (Oil City), and Angela May (Walnut Hill). *High* - \*Deborah B. Morehead (Caddo Magnet), Debbie Bell (Fair Park MC), Elmer Nunley, Jr. (Huntington), Angelic Feaster (Oak Terrace), Deborah L. Reed (Woodlawn), Peggy Bennett (Captain Shreve), Betsy V. Emory (Hamilton Terrace), and \*Annie Cherry (Northwood). The president and superintendent presented each finalist and winner with a certificate of recognition, a “*Celebrating Teaching 2000*” lapel pin, and a copy of the video presentation. The teachers also received a special invitation to engage in a dinner/conversation with the superintendent to discuss best practices and student achievement. Mrs. Anderson and Mike Roy, videographer, produced the state of the art video.

## VISITORS

Sherry Christy, 32-year veteran teacher, expressed concern that staff is recommending that her request for leave without pay be denied. Ms. Christy capsulized her dilemma and asked the board and staff to re-examine its policy and re-evaluate how leaves are approved.

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), expressed the association’s concerns relative to: a) punitive management styles throughout the parish; b) the need for the CPSB to continue improving salaries for teachers; c) concern for increases in premiums and medication co-pay charges; d) premium increases in Caddo’s cancer plan with no listing of the new premium; and, e) the need to reestablish the employees benefit committee.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), encouraged the board to develop a committee to determine a local salary differential for teachers earning national board certification. The federation also asked the board to: a) review local governing special education policies and ensure that they align with state and federal guidelines; return the assessment of students for special services to the Special Education Assessment Team; look at how paraprofessionals are being assigned in special education; examine the number of students being placed in the 8.5 category; and, establish tight guidelines for teachers to reconvene EPS.

## CONFIRM THE CONSENT AGENDA

Mr. Guin moved, seconded by Mr. Brooks, approval of the proposed consent agenda. The president called for the vote on the motion, which carried unanimously. The following items were categorized as consent agenda.

### Agenda Item No. 10 (A, B, C, D, E)

**Approval of Bids/Proposals Taken.** Staff recommended approval of: the bid of Kent-Mitchell Bus Sales and Service for school buses totaling \$1,772,173; the bid of Chevyland for automobiles for driver education totaling \$29,101.28; the bid of Educational Resources for Alphasmart keyboards for C. E. Byrd totaling \$20,144.00; the bid of Innovative Business Solutions for computer printers and miscellaneous supplies for various school libraries of \$12,216.96 and PC Connections of \$105,092.50 totaling \$117,309.46; and, the bid of Advantage Learning Systems totaling \$19,619.33 for educational software for Cherokee Park Elementary. A copy of the tabulation bid sheets marked “*Exhibit A, 15 pages, September 19, 2000*” is filed in the official papers of the board.

**Approval of Bids-School Plant Projects.** Staff recommended approval of Bonomo Builders, Inc with base bid for a total of \$719,500 for classroom wing addition at Fair Park High School. Further recommended approval of J. D. Electric Company with base bid for a total of \$181,500 for network

cabling at various schools (Barret, Bethune, C. E. Byrd, Caddo Heights, Central, Hamilton Terrace, Huntington, Linear, Midway, Northwood, Oak Terrace, Southwood, A. C. Steere, Booker T. Washington and Werner Park).

**Authorization to Bid.** Staff was authorized to proceed and bid Project 2001-218, “Renovate Old City Library to classrooms for Booker T. Washington”, Project 2001-218.

**Approval of Professional Services.** Staff recommended that Ben Bledsoe be approved to provide professional services to renovate old city library at Booker T. Washington, Project 2001-218. The project will provide additional classrooms for Booker T. Washington High School.

**Approval of Change Order.** The CPSB authorized the superintendent to sign Change Order No. 2 for Project 2001-201A – Roof Replacement at Walnut Hill Elementary School in the amount of \$5,355.00.

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

**Approval of Red Ribbon Week Proclamation.** Staff recommended that the CPSB adopt the Red Ribbon Week Proclamation, which proclaims October 23-31, 2000 as Red Ribbon Week and encourages citizens to participate in drug prevention education activities. A copy of the document is filed in the official papers of the board.

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

**Approval of Extension of Lease – A. C. Steere Park.** Staff recommended approval of the resolution with the City of Shreveport to approve the extension of lease for A. C. Steere Park. The lease term ends June 30, 2025, and the president of the CPSB is authorized to execute the said Extension of Lease Agreement. A copy of the document is filed in the official papers of the board.

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

**Approval of the Revisions to CPSB Policy GCC/GCD – Professional Staff Recruiting and Hiring.** Staff recommended that the revisions to CPSB Policy GCC/GCD – Professional Staff Recruiting and Hiring be approved.

#### **PERSONNEL TRANSACTIONS REPORT**

**Personnel Recommendations.** Dr. Hitchcock moved, seconded by Mr. Milam and Mr. Vance, approval of all of the superintendent’s recommendations for all personnel positions. Mr. Brooks made a substitute motion to ask for the personnel recommendation from 9-A to be discussed in open meeting - pull away from the agenda (the recommendation is Attendance). The president said the substitute motion dies for lack of a second. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock. The superintendent made the following recommendations and introductions: 1) Shannan Hicks be appointed Assistant to the Superintendent – Personnel, Policy and Legal Matters; 2) Barbara H. Campbell be appointed Supervisor, LEAP Remediation; and, 3) Carla L. Stone-Moore be appointed Supervisor, Title 1. The superintendent recognized John Dilworth, chief operating officer, who announced and introduced the following appointments: 1) Diane Atkins be appointed Director of Attendance; and, 2) Clarence Woods, Jr. be appointed Security Manager.

**Recess.** The president called for a five-minute recess at approximately 5:35 p.m. The board reconvened at approximately 5:50 p.m.

**Requests for Leaves.** Mrs. Armstrong moved, seconded by Mrs. Boykin, to reject the recommendations at this time on the leaves without pay. She said circumstances and events in teachers’ lives change the directions they might go, and they will sometime be afforded a once in a lifetime opportunity outside of the classroom. Mrs. Armstrong said the total foundation of education is not going to come from textbooks or passing tests, but also from shared experiences of teachers who have traveled other places and done other things. Furthermore, the rules are changing to the

detriment of employees and ultimately it filters to the next generation. She said a positive, happy, and friendly working environment is going to inspire employees who enrich the lives and educate students to their maximum potential. Mrs. Armstrong said the standards need raising, but the CPSB should not lose sight of the fact that life goes on and opportunities occur. She said the CPSB would never be able to pay employees large sums of money and it must support them in other ways when circumstances or events in their lives could fulfill their personal needs. Mrs. Boykin requested clarification of the motion and asked if the motion is to grant leaves of all of the requests. The president said the motion says to reject the recommendations on all of the employees' requests for leave without pay. Mrs. Boykin made a substitute motion, seconded by Mr. Brooks, that the CPSB approve all leave requests including those three that staff did not recommend approval of. Mrs. Boykin said everyone understands the need for continuity and having teachers in the classroom, but the board has the privilege to approve leaves without pay when it feels it is in the best interest of the system. She said morale and supporting families are also things that are good for the system and it is for this reason that she feels it is important that the board continue with its practice to grant the leaves. Mr. Brooks agreed with Mrs. Boykin's expressions and said the requests are rare in that one request is for a visit to another country and another is to go to the Olympics. Mr. Brooks said the board needs to give its employees this opportunity. The superintendent said the board's policy is what he must administer and the policy speaks to the discretion of the board to grant leaves that are in the best interest of the school system. He said his concern with each request for leave without pay is looked at in terms of context of policy, and it's concerning when he sees and hears vacation requests coming forward during a limited time that an individual is teaching or performing a service for the board. He noted that the board is looking at ways to improve performance in schools and research is clear that low performance is the result of lack of continuity, consistency, or attendance in the classroom; then there's the issue of precedence. He acknowledged that each request has merit for the individuals involved. The superintendent said he is not looking at the request from a personal basis but the extent to which, as a district, when the board grants four, seven or twelve days and people vacate their jobs and are out of the country and then the board decides. He said this creates precedence for the board that he is concerned about. The superintendent said he is attempting to do what is in the best interest of the district and he reminded board members of previous conversations about the call for higher standards and accountability. The superintendent said if he is going to be held accountable for correcting certain areas that everyone wants improved, and if administrators and principals are going to be held accountable, then the board has to start looking clearly at what it is that is being considered. He said this issue is not personal; it's business, policy and precedence.

Dr. Hitchcock made a second substitute motion that the board approves the superintendent's recommendation in every instance except for employee Crystal Carter and that the board authorizes the leave as requested for that employee. The president said the motion dies for lack of a second. Mrs. Pugh asked the board to consider Mrs. Boykin's substitute motion. She said she does not wish to reject the superintendent's recommendation because he is following policy and that is what the board would expect him to do. However, Mrs. Pugh said she is concerned because the board has established a pattern of permitting leaves without pay to be granted and the board has concurred in past times. She asked if all of Caddo's employees have been notified that this practice would be discontinued. The superintendent said employees are informed of their right to appeal to the board through the policy for the board's consideration. Mrs. Pugh said the employees are appealing to the board and it must accept the responsibility of making a decision as to whether or not to grant the leaves to employees at this time, yet imploring the board to do so. She encouraged the board to do business with the superintendent and emphasized that the board and employees need to know that from this point forward, the board will adhere to its policy and no less. Mr. Thibodeaux said Mrs. Pugh expressed his feelings and said, in the past, leaves have been pretty much *carte blanche* by the responsible staff person and the superintendent and this set a pattern that is wrong. He encouraged the staff and superintendent to follow policy as it should be, and noted that it is necessary to have the appeal process in place to address requests on an individual basis. Mr. Thibodeaux said he hopes that the old practice would be discontinued after tonight's meeting. Dr. Hitchcock said he would not support the substitute motion and he believes that the CPSB owes the superintendent its support, particularly as it holds him accountable. He urged the board to take a hard look at the superintendent's recommendations, to support him, and give him a chance to do what he is hired to do. He said the recommendations on the leaves represent tough decisions, but it's about the children and what's best for the children. Dr. Hitchcock said the best service for children is to have regular teachers in the classroom. Mr. Milam asked if the substitute motion includes all of the requests for leaves and the president answered in the affirmative. The president called for the vote on the



substitute motion which carried with board members Vance, Powell, and Dr. Hitchcock opposed; Mr. Milam abstained; and, board members Guin, Burton, Thibodeaux, Pugh, Brooks, Mims, Boykin and Armstrong supported the motion. The following requests for leaves were approved by the board.

Sabbatical Leave for Study, Spring Semester 2000-2001 School Year

Shalonda Manual, Teacher, Huntington High School

Sabbatical (Medical), Remainder of Fall Semester of 2000-2001 School Year

Julia King, Teacher, Hospital Homebound

Leave Without Pay (Personal), September 18-27, 2000

Crystal Carter, Teacher, Werner Park Elementary

Leave Without Pay (Personal), August 21-December 15, 2000

Marilyn Bartlett, Teacher Aide, Sunset Acres Elementary

Leave Without Pay (Personal), October 2, 2000 – October 1, 2001

Gwendolyn Thompson, Bus Driver, Transportation Department

Leave Without Pay (Personal), October 3-6, 2000

Ellen Axtell, Social Worker, Pupil Appraisal Services

Leave Without Pay (Personal), October 23 – November 2, 2000

Sherry Christy, Teacher, Caddo Career and Technology Center

**Other (Hiring, Assignment Changes, Separations and Resignations) and Promotional Appointment Contract for a New Counselor.**

Mr. Vance moved, seconded by Mr. Thibodeaux, approval of both agenda items (9-C and D). Concerning agenda item “*Other (Hiring, Assignment Changes, Separations and Resignations),*” Mrs. Boykin asked how much of the report is the board approving and why. Legal counsel said historically the CPSB has not taken formal action to approve things such as resignations and matters of that sort, and generally the law requires the board to accept resignations. He said staff decided to recommend to the board that an item be placed on the agenda that would cover all personnel transactions so that the board could be aware. Mrs. Boykin said very little of the report has to do with resignations and some of the positions are such that the board would not normally approve. She expressed concern about approving transactions that are over a month old and said if a problem exists within the report then there is no vehicle by which to discuss what is in the report. Mrs. Boykin asked what exactly is the board approving with this item. Legal counsel said Mrs. Boykin’s point is well taken in the manner in which the report is presented and he would like to talk with staff about how the report is presented. Furthermore, in terms of the way the report is written and presented, it is to make the board aware of all personnel transactions and the board would actively approve and accept resignations that were submitted. Mrs. Boykin requested that only those things that the CPSB is required by law to approve be presented in the personnel transactions report, and that the report be presented to the board in a timely way. The president called for the vote on the motion, which carried with board members Boykin and Brooks opposed. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Armstrong and Dr. Hitchcock. Seeking clarification, Dr. Hitchcock asked if a promotional contract for a new counselor is included in the motion. The president said the motion included agenda items 9-C and D (as identified in the heading). However, there is no mailout for consideration with agenda item 9-D; this is a standard item on the agenda.

## **APPROVAL OF THE DUTY FREE LUNCH POLICY**

Jackie Lansdale said when she inquired about the minimal amount of time for duty-free lunch she expected some abuse. She encouraged the board to establish parameters and said whatever duty free lunch period is established, it should be unencumbered lunchtime for the teacher.

Dr. Hitchcock said there were two drafts of optional administrative regulations included in the mailout and the superintendent indicated that he would support either option that the CPSB chooses to adopt. Referencing the motion sheet provided board members, he said the superintendent recommends the adoption of Option One. Dr. Hitchcock asked the superintendent if option one is his choice. The superintendent replied in the affirmative. He said his concern is largely driving toward a minimum. He said he wants to provide site-based flexibility and by leaving the time open it gives the greatest amount of flexibility to be able to enhance it as opposed to sending the message out of the minimum. Dr. Hitchcock asked the superintendent if it would be fair for him to go away from this meeting believing that he and his staff are committed to implementing the duty free lunch policy; where even if the board doesn't specify the number of minutes it is his intent to apply it as fairly as possible across the board. The superintendent said absolutely and stated mechanisms are in place whereby if there are exceptions, then staff needs to know about them so that they could address them and determine why the exceptions occurred. Dr. Hitchcock asked if it would be fair for him to believe that the superintendent and staff would find it troubling if the lunch periods in schools are different and it is brought to his attention, that the board could count on him to make sure that within certain reasonable limits, teachers in the parish would enjoy the same benefits. The superintendent answered yes. Dr. Hitchcock moved, seconded by Mrs. Pugh and Mr. Thibodeaux, that the professional staff time schedules duty free lunch policy and Option One of the proposed administrative regulations and procedures be approved as recommended by the superintendent and his staff and included in the mailout. Mrs. Boykin made a substitute motion to include Option Two, which includes the statement, *a minimum of 20 minutes*. The president ruled that the motion dies for lack of a second. Mrs. Boykin asked to withdraw the motion. She said she has heard around the room what would be an acceptable amount of time that teachers be given, but no one wants to put the time into the language that says a minimum of 20 minutes. No one expressed objection to Mrs. Boykin withdrawing her motion. The president called for the vote on the motion, which carried with Mr. Brooks absent for the vote. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock.

## **APPROVAL OF THE PROPOSED REVISION TO THE ADMINISTRATIVE CONTRACT**

Dr. Hitchcock moved, seconded by Mr. Burton, approval of the proposed revisions to the administrative contract: that all newly-issued contracts contain the language as revised; that those who hold a continuing contract continue with current language in the contract until the end of the two-year contract; and that those administrators who are in the midst of a two-year contract but opt to be a part of the Performance-Based Evaluation and Reward System program, have the newly drawn one-year contract amended to contain the new language as enclosed in the mailout. Mrs. Boykin said the statute talks about persons who had achieved tenure status prior to 1985 and it states that anyone who achieved tenure in a position prior to 1985 would always hold that status. She asked legal counsel if this statement is correct. Legal counsel said tenure is required prior to the effective date of Subsection B. Mrs. Boykin asked if Caddo has any employees under administrative contract that would be grandfathered under this statute. Legal counsel said there are no employees under administrative contracts who have been promoted since that date, but who have achieved tenure in a lower position and they maintain tenure in the lower position. Mrs. Boykin asked if there are employees who were grandfathered under 1985 who would ever receive one of the contracts inappropriately. Legal counsel said, hopefully, contracts are not given to a person inappropriately. If they were in a tenured position, they would not have a contract. If they are in a promotional position in which they are not tenured and it requires a teaching certificate, then they would have a contract. Mrs. Armstrong asked if administrators who are in the midst of a two-year contract but opt to be part of the Performance-Based Evaluation and Reward System Program are going to be allowed to continue to operate under the original two-year contract; or are they being encouraged to opt for the Performance Based Evaluation program. The superintendent said each administrator who is on a continuing contract was sent a letter offering him or her an option to determine what it is they want to do. The president called for the vote on the motion that carried with Mrs. Boykin opposed.

Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Armstrong and Dr. Hitchcock.

### **APPROVAL OF ADDITIONAL EXPENDITURES FROM THE GENERAL FUND**

Mr. Thibodeaux moved, seconded by Mr. Burton, that 19 teaching positions be allowed to remain in place for this school year and that the CPSB permit the appropriation of \$185,000 to support five teaching positions and \$75,000 to support four library clerks. Dr. Hitchcock asked the superintendent what has happened between the September 15 mailout and today's meeting that has caused him to put a revised memo at board members' desks. The superintendent said something happened this morning that caused a change. He reported that staff's priority is to attend to the direct instruction of students and, consequently, staff has requested that the 19 positions beyond the staffing formula and included in the current budget be allowed to remain at the schools cited. Then, staff is requesting, as of this morning, by doing a school-by-school analysis, a total of eight positions whereby there is opportunity to reduce class sizes in schools that would benefit, particularly in the lower grades. He said he initially requested the board to consider the appropriation from bond balance in the neighborhood of \$260,000 to address this particular need should the board desire to support this. Staff learned this morning that the CPSB has just received additional money in the Class Size Reduction Fund (CSR) that allows staff to underwrite a portion of those positions that they were recommending to be funded from fund balance. Furthermore, after reviewing school board minutes where he indicated that once schools are staffed appropriately, he would recommend the staffing of library clerks as funding permits. With the new CSR funding made available today and the original request for appropriations from fund balance, he recommended that remaining funds (\$75,000) from fund balance be used to support four library clerk positions. The placement of the clerks will be done in consultation with principals, directors, librarians and staff. He said if the board chooses to appropriate \$185,000 instead of \$260,000 for teachers and appropriate \$75,000 for library clerks, then Caddo's needs would be getting closer to being met. Dr. Hitchcock requested clarification of the number of positions. The superintendent reviewed the figures included in staff's memo of September 19 noting that the 19 positions were already included in the approved budget. Dr. Hitchcock asked the superintendent if he could assure him that if he supports his recommendation, then all of the other needs have or will be met. The superintendent said the needs would be met once the other positions are hired. Dr. Hitchcock asked the superintendent if it is his recommendation that employing four library aides is his highest priority and the best use of the \$75,000. The superintendent said in the schools visited where libraries are being used as a center of learning to assist with technology, helping students better utilize and access information, the district is fortunate to have several model programs. He said it is his hope that when the board appropriates support staff, that it will be in a way to augment a program to drive the system to the highest quality. Moreover, his priority is to take the school system, through the good work of its people, to the next level. The superintendent said it is his recommendation to use the \$75,000 for library clerks. Mr. Brooks moved that the CPSB approve all of the additional expenditures from the general fund. The president said the motion dies for lack of a second and he informed Mr. Brooks that a motion is on the floor to approve the superintendent's recommendations. Mr. Milam requested clarification of the notation in the memo relative to teachers teaching and working with the transitional students at Northwood High School and students not passing. Ed Hearn, Area Two Director, said the reference means that the 8.5 students (where a lower teacher-pupil ratio is required) have caused staff to have higher numbers in the core classes. As a result, staff is attempting to keep the numbers low in the 8.5 classes. Where a teacher would normally teach 140 to 150 students today, those who are teaching 8.5 students and in two-hour blocks, the teachers are not teaching more than 15 to 20 students in the two-hour blocks and no more than 40 (8.5) students daily. The 150 number would be divided by five class periods. Vote on the motion carried unanimously.

**Recess.** The president called for a 15-minute recess at approximately 6:51 p.m. The board reconvened at approximately 7:12 p.m.

### **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** The superintendent said information was included in the mailout.

**Gayle Pay Savings.** The superintendent said information was included in the mailout on this item.

**Student Services for Short-Term Suspensions.** The president said he had received a card from Mrs. Lansdale (CFT/SP) to speak on this item but he has been informed that she no longer wants to address the board on this item. Mrs. Lansdale concurred with the president's comment. Mr. Brooks asked how would staff deal with short-term suspensions. The superintendent recognized Mr. Dilworth who reported that staff is looking at housing the program at Oak Terrace and Hamilton Terrace. He said to get started, after consulting with Principals Margaret Brown and Marie Eakin, and Don Fritz, director of vocational education, the program needs two facilitators and two aides at each site. Concentration will be in math and English and Mrs. Brown indicated that she would like to have block scheduling. Mr. Dilworth said it is a little more difficult at the high school level, but staff would still concentrate on math and English. Students will mirror classwork that would be done in their regular school class. Mr. Brooks asked if the students were able to carry on with all of the subjects that are offered at their home school. Mr. Dilworth said to carry on with every subject as offered in the regular school setting would almost be impossible. Furthermore, the state does not require that Caddo have short-term suspension programs; rather it requires that Caddo have a program for students who are suspended ten days or more.

### **UNFINISHED BUSINESS**

No unfinished business was introduced at the meeting.

### **NEW BUSINESS**

No new business was introduced at the meeting.

### **ANNOUNCEMENTS AND REQUESTS**

**Fair Park High School.** Mr. Brooks asked staff to look at the deteriorating condition of Fair Park's structure from top to bottom *i.e.* check the stage (spotlight) lighting; the lack of air conditioning in the auditorium; broken chairs. He said the school is not compatible to other area high schools. Mr. Vance asked how many schools are there in the parish that is without air conditioning in common areas (auditorium, cafeteria, or gymnasium). He encouraged staff to address this concern before next summer. The superintendent said he would provide Mr. Vance with a response in the *Friday Letter*. Mrs. Armstrong agreed with Mr. Brooks' comments and asked that he maintenance staff be put on alert; that the physical condition of the school be evaluated. She also requested that repairs be made promptly so as to keep the school from further deterioration structurally.

**New Arrival.** The president announced that he and wife, Susan Powell, are the proud parents of their seventh child. Mary Faith Powell was born on Monday, September 18, 2000. He said mama and baby are doing well.

### **EXECUTIVE SESSION**

**Personnel Matter.** Mr. Vance moved, seconded by Mr. Mims, that he CPSB go into executive session for up to 30 minutes to discuss a personnel matter. Dr. Hitchcock asked who requested the executive session. The president said that after consultation with the superintendent, they both requested the executive session. Dr. Hitchcock asked if the matter involves a particular employee and the president said the employee will be in the executive session, and the employee has been notified. Vote on the motion carried with Mr. Burton absent. Board members supporting the motion were Guin, Vance, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin, Armstrong and Dr. Hitchcock. The board went into executive session at approximately 7:25 p.m. and reconvened at approximately 9:16 p.m.

**Adjournment.** There being no further business, Mr. Mims moved for adjournment. Mr. Guin seconded the motion, which carried unanimously and the meeting adjourned at approximately 9:18 p.m.

**October 3, 2000**

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, October 3, 2000, at 4:30 p.m. with President Mike Powell presiding and Jerry Tim Brooks present. Alvin Mims was absent due to the death of a family member who resided in Houston, Texas. Other school board members present were Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Milam gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

The superintendent asked that "*A Time of Transition and Change*," one of several special presentations on today's agenda, be removed in deference to the time element and scheduled hearings.

**First Quarterly Financial Report.** Ben Wreyford, director of finance, gave a report of the school system's financial status. He briefed the CPSB and emphasized that it remains in very sound financial position at this point. Mr. Wreyford said financial controls are both human interventions (staff reviews spending requests) along with the financial management computer system. He reported that: a) bids on purchases are reviewed to ensure that spending is within limits; b) there is nothing on the horizon at this point that would indicate that the CPSB's financial position would not continue favorably; c) sales tax collections for the first quarter are up five percent and staff is optimistic that this would continue; d) property taxes are due to the assessor by December 31 and about 90 percent of the school board's collection occurs during the first quarter of the calendar year (actually the CPSB's third quarter); e) the figures have not been released yet, but discussion with the tax assessor's office indicates that the property values are going to be up by approximately 2.5 percent this year which translates into a significant increase in revenues; f) in May, staff projected a standstill in MFP funds; a decline in student enrollment; as well as a slight increase in the MFP formula; g) in July the State projected a decrease of students and today, based on Caddo's technology department's student projection, enrollment will be down (by approximately 300 more students than originally projected by the state); h) closer to Caddo's projection, it appears that the actual increase in MFP might actually be around half a million based on declining enrollment; and, i) Caddo remains in good financial position despite the decline and it appears that additional revenues will offset the amount of spending that the board has approved since July 1. Mr. Milam asked what is Caddo's student enrollment at this time. Mr. Wreyford said 45,485, which is close to what Caddo's technology department projected. Mr. Wreyford encouraged school board members to contact him if they have questions.

**"The Red Hot Nail."** The superintendent said Caddo has an offer of partnership and an opportunity to blend expertise in an exciting project for schools. He presented Janis Nelson, Director of Operations and Education for the Shreveport Symphony, and Maestro Dennis Simons who presented an overview of an upcoming production, *The Red Hot Nail*. In an effort to raise awareness of the symphony in the community, Ms. Nelson said she approached the superintendent about a partnership. The symphony's focus in Caddo Parish schools has been performance based with an ensemble of musicians; students see a performance; and, they have a chance to understand about musicians, instruments, etc. She capsulized what has been presented in workshops at four Caddo elementary schools (Creswell, Forest Hill, Pine Grove and South Highlands). She particularly noted that *The Red Hot Nail* was developed in 1994, commissioned by the London Symphony Orchestra, and has been performed quite frequently. The music elements that students are required to learn are composition, performing and analysis. Ms. Nelson introduced Elizabeth Woods, education coordinator for the Shreveport Symphony, who expounded on the three key skill elements that students are required to learn. Maestro Simons spoke about the impact this partnership has on the highly trained and professional musicians who are role models for the students. He said the musicians facilitate the children's compositions with their creative thinking. He invited school board members and staff to attend one of the three performances on October 12 (9:30 a.m., 11:00 a.m., 7:00 p.m.). The superintendent reiterated the fact that the partnership is ongoing and he acknowledged the dedication of principals and teachers who have committed time and energy to this production. He thanked the Shreveport Symphony for their work and encouraged board members to attend one of the performances.

## **INSTRUCTIONAL PRESENTATIONS**

**School Improvement Plan.** The superintendent said school improvement plans are on display in the boardroom and he encouraged board members to review the materials. The plans are written by principals in conjunction with cluster directors to bring into focus the extent to which schools are being driven by their data and building performance targets that they are being held accountable for as staff moves to the next level of school performance and achievement. He said the plans have strong action steps and strategies. Board members were provided with a copy of the specific objectives and/or performance standards for each school. He reported that principals reviewed their data and developed a plan that is tightly focused and ties in with the Performance Evaluation Plan that is in effect. The superintendent said staff would keep the board informed of the achievement level and progress that is being made. He thanked principals and directors for the work that they put into developing the plans.

**Scope and Sequence Nine Weeks Elementary Test.** The superintendent presented to the board the next phase in staff's efforts to drive the curricula and student achievement to the next level. He said core curricula guides for grades k-5 were previously shared with board members and distributed to teachers. The superintendent administered to board members and the public samples of fourth grade test questions in the areas of math, science, social studies and language arts that students will be working through at the end of the first nine weeks. Instructional supervisors Judith Butcher, Stacey Jamison, Linda Hammond and Patsy Latin worked with teachers in developing the tests. In conclusion, the superintendent noted that staff is attempting to structure the curricula to improve student achievement and prepare students for testing. Furthermore, data obtained would be used by teachers to help monitor and adjust instruction to see the extent to which students are picking up on and attending to the critical standards and benchmarks for each nine weeks.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE OCTOBER 17, 2000 CPSB MEETING**

The president called board members' attention to the proposed agenda for the October 17, 2000 CPSB meeting.

## **BIDS**

**Approval of Bids/Proposals Taken.** Mrs. Armstrong asked if the two-way mobile radios are for school buses or vehicles, and what is the range of the radios. The superintendent said the radios are for school buses and staff would provide her with information on the range. Mrs. Armstrong informed staff that bus drivers in the southern part of the parish have expressed difficulty with hearing the radios.

## **APPROVAL OF THE PROPOSED CPSB POLICY GBEA – STAFF PROTECTION (ZERO TOLERANCE WORKPLACE VIOLENCE POLICY)**

The superintendent said Will Jones, Employee Assistance Program (EAP) administrator, suggested that there is need to take steps to adopt a policy that addresses zero tolerance for workplace violence. Mr. Jones said the school system has had incidents where employees have visited the EAP office and expressed concern about particular violence's that might be taking place in the workplace. He recommended that a policy be drafted and adopted by the CPSB. Referencing II-2 of the proposed policy, Mrs. Armstrong asked if reference is to verbal intimidation or physical behavior. Mr. Jones said it could be both. Mr. Milam requested copies of reports of incidents of violence in the workplace. Mr. Jones said the subject is sensitive and the president said this might not be the best forum to discuss particulars. He suggested that Mr. Jones should meet with the superintendent and together they could provide him with more specific information prior to the October 17 meeting. Mr. Brooks asked if the policy would be applicable to principals and Mr. Jones said the language in the policy covers all employees.

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

The superintendent said the special education interagency agreements and contracts are being presented for the board's consideration. Copies of the documents will be in the mailout.

## **APPROVAL OF HiFUSION INTERNET SERVICE PROPOSAL**

The superintendent said staff has an opportunity to provide Internet access and he asked Clay Slagle, technology manager, to respond to board members' questions. Mrs. Pugh asked about security provisions. Mr. Slagle said an interesting component of the proposal is that it offers an outstanding educational portal and free filtered Internet service from the home that parents control. The site is secure and information relative to HiFusion's code of ethics was included in the mailout. He said HiFusion's Regional Director Cecil Harris was present if board members were desirous of asking him questions. Furthermore, legal counsel is reviewing the proposal and would be giving staff his opinion/recommendation. Legal counsel said he hopes to give his opinion by the end of the week. The president said legal counsel's recommendation would be included in the mailout material.

## **APPROVAL OF BUDGETS FOR CAREER/ADULT/ALTERNATIVE PROGRAMS**

The superintendent said budgets for adult education state/federal, adult education technology, and vocational education are routine adjustments and information would be included in the mailout. He said staff is requesting the board's approval of the budgets.

## **APPROVAL OF STIPEND FOR CADDO TEACHERS RECEIVING NATIONAL TEACHING CERTIFICATION**

The superintendent said several Caddo teachers have been pursuing the rigorous road to attain the certification offered by the National Teaching Professional Standards Board. He said he talked with representatives of *Coca-Cola* who are willing to help underwrite a stipend (\$300), in partnership with the CPSB that would recognize teachers who complete certification requirement. At this time, three teachers will complete the certification standards later this fall. Mrs. Armstrong asked staff to consider recommending an adjustment in deserving employees' salaries by awarding the next step-up in pay. She said this would be a long-term partnership of support. The superintendent said there are other ways that the board could consider rewarding the teachers who meet the standards. He informed the board that the State is awarding teachers who attain the certification a \$5,000 stipend, and other districts are offering various types of remuneration or honorariums. He said he wanted to pursue something that is cost neutral to the CPSB, but would honor the board's directive. Mrs. Armstrong said she would like for the CPSB to consider something extra and above \$300 in support of the teachers. Dr. Hitchcock said his observation is similar and he observed that \$300 might be low. He said recognizing that there aren't many teachers pursuing the certification at this time and the magnitude of the time involved, he asked the superintendent to consider offering a one-time \$1,000 recognition, which is significant and recognizes a notable achievement. Mr. Vance echoed Dr. Hitchcock's sentiments and said awarding \$1,000 would give teachers an incentive. Mr. Burton concurred with Dr. Hitchcock's proposal. He said he hopes that the CPSB does not give a salary adjustment because there are other teachers (for different reasons) who are also deserving of an award.

## **APPROVAL OF PROPOSED CHANGES TO THE CENTRAL OFFICE REORGANIZATION PLAN**

The superintendent recommended three changes to the organization plan. 1) That the position of *Assistant to the Superintendent – Projects, Grants, Family Connections* be abolished as the staff member has retired who had filled this position. Further, reassignment of the duties for this position has taken place successfully. 2) That the CPSB establish the position of *Chief Academic Officer* to serve as the leader of the Academic Services Division. The cost of the position would be readily offset by the source of funds previously supporting the Assistant to the Superintendent position. 3) That the Department of Security be transferred to the division of School Services from the Division of Support Services. He reported that much of the work done by the security department is

directly related to schools and building level activities. Also, staff believes that a more efficient and effective alignment of services would result if the Department of Security was reassigned to the Chief Operating Officer. Dr. Hitchcock expressed concern about a previous reorganization that pulled the two alternative schools (Hamilton Terrace and Oak Terrace) from the Schools Division; now, he takes note that with the proposed reorganization it looks like the alternative schools are no longer reporting to John Dilworth, chief operating officer. He said he sees these schools as a key part of what goes on in school operations on a daily basis. The superintendent said that on a day-to-day basis these schools are working closely with Don Fritz, director of career/adult/vocational education, and other cluster directors. He noted that the chart does not graphically represent what is taking place and he recognized Mr. Dilworth to expound on operations. Mr. Fritz said he operates with both area directors in coordinating programs into the clusters and the programs are working. Mr. Dilworth said Mr. Fritz attends cluster meetings and he and Mr. Fritz talk extensively about the alternative program. Dr. Hitchcock said he would support the reorganization and hopes staff would keep an eye on the alternative schools. Mr. Brooks expressed approval of the proposed organizational plan. Mrs. Boykin asked staff to review the line of authority of the director of risk management on the proposed reorganization plan. The superintendent said by board policy this position reports directly to the CPSB and the chart would be adjusted.

### **CONSIDERATION OF NOVEMBER CPSB MEETING DATES**

The superintendent said the two scheduled board meetings in November 2000 fall on days when schools are closed (National Election Day and Thanksgiving break). He asked the board to consider forwarding the two meetings to November 14 (Executive Committee meeting) and November 28 (regular school board meeting).

**Consent Agenda.** The president polled school board members for additions to the proposed agenda and the following were added: “*Adoption of Resolution in Recognition of American Education Week*” (Hitchcock) and “*CPSB’s Adoption of a Resolution Endorsing Constitutional Amendments Two and Three (“The Stelly Plan”)*” (Burton). The **Executive Committee** categorized agenda items 9-14 and 16-17 as *consent agenda*. Mr. Brooks moved, seconded by the president, adoption of the agenda and proposed consent agenda. Vote on the motion carried unanimously.

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

The president offered to the public the presentation of the agenda with the consent agenda. He asked if there was anyone in the audience wishing to address the agenda at this time.

**Approval of the Proposed CPSB Policy GBEA – Staff Protection (Zero Tolerance Workplace Violence Policy).** Dr. Michael McCoy, president of Caddo Association of Educators (CAE), asked if the wording “*for anyone else*” in Roman numeral I, fourth line of the proposed policy, includes students. The superintendent said the policy is intended for staff, not students. Dr. McCoy asked if an employee makes a comment to the Human Resource Department and the employee has been sued regarding the item reported, does the CPSB intend to be with the employee one hundred percent of the time whether the charges are correct or not. The president said legal counsel will be providing information to the board and he will consider this concern. Referencing Roman numeral III, paragraph two, *employee should notify Human Resources*, Dr. McCoy asked if the employee is at a school and violence is possible would it not be better to report to the immediate supervisor rather than to try to find the number to call Human Resources. The superintendent said this particular item applies if a restraining order is in effect. Mr. Jones said the main intent behind notification is that someone in the school system should become aware of all threats. Human Resources is the collection agency for such data, and this is where such information should be reported at any level. The superintendent said staff wants a centralized location of all records and allegations. He said staff would consider amending the policy because the immediate supervisor should be aware of incidents. Dr. McCoy asked if there is a consequence for the employee if he/she does not report a possible act of violence. The superintendent said staff would research and respond to the legal posture of this question. Referencing Roman numeral VI, Employee Assistance Program (EAP), Dr. McCoy asked if the EAP reports employees seeking help to the CPSB about the problem if the employee has voluntarily gone to the EAP. Mr. Jones said not if the employee comes to EAP on a



voluntary basis, particularly if the employee did not make a threat in terms of taking someone's life.

**Approval of HiFusion Internet Service Proposal.** Referencing page one, number one, under the heading *What Personal Information is Collected*, Dr. McCoy said the document speaks to servers automatically collecting information about what Internet sites are visited with a "cookie" browser being assigned as a User ID, etc. He asked if this is the intent that the CPSB wants. He also asked the CPSB to consider strongly what this does relative to fire walls.

**Approval of Stipend for Caddo Teachers Receiving National Teaching Certification.** Dr. McCoy said CAE is not opposed to persons receiving extra certification receiving some type of monetary reimbursement. However, it appears that this would be a form of merit pay and if it is merit pay and it becomes repetitive, then CAE would be opposed to the idea. He said the CPSB might want to consider adding a step between the categories for degrees all the way down rather than moving a step over.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. The president seconded the motion, which carried unanimously.

**October 3, 2000**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 6:04 p.m. on Tuesday, October 3, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Miles Hitchcock, Sc.D. arrived at the meeting at approximately 6:12 p.m. The president announced that Alvin Mims is absent due to death in his family (Houston, Texas); and, Phillip R. Guin is out-of-state attending a prescheduled business meeting. The invocation and Pledge of Allegiance were omitted.

The purpose of the special school board meeting is for the board to consider and take action on personnel recommendations, a student's expulsion/placement, and a personnel matter (hearing for a tenured bus driver).

### **APPROVAL OF PERSONNEL RECOMMENDATIONS**

Mr. Thibodeaux moved, seconded by Mr. Mims, to accept the recommendations of the superintendent. Mrs. Boykin asked to get a comment from the superintendent that staff would follow all procedures and if there are persons who are qualified and meet the qualifications advertised that they would be interviewed in the future. The superintendent said he would see that this is done. The president called for the vote on the motion which carried with Mrs. Armstrong abstaining; Dr. Hitchcock was absent for the vote; and board members Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Milam and Boykin supported the motion.

The superintendent recommended that: a) Rosemary L. Woodard be appointed Elementary Supervisor of Math; b) Mary D. Wilson be appointed Supervisor of Auxiliary Services, Title 1; c) Gretchen Boggs be appointed Supervisor of Instruction; and, d) Donald A. Toppett be appointed Director of Transportation. Janis Parker (Director of Title 1), Dr. Jeanette Taylor (Director of Special Education), and Ron Festavan (Chief Support Officer) assisted the superintendent in introducing the promoted administrators. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed. Family members and other supporters were recognized.

### **EXECUTIVE SESSIONS**

**Student Expulsion/Placement Appeal Hearing.** The superintendent said there is no necessity for a hearing. The CPSB has a recommendation from him that if the board wishes to accept the recommendation, then it would foreclose the board's consideration of the matter. He said his recommendation is attached to the memo regarding the student that was provided board members. The superintendent's recommendation is for Darryl G. James III to enroll in the Caddo Parish School System, at Hamilton Terrace Learning Center, on a probationary period, pending board approval, for the 2000-01 school year. Mr. Vance moved, seconded by Mr. Thibodeaux, approval of the superintendent's recommendation. Vote on the motion carried with board members Boykin and Armstrong not voting. Board members supporting the motion were Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Milam, and Dr. Hitchcock.

**Personnel Matter: Hearing – Tenured Bus Driver.** The president said Ms. Vernetta F. Scott has requested that this hearing remain open. He said in this matter, there has been a stipulation and agreement to all of the facts as alleged and board members received a copy of the stipulations. The president asked the superintendent to publish a copy of the stipulations for the public (court reporter). Legal counsel asked Ms. Scott and her attorney, David A. Hamilton (Baton Rouge, Louisiana) to come forward. The president asked Attorney Hamilton to acknowledge for the record that what has been passed out – the document that says *Stipulations* – that in fact his client is in agreement with adopting and stipulating to these things. Mr. Hamilton said this is correct and CPSB's legal counsel has also added a handwritten addition referring to the exhibits as being attachments to the stipulations. He said he and his client have reviewed the addition. He has discussed it with the school board's legal counsel; and he has signed indicating that the other stipulations and authenticity of the document are also stipulated in their appropriateness, relevancy, etc. Fred Sutherland, legal counsel for the CPSB, said he has the original document and would submit it to the board after reading the stipulations into record. The president asked Ms. Scott if she understands that her counsel has acknowledged that these stipulations that she has agreed to

these facts as being true. Ms. Scott answered in the affirmative. Mr. Hamilton said Ms. Scott is their only witness and Mr. Sutherland said he reserves the right to call rebuttal witnesses. The president asked the court reporter to swear in Ms. Scott. Mr. Sutherland said this is the CPSB School Bus Driver Hearing – Ms. Vernetta F. Scott as charged under La R.S. 17:493 with willful neglect of duty with respect to each of the acts specifically set for in *Section E* of the *Specific Reasons for Charges* filed with the CPSB by its superintendent. Mr. Sutherland said *Section E* is referring to the specific reasons for charges that were previously filed by the CPSB that will be attached to the stipulations. The stipulations and material facts are set forth in “*D- Items 1-5.*” Mr. Sutherland published the *stipulations*, after which he said the stipulations and exhibits are entered into evidence. A copy of the document is filed in the official papers of the CPSB marked “*Exhibit A, four pages, October 3, 2000.*” Mr. Sutherland said Mr. Hamilton and his client do not contest the charges with respect to the stipulations but they do want Ms. Scott to testify and speak with the board with respect to penalties. Mr. Hamilton said *paragraph C* is strictly for the purpose of acknowledging that the procedural requirements were met, but the facts are in *paragraph D*, not as recited in the documents referred to in *C* because the language is different. Mr. Hamilton said the language in the original packet that the superintendent put together and sent to Ms. Scott has been changed a little bit, and what Ms. Scott is admitting to is facts as stated here, not the facts stated in the attachments. Ms. Scott acknowledges that she received the attachment and everything is proper. Mr. Sutherland said the material facts under each individual act are set for in stipulation under item *D 1-5*. Mr. Hamilton said packet number one is what the board saw and what was forwarded to Mrs. Scott. He said they acknowledge that the information contained therein satisfies the notice requirements to which Ms. Scott is entitled. Further, some of the information was a recitation of facts and that recitation of facts is not totally the same as the recitation here, but the material facts are the same. The president said the board accepts the *stipulations* and *attachments* into evidence for the purpose specified in the stipulations. He asked Ms. Scott to come forward and reminded her that she is still under oath. (Verbatim inquiry and testimony follows.)

**Hamilton:** Ms. Scott, state your name and address for the record.

**Scott:** Vernetta Farmer Scott, 6020 Tulsa Avenue, Shreveport, Louisiana.

**Hamilton:** Ms. Scott, you’re currently attending bus driver with the CPSB.

**Scott:** Yes sir.

**Hamilton:** Ms. Scott, you’ve heard the recitation of facts and everything, would you please tell the board your side of the story sort of speak starting with what happened that day; how you understand what you did; why you did what you did.

**Scott:** I did my normal bus route and picking up my children and everything and dropped them off at school and when I got home I parked my school bus went into the house and fixed myself and my husband a cup of coffee and sat down and started making my bills out. Left to go pay them and come back home and was in the house all day. Then I was informed by a neighbor about 2:15 that there was a child on my school bus and so I went out there. Brought him in, gave him a glass of water, gave him a Coke, fixed him a sandwich, gave him some cookies and took him to the restroom. I called his parents no one was home and I left a thing on the answering machine. The uncle answered, called me back and I told him what the problem was. He called the mother and then she called me on the telephone and asked for directions to the house and I gave her directions. In between that time I tried to call the school board a couple of times but the phone was busy and I couldn’t get in touch with them. Mr. Ferrell came up and then they got a trailblazer to do the run and it was a human error. I did not do it intentionally, I’m sorry. It won’t happen again, you know I have a clean record. It’s just one of those mishaps. It’s happened two times before that I know of and those bus drivers did not get fired. They were disciplined with a few days off without pay and one of them was a sub driver and she got three days off without pay. Sub drivers don’t get paid unless they’ve worked. So she didn’t get any discipline and now she is a regular driver.

**Hamilton:** What is your current pay status with the board?

**Scott:** Right now I’m not receiving any pay right now. I’m on administrative leave without pay.

**Hamilton:** Did you report this to the police?

**Scott:** Well, before anything, my neighbor across the street did that. All of this happened within 15- minute period and I was getting the child something; taking care of the child first when you know. I did not call the police; my neighbor called the police. I was taking care of the child.

**Hamilton:** Did you give a statement to the police officer?

**Scott:** No more than my name and address you know just a brief short statement.

**Hamilton:** The report, you've seen the report as part of the evidence?

**Scott:** He talked to my neighbor, then he talked to the little boy.

**Hamilton:** Have you read the report?

**Scott:** I could not, the copy I got I could not read it. It was illegible.

**Hamilton:** What are you asking the board to do?

**Scott:** I'm asking them not to fire me because I have been driving for 18 years. I've not messed up in any way and I think this is too harsh of a punishment. You can deal with me in some other way, but don't fire me. I am a good bus driver and I will be a better one because I will do all of that. But I am a good bus driver.

**Hamilton:** Do you have any explanation as to why you, the child did not get transferred when he was supposed to?

**Scott:** No sir, cause like I say I let off all my children at Eden Gardens. They go to South Highlands, they go to Stoner Hill and Eden Gardens and we keep on until 7:40 before we let them off. I wait until the teacher gets there and I say okay you all may get off now.

**Hamilton:** And you have no idea. You didn't notice at all that he didn't get off.

**Scott:** No sir, because I have about 30 or 40 others getting off. I did not count the children as they got on and I did not count them as they got off. It's just human error. It was not neglect or willful neglect. Like I said I think getting fired is a little bit too harsh.

**Hamilton:** That's all the questions that I have.

**Sutherland:** Ms. Scott, how many students did you pick up in the morning on your run to Eden Gardens?

**Scott:** That morning, probably about 30.

**Sutherland:** How many, and you deposited all of those students at Eden Gardens?

**Scott:** Yes sir.

**Sutherland:** And among those students, how many transfer students did you have on your bus?

**Scott:** Maybe 15 because they go to two other buses and then I have half of them go to Eden Gardens.

**Sutherland:** The transfer bus to South Highlands Elementary Magnet School, was that bus 240?

**Scott:** Yes sir.

**Sutherland:** And how many transfer students did you have on your bus to account for in so far as their getting on that particular bus to South Highlands?

**Scott:** I think I had about two or three children that go to South Highlands that get on bus 240.

**Sutherland:** On this particular morning do you recall that there were only two children?

**Scott:** They all get off at the same time. You don't let Eden Gardens off, then Stoner Hill, and then South Highlands. All the children get off at the same time then they disembark to their own buses.

**Sutherland:** But none of the students that you have on your bus actually attend Eden Gardens, do they? That's their destination.

**Scott:** Majority of my bus load goes to Eden Gardens.

**Sutherland:** And you only have two students on that bus that goes to South Highlands. Is that correct?

**Scott:** Two or three yes sir.

**Sutherland:** And you do acknowledge that it was your responsibility to make sure that those two children got on the school bus that was headed for South Highlands.

**Scott:** Yes sir, it was my responsibility, but there is one thing that we've always asked our parents. If for new students that get on for the first week to please put a note on their shirt and I have asked that and that was not done. I am not passing the blame, I am not passing the blame, but I'm saying that is to help the bus drivers. If that would have been done that is a red flag that says this child does need extra help; this child does not know our routine; and that's for the – we ask all of our parents, all of the bus driver do that, and that's just to help the bus drivers to help the children.

**Sutherland.** The fact that the child did not have a note on his or her shirt, that didn't prevent you or allow you to discover him on the bus.

**Scott.** No sir it did not but it would have help.

**Sutherland.** And of course you did not discover the child on the bus.

**Scott.** No sir.

**Sutherland.** That's all the questions that I have.

Mrs. Pugh asked Ms. Scott of the rules and regulations given by the CPSB, which did she hold most dear. Ms. Scott said she tries to do them all about the same but the most dear is the safety of the students. Mrs. Pugh asked if this was the first day of school. Ms. Scott said this was not the first day of school, but it was the child's first day of school. Mrs. Pugh asked Ms. Scott if she is holding the parent responsible for not putting a note on the child, and Ms. Scott said she is trying to share but not trying to put the blame on the parent. Mrs. Pugh said the guidelines require bus drivers to check their buses after each shift and she asked who is she supposed to hold responsible for not checking the bus. Ms. Scott said she must be held responsible because she did not check the bus. Mr. Milam asked if the parent(s) were with the child when he got on the bus. Ms. Scott said no, but two older children were sitting on the porch when the child got on the bus. Mr. Milam asked if this was a new pickup point. Ms. Scott said the other two children of that family had ridden her bus years before that, so the address was not new to her. She said the child was new to her, but the parents know her. Mr. Milam asked Ms. Scott if she could recognize that the child was in kindergarten and had not ridden the bus before. Ms. Scott said she could after the child got on the bus but after she finished her route she told the students to get off the bus and she assumed that he was getting off also. Ms. Scott said the child was happy to be riding the bus. Mr. Milam asked Ms. Scott what would she have done if the child had gotten on the bus with a note pinned to his lapel. Ms. Scott said she would have known that the child needed special help and this was his first day on the bus. She said parents are asked to put a note on the child for about a week until they get used to the child's face and the child gets used to the routine. She said if the child had worn a note, then she would have known that he was a new child. Furthermore, she did not count how many children got off the bus. Attorney Hamilton said he rested. For clarification, Mr. Sutherland offered and introduced an item

for file with permission of Mr. Hamilton the letter from the superintendent to Ms. Scott dated September 11, 2000 as saying that effective on that date she was placed on administrative leave without pay until further notice. Mr. Hamilton testified that she has been on leave without pay and the effective date is September 11, 2000. Mr. Hamilton offered no objection. The president said the document would be so entered. Legal counsel for the CPSB said he has no rebuttal at this time.

Mr. Brooks asked Ron Festavan, chief support officer, to inform the board of the evaluation of Ms. Scott along with her responsibilities and number of years of employment. The president asked Mr. Hamilton if he has any objections to the request. Mr. Hamilton said he wasn't sure of the question but there is a stipulation on Ms. Scott's job performance. The president said both sides are in agreement with the stipulation. Mr. Hamilton said it is stipulated that Ms. Scott has not had any adverse disciplinary personnel action taken against her prior to this matter. Mr. Brooks asked the president if he is ready for a motion. For clarification, the president said by statute the board would be considering specific charges for a verdict. Legal counsel said should the board choose to deliberate, then he suggests that the board needs to act on the willful neglect of duty charges as they apply to items *D 1-5*, because these are the stipulated material facts that bear on each of the individual charges. Mrs. Boykin asked the superintendent how did he arrive at the decision for dismissal of the bus driver in this instance, when maybe it has not been recommended in the past. The superintendent said the terms of reference is January 1, 2000, the date he assumed responsibility of superintendency and under the charge of enforcing the board's policies, regulations, and accountability. He said he has treated actions that have come before him in this fashion and in terms of warrant for termination he looked at specific offenses and at what he attempts to do in terms of absolute safety of children, that this being paramount in his mind that when the safety of a child is jeopardized and the actions of an employee counterbalances all that he attempts to do to assure parents that children are safe, nurtured, educated and well cared for while in our charge, then he felt that he had no alternative, as he feels today, that the employee should be terminated. He said the resolution the he proposed to the board did not consider a reassignment to another position of responsibility, neither some form of suspension. Mrs. Boykin asked if the director of transportation recommended termination and if he was involved in the process. The superintendent answered in the affirmative and said the director of transportation, director of classified personnel, and chief support officer was involved with every step and this is the sum substance of their recommendation. Mrs. Boykin said she is still curious and has lots of questions, *i.e.* how far the bus was parked from Ms. Scott's house, the neighbor's report of the crying child, etc. Referencing Caddo's manual for bus drivers and aides (item number 25 – which states, "*You must check the bus after each run to make sure that all children are off your bus.*"), Mr. Milam emphasized that the words *you must* and *all children* are capitalized and in bold print. The superintendent said the manual was disseminated to all bus drivers and staff wants to give specific emphasis to these areas, hence the large and bold print. Mrs. Armstrong asked Ms. Scott if she received a copy of the policy manual in the training session for bus drivers and she inquired about the dialogue presented to bus drivers. Ms. Scott said the manual was presented to bus drivers and the contents were read and discussed.

Attorney Hamilton said the charge talks about one charge of willful neglect of duty and there was a series of acts that resulted in willful neglect of duty. He said he does not see each alleged fact as being a willful neglect of duty; that the charge is that Ms. Scott is guilty of willful neglect of duty one time because of the facts alleged and that is not discovering the child on the bus. Mr. Hamilton said he does not believe that each one of the facts constitutes a willful neglect of duty. Mr. Sutherland said he cited charges that were written by staff that indicates it's willful neglect of duty with respect to each of the acts specifically set forth. He said he agrees with Attorney Hamilton that the acts that are stipulated, the material facts, and the line of facts that are material and stipulated to are the basis upon which the charge of willful and neglect of duty is there. He said if the board should find that the employee is guilty of willful neglect of duty, it would be with respect to those facts and series of facts. He said willful neglect of duty would occur in more than one instance - of the examination of the bus at the close of her route at Eden Gardens, and also her post-route examination/investigation at her home. Mr. Sutherland said he would agree generally with Counsel Hamilton that a finding of willful neglect of duty on the basis of the five that you might find one based on the five events.

The president said he has two questions – the difference between the charges and what has been stipulated to. He said typically the board votes on the charges. The stipulations have not been to

the charges and Mr. Sutherland concurred with the president's comments. The president said the charges being addressed are not the charges that are contained in the stipulations, and the ones the board would be voting on would be the previously brought charges. Mr. Sutherland agreed and said the charges are in *Section E*; and the original charge willful neglect of duty with respect to each of the reasons set for in the five items. Dr. Hitchcock said if the board would look at the charges that were delivered to Ms. Scott which is the packet board members received from the superintendent, then the charge is stated in two lines and not in *Section E*. Dr. Hitchcock said he would have great difficulty recognizing willful neglect of duty with respect to *Item E-1*. He said the issue is the charge of willful neglect of duty and whether the board believes that the employee is guilty as charged with willful neglect of duty as opposed to *Items E 1-5*. Dr. Hitchcock said subparagraph E is acts that were specifically set forth, and he would think that the finding of the board is if it believes that there was willful neglect of duty. The president said this is correct. Mr. Sutherland said he knows that the law says that the board must vote separately on each specific charge; again there are two statements in the original charge. There is a statement/preamble of willful neglect of duty which says with respect to each of the acts set for below, and another statement in this section with respect to failure to follow orders and other things. Mr. Sutherland said he and Mr. Hamilton agree that as a legal matter and as a legal requirement that they both would stipulate that it's legally sufficient for the board to vote, as it has indicated and as indicated by Dr. Hitchcock, one time on willful neglect of duty based on the facts that have been stipulated and entered into evidence with the additional testimony. Mr. Hamilton said he agrees with Mr. Sutherland. The president said the board is voting one time on whether or not Ms. Verneta F. Scott is guilty of willful neglect of duty with respect to each of the acts specified, as agreed upon by both counsels. Dr. Hitchcock said he could not vote on willful neglect of duty on each of the acts. He could not find any willful neglect of duty on *E-1*. The president said the board would be voting on one willful neglect of duty with the other acts in global. Mr. Hamilton said *E-1* etc. were the allegations. The documents introduced tonight are the facts, thinking that the allegations were sufficient to bring this before the CPSB. The board has received the facts and evidence, and based upon the facts and evidence the board will determine if his client is guilty of willful neglect of duty. Dr. Hitchcock said if the board would read the charges that Mr. Sutherland says the CPSB has to consider, it says with willful neglect of duty with respect to each of the acts specifically set for in *Section E* below. Dr. Hitchcock said he could not find any willful neglect of duty for picking the kids up. Mr. Hamilton said he understands Dr. Hitchcock's comments, but in clarification he said the willful neglect of duty for which the board would vote *yea* or *nay* is what is set for in the stipulations of facts based solely upon the facts, and forget about the allegations. The president said the board would vote one time on willful neglect of duty based upon all facts taken together. Mr. Burton said he thought the employee had agreed to the charges already and she wants the penalty examined. The president asked if Ms. Scott is agreeing to the willful neglect or to the facts. Mr. Hamilton said Ms. Scott is agreeing to the facts, and the president said this is the difference. Mr. Burton asked what happens to the penalty. The president said typically in tenure hearings, the board has first voted on the willful neglect phase, then the penalty. The president said the first thing the board is going to vote on in global based on the facts that have been stipulated to in the information that has been received during this proceeding as to whether or not this employee has committed willful neglect of duty. He said if board members believe that the employee has committed willful neglect of duty, then the vote should be "yes." If board members do not believe that the employee is guilty of willful neglect of duty, then the vote should be "no." The vote carried with board members Brooks, Boykin voting *no*. Board members voting *yes* were Vance, Burton, Thibodeaux, Pugh, Powell, Milam, Armstrong and Dr. Hitchcock. The president said the board has determined that the employee is guilty of willful neglect of duty with respect to the information presented.

The president said the board would now consider the penalty phase and said the board will vote only once. He said the recommendation that has come to the board is for termination and he asked legal counsel if a motion is needed or should the board vote on the recommendation. Mr. Sutherland said it is up to the CPSB on what decision it makes. Mr. Brooks moved, seconded by Mr. Burton, that Ms. Scott be suspended for one month without pay and not terminated. Mr. Brooks said Ms. Scott is a fine young lady, she has demonstrated herself well, and the board should be sensitive to this case. Mr. Burton said he believes termination is not following previous patterns. The employee has a record of 18 years of good work and one incident should not result in termination. Mrs. Pugh requested clarification of the time calculation for suspension. She asked if the one-month suspension is in addition to time already served. Mr. Brooks said Ms. Scott should get credit for the time that she has already been off, that he means the suspension should be from September 11 to

October 11, 2000. Vote on the motion failed in a tie vote with board members Burton, Pugh, Brooks, Boykin and Armstrong supporting the motion. Board members opposed were Vance, Thibodeaux, Powell, Milam and Dr. Hitchcock. Dr. Hitchcock moved, seconded by Mr. Milam, to uphold the superintendent's recommendation. Vote on the motion carried with board members Vance, Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Burton, Brooks, Boykin and Armstrong.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mrs. Pugh seconded the motion, which carried, and the meeting adjourned at approximately 7:11 p.m.

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Robert E. Schiller, Secretary

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Mike Powell, President



**October 17, 2000**

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 Tuesday, October 17, 2000, with President Mike Powell 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 Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, and Michael J. Thibodeaux. Johnny Vance, Jr. was absent due to illness. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Guin gave the invocation and led the Pledge of Allegiance. The president informed board members that he spoke with Mr. Vance today and he asked him to express his appreciation to everyone for the cards and prayers for he and his family, and he looks forward to returning to school board meetings very soon.

### **CONSIDERATION OF MINUTES OF THE SEPTEMBER 19, 2000 AND OCTOBER 3, 2000 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the minutes of the September 19, 2000 and October 3, 2000 school board meetings. Vote on the motion carried unanimously.

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

The president called board members' attention to a memo placed at their stations regarding the declaration of emergency authorization to bid reroofing of the gym at Hamilton Terrace. He said the superintendent is requesting the CPSB to suspend the rules of the meeting in order to take action on this item, and a two-thirds vote is required to suspend the rules. Mr. Thibodeaux moved, seconded by Mr. Brooks, to suspend the rules to add this item to the agenda. Vote on the motion carried unanimously. The president said the item would be added to the agenda following agenda item 21. The president polled the superintendent and school board members for other modifications to the proposed agenda and consent agenda. The superintendent requested that "*Approval of the Proposed CPSB Policy GBEA – Staff Protection (Zero Tolerance Workplace Violence Policy)*" and "*Approval of HiFusion Internet Service Proposal*" be pulled from the agenda. The president ruled that at the consent of the board, these items would be removed. The president said Mr. Thibodeaux has requested that "*Approval of Resolution in Recognition of C. E. Byrd High School 75<sup>th</sup> Anniversary*" be moved forward on the agenda to follow agenda item eight. The board consented to advancing the item on the agenda. Mrs. Armstrong requested that the leave request for Nancy Brown be removed from the consent agenda for consideration as a separate item. Mr. Burton requested that the emergency bid item, "*Declaration of Emergency/Authorization to Bid Reroofing of Gym at Hamilton Terrace,*" be added to the consent agenda and school board members expressed no objection to the requests.

### **SPECIAL PRESENTATION/RECOGNITION(S)**

The superintendent recognized Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, who presented the special recognitions.

**2000 Pre-Teen North Louisiana (Jr.) Winner.** Carmen Salley Ortiz, fourth grade *Gateway* student at Riverside Elementary School, was awarded the title and third runner up in the talent competition. Participants were evaluated on academic achievement, volunteer service to community and church, school honors, personal skills, over-all pre-teen image, etc. She was awarded a prize package that included a \$1,000 educational bond, trophies, gifts and travel arrangements. Carmen will represent Louisiana in national competition in July 2001 and travel to various scheduled pre-teen events around the country. Her parents, grandparents, and Dr. James Gillispie, principal, were recognized.

**National Science Olympiad Competition Winners.** David Larmar, science and social studies teacher at Judson Fundamental Elementary Magnet and 1997-98 Caddo Teacher of the Year, introduced the overall student winners. Mr. Larmar's fourth and fifth grade classes are the National Science Olympiad winners in the elementary division, and for the third consecutive year, Judson has placed first in the nation in the competition. The fifth grade team placed third and team members are Nathan Shavers (perfect score), Chris Ortiz, Ashley Jackson, Stephanie Mears, Jessica Prest, Shadreka Clark, ShaKara Petteway, Tiffani Hill, Kenosha Montgomery and Erin McInturf. The fourth grade team placed first and all teammates received perfect scores on the test. Team members are Deidra York, Courtney Matthews, Ashan Kennedy, Allison Rankin, Kathryn Bluck, Heather

Jacobson, Bryanna Braswell, Veronica Choyce, Jennifer Marsalis, and Daniel Sharbono. Principal Sandra Denmark, former principal Leisa Edwards (now CPSB elementary cluster director), other staff and parents were recognized.

**Louisiana Principal of the Year Program.** Pam Byrd, principal at South Highlands Academic and Performing Arts Elementary Magnet School, is the elementary regional winner for 2000-2001. She was chosen from a pool of 2,000 applicants as a participant in the Fulbright Memorial Fund Teacher Program and will travel to Tokyo on November 12. This program allows distinguished educators in the United States to travel to Japan for three weeks in an effort to promote greater intercultural understanding between the two nations. Mrs. Byrd's husband, Jim, was recognized.

Margaret Brown, principal at Oak Terrace/J. B. Harville Alternative School, is the high school regional winner for the 2000-2001 Louisiana Principal of the Year Program. The Greater Shreveport Chamber of Commerce has also named Ms. Brown as one of the *100 Women of the Century*. With this honor, a brick with Ms. Brown's engraved name will be permanently sealed in the Chamber's plaza.

**Financial Reporting.** The Association of School Business Officials (ASBO) has declared and offered the *Certificate of Excellence in Financial Reporting Programs International* to the CPSB finance department, headed by Director Ben Wreyford. This recognition enables school business officials to achieve a high standard of financial reporting and is only conferred to a school system that has met and/or exceeded all of the standards. Also, The Government Finance Officers Association has awarded the CPSB the *Certificate of Achievement* that is the highest form of recognition for governmental entities in the areas of governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a government and its management. Mr. Wreyford introduced key staffers Harry Monroe, accounting supervisor; Pat Evans, assistant supervisor; and Jim Lee and Donayle Sonnier, senior accountants, who provide leadership in the department.

The president and superintendent presented honorees with framed certificates of recognition and/or plaques for the special accomplishments.

## **VISITORS**

Nancy Brown, teacher, presented her appeal of the superintendent's denial of her request for a one-day leave without pay to the CPSB. She said she would be taking part in a pilgrimage to the Holy Lands during the Thanksgiving break and needs the extra day for traveling. Mrs. Brown said she would suffer a significant financial loss if she is forced to return early; she is a conscientious teacher; she does not abuse sick days; and, her teaching antenna is always up to gain knowledge for sharing with her students. She said board members were provided a packet, via mail, of more detailed information relating to the request. Mrs. Brown asked the board to grant her request for one-day leave without pay.

Monica A. Johnson, parent, informed the board of an incident involving her six-year-old son (student at Keithville Elementary) who she reported was left for over 40 minutes alone on a school bus at the end of the bus route (Tuesday after Labor Day). She said she has asked staff to conduct an investigation and to inform her of what point should she have been notified that her child was missing but staff has not responded. She also asked if bus drivers are required to check their buses after each route. The president referred this issue to the superintendent and asked staff to respond to Ms. Johnson's inquiries. Mr. Milam requested a copy of staff's report on this incident. Dr. Hitchcock said he has questions for the superintendent about the allegations and he would ask them at the appropriate time later in today's meeting.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), shared with the board the federation's ideas relative to: a) its thoughts and prayers for the CPSB member from district two who is ill; b) the mayor's campaign to bring young adults back to Shreveport; c) its commitment to public education and to raise salaries; d) the State's effort to pass constitutional amendments two and three (*The Stelly Plan*) for salary increases; e) concern for teachers repetitively subbing for other teachers; instructional aides holding classes instead of teachers; and, f) concern for clearer and direct communication with administration.

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), made the board aware of: 1) the promotion of *American Education Week* and encouraged the board's participation in the *Walk-a-Day In My Shoes* activity; 2) the observance of *Support Personnel Day* on Wednesday, November 15; 3) the association's support of the board's effort to develop a policy to end violence in the work place; 4) the need to provide students and employees with Internet access in schools and at home; and, 5) the association's support of constitutional amendments two and three (*The Stelly Plan*) for support of education funding through income or property taxes.

## **CONFIRM THE CONSENT AGENDA**

Mr. Brooks moved, seconded by Mr. Burton, approval of the proposed consent agenda. The president called for the vote on the motion, which carried unanimously. The following items were categorized as consent agenda.

### **Agenda Item No. 9 B-C**

**Requests for Leaves.** Staff recommended that the requests for leaves be approved or denied as contained in the mailout. (The request for Nancy Brown was removed from the consent agenda and will be considered later in this meeting.) The following requests for leaves were approved.

Sabbatical (Study), Spring Semester of 2000-2001 School Year

Michael Bottoms, Teacher, Keithville Elementary/Middle School  
Vada Harris, Teacher, Mooretown ECE Center  
Mary Hendrix, Teacher, Walnut Hill Elementary/Middle  
Stacy Scott, Speech Therapist, Itinerant  
Tracy Ward, Teacher, Herndon Magnet

Sabbatical (Study), Spring Semester of 2000-2001 School Year and Fall Semester of 2001-2002 School Year

\*Calvin Murray, Teacher, Caddo Middle Magnet

Catastrophic Illness, September 12 – October 23, 2000

Mark Salloum, Teacher, Northwood High

Catastrophic Illness, October 31 – December 19, 2000

Frankie Bryant, Teacher, Sunset Acres Elementary

**Request of the Board.** Ellen Axtel asked to rescind her leave without pay for October 3-6, 2000.

**\*Advisory to the Board.** Calvin Murray's request for sabbatical leave for study was included in the mailout; however, his request has been withdrawn.

**Other (Hiring, Assignment Changes, Separations and Resignations).** Staff recommended approval of the other personnel transaction reports as included in the mailout. The report is a compilation of assignment changes, resignations, separations and new hires for certified and classified employees.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the following bids: 1) Spectrum Industries for computer furniture for various schools totaling \$46,934.25; 2) Tucker Manufacturing Company for football helmet reconditioning totaling \$3.25 per unit; 3) Shreveport Tractor for a tractor for the maintenance department totaling \$14,907.00; 4) Shreveport Communication Service, Inc. for two-way mobile radios totaling \$131,400; 5) ATD-America totaling \$10,280.82; Brodart Co. totaling \$16,034.00; Demco, Inc. totaling \$1,050.45; Moser Corp.

totaling \$30,468.00; Rowley-Hansell totaling \$7,054.56; and, School Specialty totaling \$3,755.96 for library furniture and equipment for various schools; 6) ABC School Supply totaling \$6,826.80; AFB School Supply totaling \$17,979; Childcraft Education totaling \$1,458.15; Early Childhood Direct totaling \$562.05; Hatch totaling \$1,108.65; Paula's Educational Supplies totaling \$465.00; Teachers School Supply totaling \$1,574.70; U. S. Toy totaling \$1,309.35 and Vicro Mfg. totaling \$1,275.00 for kindergarten play equipment for several schools and warehouse stock; and, 7) Conco Foods and Long's Preferred Inc. circled items totaling \$76,284.30 for paper and supplies for Child Nutrition Programs.

**Annual Salvage Sale.** Staff was authorized to hold its annual salvage sale of used furniture and equipment on November 18, 2000.

**Approval of Bids – School Plant Projects.** Staff recommended approval of Project 2001-103, "Classroom Wing Addition at North Highlands, be awarded to Sandifer Building and Design for the lump sum of \$917,732; that Project 2001-104, "Classroom Wing at Hillsdale," be awarded to Carter Construction Co. Inc. with a base bid for a total of \$1,049,768; and, that Project 2001-215, "Renovate Old Vivian Library for School Away From School (SAFS)" be awarded to Vanderberg Construction, Inc. for the sum total of \$81,900. Also, the CPSB declared an emergency and approved the purchase of a roof replacement for the gym at Hamilton Terrace Learning Center from the lowest responsible of three informal bidders, that the purchase and installation of said roof be funded by Capital Projects Fund Contingency, and that Richard LeBlanc Architects, Inc. be ratified to provide professional services for same, as recommended by staff.

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

**Approval of Special Education Interagency Agreements and Contracts.** Staff recommended approval of two standard special education interagency agreements and two contracts as included in the mailout. The agreements and contracts make it possible for the special education department to work cooperatively with other agencies and maximize services for all students with disabilities in the most cost effective manner. Agreements approved are between the CPSB and Success Insite (a non-profit mental health rehabilitation agency) and Health Access, Inc. Contracts approved are between the CPSB and Brentwood Hospital Out-Patient Services and for the professional services of Dr. Alan B. Richards.

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

**Approval of Budgets for Career/Adult/Alternative Programs.** Staff recommended approval of FY 2000-2001 budgets for adult education (state/federal), adult education technology, and vocational education as included in the mailout. A copy of each budget is filed in the official papers of the board.

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

**Approval of Stipend for Caddo Teachers Receiving National Teaching Certification.** Staff recommended that the CPSB, in partnership with Coca-Cola, establish a \$1,000 one-time stipend for teachers in Caddo Parish who receive national certification from the National Board for Professional Teaching Standards. The CPSB and Coca-Cola will share equally in the expense of the stipend. Jackie Lansdale, president of CFT/SP, said the federation is pleased that this item is on the consent agenda and it is a wise step toward a teacher track as opposed to a teacher/administrator track. Furthermore, the federation looks forward to finding additional funds.

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

**Consideration of November CPSB Meeting Dates.** Staff recommended that the November 2000 Executive Committee meeting date be changed to Tuesday, November 14, 2000, and that the CPSB change its regular meeting date to Tuesday, November 28, 2000. The meetings will begin at 4:30 p.m.

**Agenda Item No. 18**

**Adoption of the Proclamation in Recognition of American Education Week (Dr. Hitchcock).**

Staff recommended that the CPSB adopt the proclamation proclaiming November 12-18, 2000 as the 79<sup>th</sup> annual observance of *American Education Week*. A copy of the proclamation is filed in the official papers of the board.

**APPROVAL OF RESOLUTION IN RECOGNITION OF C. E. BYRD HIGH SCHOOL 75<sup>TH</sup> ANNIVERSARY (Thibodeaux)**

Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the resolution in recognition of C. E. Byrd High School 75<sup>th</sup> Anniversary as included in the mailout. Vote on the motion carried unanimously. On behalf of the board and staff, Mr. Thibodeaux officially presented the framed resolution to Principal Helen Fitzgerald and read the document into the official minutes of the board.

P R O C L A M A T I O N  
C A D D O P A R I S H S C H O O L B O A R D

**Whereas**, C. E. Byrd High School celebrated its 75<sup>th</sup> anniversary October 5-7, 2000; and  
**Whereas**, this historic school, fondly called “*The City of Byrd*” – a phrase coined by the first principal, Mr. Grover Koffman – is the oldest existing high school in Caddo Parish; and  
**Whereas**, C. E. Byrd has served thousands of students since opening in 1925 on Line Avenue; and  
**Whereas**, C. E. Byrd continues to be a campus of pride for its alumni and current student body of 1,892; and  
**Whereas**, C. E. Byrd has brought the school district acclaim with its designation as a *Blue Ribbon School of Excellence* by the United States Department of Education;  
**Now, therefore, be it resolved that the** Caddo Parish School Board congratulates the principal, faculty, staff, students, parents and community supporters for continuing to make C. E. Byrd High School a recognized school of excellence that is known far throughout the state and nation.

October 9, 2000

/s/ \_\_\_\_\_  
Mike Powell  
Board President

/s/ \_\_\_\_\_  
Michael J. Thibodeaux  
Board Member, Dist. 4

/s/ \_\_\_\_\_  
Robert E. Schiller, Ed.D.  
Superintendent

**PERSONNEL TRANSACTION REPORT**

**Requests for Leaves.** Mrs. Armstrong moved, seconded by Mr. Brooks, that the CPSB allow Mrs. Brown to take this one day of leave without pay and grant her this dispensation. Mrs. Armstrong said the employee has made her case clear and she hopes that in the future the CPSB would address this matter in a written policy so that all employees would be informed in advance of planning this type of trip. Dr. Hitchcock said the request was for “leave without pay” and he did not hear this as part of the motion. Mrs. Armstrong asked that the words *leave without pay* be included in the motion (as worded above). Mr. Milam asked Mrs. Brown if in light of what is going on in the Middle East at this time, if she still plans to go through with the trip. Mrs. Brown said at this time, plans are contingent upon what happens. If things clear up she plans to make the trip. Mr. Milam asked when would she be leaving for the trip and Mrs. Brown said November 20. The president said Mrs. Brown sent information to school board members which included correspondence from a travel agency that said if she returned to the United States a day early and she didn’t need the day without pay, that it would be a \$700 charge. Mrs. Brown said it would be a minimum of \$700 if she could not make the connection. The president asked if this information was provided the superintendent when he considered the request. Mrs. Brown said it was not because she did not believe there was a need; but after her request was denied by the superintendent, she contacted the company that was managing the tour and this is when she was informed of the charge. Moreover, the information sent to board members was not given to the superintendent because the request was for less than four days. The request went to the superintendent and she did not believe that it would have to meet

with the board's approval. The president asked Mrs. Brown if she has since sent the packet of information to the superintendent and she said she had not. The superintendent said the issue he was bringing to the board is the coupling of urgent personal reason (UPR) days, days without pay, and holidays. He said this is an issue of policy that the CPSB needs to examine. The president asked the superintendent if his recommendation has changed. The superintendent said he wanted to seek clarification of policy from the CPSB on the issue of linking holidays with UPR days with days without pay to extend time. Mrs. Brown explained that she followed the instructions of her building administrator to submit a letter making the request because they did not know that a form existed. Mrs. Brown said after she received the superintendent's letter denying the request, staff in the Human Resource Department informed her that they were not aware of a form for appeal and she was then provided with the request for leave without pay form that was subsequently submitted. The superintendent said the referenced form has been in effect since April 21, 1995. The president called for the vote on the motion, which carried with board members Guin, Pugh, and Powell opposed. Mr. Milam abstained. Board members Burton, Thibodeaux, Brooks, Mims, Boykin, Armstrong and Dr. Hitchcock supported the motion.

### **APPROVAL OF PROPOSED CHANGES TO THE CENTRAL OFFICE REORGANIZATION PLAN**

Mr. Thibodeaux moved, seconded by Mr. Milam, that the position of *Assistant to the Superintendent – Projects, Grants, Family Connections* be abolished; that the CPSB establish the position of *Chief Academic Officer*; and, that the *Department of Security* be transferred to the *Division of School Services* from the *Division of Support Services*. The superintendent noted that the organizational chart does not reflect accurately the dual reporting relationship of the director of auditing to the school board and superintendent. He said the board brought this matter to the attention of the superintendent at its last meeting and failure to make the revision was an oversight. The superintendent apologized for not having made the amendment. Mrs. Pugh said there is a vacancy in the department that has been filled and as of today, the chart being approved is not current in terms of personnel. The superintendent concurred. Mrs. Pugh proposed that organizational charts be dated when presented to the CPSB for consideration. The superintendent said today's adoption would not be of people but of positions. Mrs. Pugh clarified that the CPSB would be adopting the positions cited in the motion, and the superintendent concurred. Vote on the motion carried unanimously.

### **CPSB'S ADOPTION OF A RESOLUTION ENDORSING CONSTITUTIONAL AMENDMENTS TWO AND THREE (*THE STELLY PLAN*) (Burton)**

Mr. Burton moved, seconded by Mr. Brooks, adoption of the resolution endorsing constitutional amendments two and three as included in the mailout. Mr. Milam said he would vote against the motion. He said two or three years ago the state gave raises to teachers and the raises were not leveled as some parishes around Caddo received larger raises. He said he believes this would probably happen again and at this time Caddo is the number one paid parish within the state and he would look for Caddo to be the bottom rung as far as receiving the raise. Mr. Milam said surrounding parishes would probably get more and this would not help Caddo in trying to attract and keep good teachers. He said he believes passage of the amendments would decrease Caddo's pay attractiveness to teachers. Furthermore, he is not convinced that this is the best way to take care of education by raising taxes; that there is no assurance that the state won't come back in a year or two to raise taxes again. Also, in 1997 when the bond issue was presented, the CPSB developed the needs of the parish; it did not endorse it; but the CPSB went to the public with the needs and asked the citizens to decide. Vote on the motion failed with Mrs. Pugh abstaining; board members Burton, Mims, Brooks and Dr. Hitchcock supported the motion. Board members opposed were Guin, Thibodeaux, Powell, Milam, Boykin and Armstrong.

### **CPSB MEMBERS' RESIDENCY REQUIREMENT (Powell)**

The president said information was provided in the mailout. After the situation came up with the three board members who had situations with the Ethics Commission, he was trying to ensure that the CPSB is doing everything proper as a board. He said board members were asked to complete a form that was provided at the last board meeting asking board members to state where they are residing so that the school board would be in full compliance. The president asked the

superintendent if all board members have responded and the superintendent said *no*. The president said after talking with the board's legal counsel they were trying to determine the most appropriate step to protect the school board in case there was a problem. Mr. Thibodeaux said this matter would be appropriate in executive session for personnel and he moved, seconded by Mr. Guin, for the CPSB to go into executive session for 15 minutes for personnel reasons. Dr. Hitchcock inquired of legal counsel if this is an appropriate subject for the CPSB to go into executive session about. Legal counsel said he believes it might be an appropriate subject to go into executive session about – *yes*; but not on the basis of personnel matters though because this is not what he believes it is. Dr. Hitchcock asked legal counsel if it is his advice to the board that the motion, as currently before the board, is in fact in conflict with state law. Legal counsel said it is his feeling that the current motion would not be the appropriate motion to go into executive session about. Dr. Hitchcock again asked legal counsel if the motion as is on the floor would in fact, in his opinion, conflict with state law. Legal counsel said it would not fall within one of the exceptions of the open meeting law. Dr. Hitchcock said the motion would, in fact, conflict with state law. Legal counsel said it is not authorized by the statute; that there are exceptions, a constitutional exception that might fit in and there's a general exception. He said his opinion does not conform to the established exemptions for going into executive session. Dr. Hitchcock said he does not object to an executive session, however, he feels compelled to raise a point of order. The president thanked Dr. Hitchcock for his comments and said he would find the point of order to be correct; and, in light of Mr. Thibodeaux's request and legal counsel's indication that this might well be a topic for executive session, he asked legal counsel what would be the proper motion if the board decided it wants to follow-through. Legal counsel said it would be for investigation of allegations of misconduct. Mr. Thibodeaux withdrew the original motion and Mr. Guin concurred. Mr. Thibodeaux moved, seconded by Mr. Guin, for the CPSB to go into executive session for the purpose of investigation of allegations of misconduct. Mr. Guin seconded the motion. Dr. Hitchcock asked legal counsel, as the board considers allegations of misconduct, if it is obligated to inform the person in advance; that the person have an opportunity to have counsel present. Legal counsel answered *no sir*.

Mrs. Boykin said she should be able to respond since she is the board member in question. She stated that she is a realtor and a single lady in the community and in the past year in addition to facilitating the buying and selling of properties on behalf of clients, she also sold property that she owned in Texas as well as her personal home. Mrs. Boykin said she is currently in the process of buying and repairing a property for investment. Throughout all of this she has continued to reside in her district and provided change of address notice to the Registrar of Voters and those persons who require such of her, specifically the Louisiana Real Estate Commission. Mrs. Boykin said that for a long time she has had a post office box that has been used for personal mail and CPSB mailouts. Earlier this year a board mailout was delivered to her apartment and left propped against the door. Shortly after this, she requested the superintendent's staff to hand deliver those items to an address where it could be dropped inside, specifically the real estate office; then they would notify her. As for her home address, Mrs. Boykin said she has requested in the past that her home address not be published on the membership form. She said the form seems to cause confusion. Schools get the address and mail to the address, mail gets forwarded if late, and mailouts are not sent to her in a timely manner if they are hand delivered or mailed that way. Her second concern, which is most important to her as a single individual, is to not publish her home address. Mrs. Boykin said there are probably not many places that she could go within probably an 80-90 miles radius of here that people don't know her. She said that at no point has she ever not resided in her district. She said she has a great deal of freedom and flexibility and this allows her to devote more time to her work (realtor) and personal business. Mrs. Boykin said if the board wishes to go into executive session to discuss what she does with her time, then she would be glad to do that. Mrs. Boykin said she offers an apology to anyone in the community who may have been concerned about this; however, no one has approached her about where she resides. Mrs. Boykin said she has served her district and will continue to serve her district. Mrs. Pugh asked legal counsel what authority does the board have to take action on this matter. Legal counsel said under the laws of the state of Louisiana, the declaration of a vacancy, if in fact a school board member changes his or her domicile as defined in statute during the course of his or her term, then the office is automatically vacated. There are a number of methods for declaring the vacating of office *i.e.* action of the school board itself, action by the court. A school board may declare a vacancy whenever a board member has changed his or her domicile from the residence and the facts are such and have been confirmed. Mrs. Pugh asked who has the investigatory authority. Legal counsel said the district attorney has the investigatory

authority of complaints made by registered voters in the district of an elected official. The district attorney is empowered and required to conduct an investigation and report the results of the investigation to the public entity and to the registered voter who makes the complaint. Mr. Thibodeaux said based on what the board member stated publicly, he no longer sees a reason for an executive session. He does not believe a statement in executive session would be any different than what has been stated and asked that his motion be withdrawn or that the board votes against the motion. The president asked Mrs. Boykin if she would provide an address on the form. Mrs. Boykin said she has the completed form. The president said there is no need to go into executive session and with consent of the board, the motion is removed from the floor.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** A monthly update on classroom wings and other major new constructions was included in the mailout.

**Master Plan Progress Report (Dr. Schiller).** The superintendent said eight months ago he embarked upon an opportunity to develop for the district priority goals and objectives through a series of community forums. At that time, it was built into a plan for improvement of the overall district – its efficiency, effectiveness, and student achievement. In July the board approved the plan, and as indicated at that time to the board and community, the intent was to drive the system to reach its capacity and capability and to be more focused. Also, it was indicated that periodically a progress report would be brought to the board. The first quarterly report was included in the mailout and it details each objective, its status, and a summary as provided by individual staff members who are responsible. He reported that after only three months into this endeavor, staff has worked incredibly hard and long and out of 82 objectives, staff has accomplished 40 percent of what was promised. He recognized Burnadine Moss Anderson who narrated staff's visual presentation of highlights on some of the key issues on which staff has been working. They are: a) Priority Goal I (*Recruit and Retain High Quality Staff: Provide students with teachers and principals who are qualified and competent*) - Objectives 1, 2, 7 and 12. Staff presenters were Charles Walker, Penny Claudis and Ben Wreyford; b) Priority Goal II (*Raise the level of accountability to become results-centered and to assure efficiency, effectiveness, and attention to detail*) – Objectives 1, 3, 4, 10. Staff presenters were John Dilworth, Ron Festavan and Penny Claudis; c) Priority Goal III (*Coordinate and deliver efficient and effective administrative support functions aligned with school-based needs*) – Objectives 3, 5, 8 and 9. Staff presenters were Joe Brown, Woodrow Wilson, Ben Wreyford, and Jacqueline Solomon; d) Priority Goal IV (*Raise the level of the educational program, all schools, and student performance*) – Objectives 1, 19, 25 and 30. Staff presenters were Leisa Edwards, Clay Slagle, Don Fritz, Ed Hearn and Janis Parker; and, e) Priority Goal V (*Create a high level of expectations for parental/guardian participation in student learning: Expand family, community and school connections*) – Objectives 5 and 6. Janis Parker was the presenter. A copy of the first quarterly report of the initial plan for overall improvement of academic performance and district effectiveness was distributed to board members, media representatives, and other visitors. A descriptive legend identifying the progress (*accomplished and ongoing, accomplished, or in progress*) that is being made on each objective was provided on the progress report. Mrs. Armstrong asked staff to correct the principal's name on page nine (Eddie Smithey, Stoner Hill Elementary) of the plan that was included in the mailout. The superintendent said staff's intent is that a report be presented quarterly and objectives be accomplished. Mr. Milam thanked and applauded the superintendent and staff for the presentation and work that has been accomplished. He said the work represents what the board wants and he is proud that so much progress has been made. Mrs. Pugh expressed her appreciation to the superintendent and staff for the work and said she was able to relive much of the board's work from its retreat and she also remembered comments that were made in the interview process. Mrs. Pugh said the CPSB is holding the superintendent accountable for completing the task. The president echoed the comments and said it's been a process that started with a vision and thoughts and then came into words and deeds. He expressed appreciation for the superintendent and staff's hard work and continued work that it will take to accomplish all of the objectives.

## **UNFINISHED BUSINESS**

**Bus Incident.** Dr. Hitchcock said one of the visitors tonight brought back memories of an incident that the board addressed at an earlier meeting. He asked the superintendent if an investigation is



going on to determine if the allegations are true, and the superintendent said *yes*. Dr. Hitchcock asked the superintendent if he plans to send board members the results of the investigation or should board members request it individually. The superintendent said as soon as Ron Festavan, chief support officer, and Don Toppett, director of transportation, complete their work on this matter, he would provide him with a report. The president asked the superintendent to send a copy of the report to the full board.

**Board of Ethics.** Mr. Mims brought to the board's and public's attention his plan to ask the CPSB to reimburse him \$1,500 that he paid to the state's ethics board. He said he asked the superintendent for an executive session to discuss this matter and was referred to the board's president; however, after 144 hours he has not heard from the board's president. Mr. Mims said he was not fined because of his son-in-law; he was fined because a staff member sat on information that he had submitted in the fall of the year. He said in March 2000, staff sent a memo to Dr. Schiller that they did not know what to do with the information that they had in their audit. Mr. Mims said at that time, he and Dr. Schiller sent the information to the ethics board. It was stated that he was 188 days delinquent. This is not true and he stands tonight to correct this. He said he has documents that could verify this. There are people who know that he turned the information in early and it did not go where it was supposed to go. Mr. Mims said he has a letter from the ethics board saying that it had cleared him, but someone from the personnel office continued to inquire into this matter. He informed the president that he has not tainted the board. The president said he did not say that Mr. Mims had tainted the board, and he doesn't know if Mr. Mims misspoke earlier but when he requested the item, he directed him to the board's attorney. Mr. Mims said he followed his directive but he did not hear any more from the board's attorney. He said he contacted the board's attorney who later returned his call, and he told the attorney what he was after and asked for the executive session. Mr. Mims said to this very moment, he has not heard from the board's attorney, so on these grounds he is requesting that \$1,500 be returned to him. Mr. Mims asked that an item to reimburse him \$1,500 be added to the agenda for the November school board meeting. Legal counsel said Mr. Mims did contact him and he has not gotten back to him but there is a very good reason for his delay. He said he did not wish to discuss it publicly, but he informed the board that the reason he has not gotten back to Mr. Mims is because he is investigating a matter as to exactly what the Ethics Commission determined before he could give an answer to his request. He said he has had a conversation with them and is waiting for a response. Legal counsel said he would be responding to the request. Mr. Mims said he just wants to clear up the matter. He does not want the public to think that he has done something illegal and when matters start affecting his family, then it affects him dearly. Mr. Mims emphasized that his family has nothing to do with him properly turning in paper work. The president said the board would consider Mr. Mims' request as an agenda item for the next school board meeting. Mrs. Pugh said she knows that the Louisiana School Boards Association (LSBA) did not credit Caddo school board members with their due hours because staff did not submit information. She said it was a year later that board members were credited and they had to pick up hours the next year. Mrs. Pugh said there are problems and she hopes that central office staff would recognize this. The president said this is not to cast any stones at staff, but all of these things occurred prior to the superintendent's hiring and he might not be familiar with all of the situations that have arisen in the past. He further noted that staff is working to ensure that things are properly done. He further clarified that earlier he was explaining how the board got to the point of requesting addresses from board members; that he was not saying the board was tainted. Furthermore, it was brought up that the CPSB needs to get things done right, and the board would consider his request. Mr. Mims said he understands that this happened before the superintendent came to Caddo. He has discussed this matter with the superintendent and they are on the same page. He has attempted to handle this in a professional manner. However, he does not feel that he has been treated fair publicly. Mr. Burton echoed Mr. Mims' sentiments and said errors were made in the process. Mr. Burton said he has documentation of his filing; that something must have happened like four years ago, and there appears to be something wrong with staff's process of taking care of these matters. Mr. Burton also cautioned the board that discussion of this matter violates the rules because the item is not on the agenda. The president said Mr. Burton's observation is a good point. This discussion has come about as a result of action of a body in Baton Rouge and not from the CPSB. Mrs. Boykin said she thinks it is always contingent of every board member to inquire of himself or herself if they are unsure of anything. She said occasionally situations arise whereby only the board member could ask proper questions if there is a conflict. She said the ethics people are easy to reach and they could settle any question.

## NEW BUSINESS

No new business was presented at the meeting.

## ANNOUNCEMENTS AND REQUESTS

**Teachers' Complaint.** Mr. Brooks asked the superintendent to investigate allegations of principals at particular schools misusing staffs at their schools. He said it has been reported that some principals are over-emphasizing CPSB policy; that teachers are being asked to do more than they are supposed to do. The president asked Mr. Brooks to provide the superintendent with more detailed information.

**Staff's Demeanor.** Mrs. Armstrong complimented Judith Butcher, supervisor of social studies, for the professional and relaxed manner in which she enters classrooms to observe teachers. She said a teacher that was observed by Mrs. Butcher relayed this information to her. Furthermore, the teacher reported that neither she nor the children felt threatened by an outsider's presence in the classroom. Mrs. Armstrong said it is necessary to pass this on to staff – that there is a proper way to enter a classroom and observe teachers.

**Miss Louisiana.** Mr. Burton asked staff to recognize Faith Jenkins, *Miss Louisiana* and *first runner-up to Miss America 2000* and a former student of C. E. Byrd High School. The president asked the superintendent to look into doing this. Mr. Milam said he thinks Miss Jenkins would be a good motivational speaker in some schools.

**November CPSB Meetings.** The president announced that the dates for the November 2000 school board meetings have changed. The Executive Committee will meet on Tuesday, November 14, 2000, and the CPSB will meet on Tuesday, November 28, 2000. Each meeting will begin at 4:30 p.m. in the boardroom, 1961 Midway Street, Shreveport, Louisiana.

**CPSB Retreat.** The superintendent announced that on Tuesday, October 24, 2000, beginning at 5 p.m., the CPSB would meet in open session to review data on demographics and enrollment, followed by an executive session to discuss plans to build strategic plans for the next ten years. He said a notice is being sent to board members. The president said the board would be operating in the mode of a work session with a general agenda and no action is anticipated.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mrs. Pugh seconded the motion, which carried, and the meeting adjourned at approximately 6:47 p.m.

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Robert E. Schiller, Ed.D., Superintendent

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Mike Powell, President

**October 24, 2000**

The **Caddo Parish School Board (CPSB)** assembled for a facilities planning/education reform retreat in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:03 p.m. on Tuesday, October 24, 2000, with First Vice President Jerry Tim Brooks presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip Guin, Miles Hitchcock, Sc.D., Alvin Mims, Mildred B. Pugh and Michael J. Thibodeaux present. President Mike Powell arrived at approximately 5:07 p.m.; Johnny Vance, Jr. arrived at approximately 5:10 p.m.; and Mark Milam arrived at approximately 5:25 p.m. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

### **REVIEW OF DEMOGRAPHICS**

The superintendent introduced staff's presentation of a review of data that was sent to CPSB members on facts and trends of student enrollments and projections. He asked the board to use the data in its thinking and in forming decisions. He reported that the information and graphs were generated internally and much of the census data was compiled by internal and external sources. Based on staff's projections, student enrollment in Caddo public schools will continue to decline and presumably at an accelerated rate over the next five years. The superintendent and staff predicted that student enrollment in Caddo Parish will probably bottom out at approximately 37,000 by the year 2005. The superintendent presented a snapshot of: a) the state's population and migration patterns; b) percentage changes in births in Caddo Parish; c) the redistribution pattern of students attending Caddo schools; d) existing facilities with insufficient populations to support the schools; e) negative intervening factors that could impact student enrollment *i.e.* loss of the gaming or other major industries; and, f) positive intervening factors that could impact student enrollment *i.e.* emigration of large corporations with many workers and children, etc.

### **REVIEW OF ENROLLMENTS**

Clay Slagle, technology manager for Caddo Public Schools, presented a recap of the information previously sent to board members from a district perspective, census tract or area perspective, and the schools that exist within the census tracts (the effect of declining population and redistribution of families upon the district). Mr. Slagle's report focused on population (people residing within particular areas) and enrollment (youngsters attending school in Caddo Parish). He said there is a cause and effect relationship that exists between the two. Of particular note is the effect the decline in enrollment has had upon the number of students funded by the Minimum Foundation Program (MFP). Mr. Slagle noted that there has been a significant decline in the number of individuals living within the parish and the percentages have changed in births. The analysis of enrollment was composed of four study areas and the schools within: 1) North Caddo Parish (Blanchard, Timmons, Mooringsport, Hosston, Oil City, Vivian, Linear, Donnie Bickham, Herndon, Northwood, Green Oaks); 2) North and Central Shreveport (Laurel Street Early Childhood Education, Central, George P. Hendrix, West Shreveport, Ingersoll, Cherokee Park, J. S. Clark and Booker T. Washington); 3) West and Southwest Shreveport (Keithville, Walnut Hill, Turner); and, 4) Southeast Shreveport (no schools). Data was also presented as it relates to census tracts and categories of school-age children. Mr. Slagle also emphasized that: a) the northern part of Shreveport is experiencing the greatest decline in enrollment; b) I-49 has created an artificial boundary through the heart of the city in terms of growth; and, c) the greatest area of growth appears to be in the Southwest. Charted population data for each of the census tracts was shared with school board members. Mr. Slagle also shared population trend lines as they occur within schools that are located within the study areas.

Mrs. Boykin requested enrollment projections for Ridgewood Middle School. Mrs. Pugh informed staff that it would be helpful to board members if they had enrollment trends for all schools in Caddo Parish. The superintendent said the requested information would be provided.

**Recess.** The president announced that the CPSB would take a 30-minute dinner break, and the board recessed at approximately 5:40 p.m. Board members reconvened at approximately 6:30 p.m.

**EXECUTIVE SESSION – JONES vs CPSB, CIVIL ACTION NO. 11055, U. S. DISTRICT COURT (W. D. La.)**

Mr. Guin moved, seconded by Mr. Mims, that the CPSB go into executive session for up to one-and-a-half hours for the purpose stated on the agenda involving the consent decree - *Jones vs CPSB, Civil Action No. 11055, U. S. District Court (W. D. La.)*. Vote on the motion carried with board members Guin, Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Armstrong and Dr. Hitchcock supporting the motion. Mrs. Boykin was absent for the vote. Board members went into executive session at approximately 6:35 p.m. and reconvened at approximately 9:25 p.m.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. All other board members seconded the motion, which carried unanimously, and the retreat ended at approximately 9:26 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**November 2, 2000**

The **Caddo Parish School Board (CPSB)** assembled for a facilities planning/education reform retreat in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:03 p.m. on Thursday, November 2, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. present. Judy D. Boykin arrived at approximately 5:09 p.m. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Milam gave the invocation and led the Pledge of Allegiance.

**EXECUTIVE SESSION – JONES vs CPSB, CIVIL ACTION NO. 11055, U. S. DISTRICT COURT (W. D. La)**

Mr. Milam moved, seconded by Mr. Thibodeaux, that the CPSB go into executive session for Jones vs CPSB, Civil Action No. 11055 U. S. District Court (W.D. La) for up to three hours. Mr. Guin asked the CPSB's legal counsel to make a statement as to the validity of the executive session for this subject matter. Legal counsel said in this particular aspect there are motions pending before the court and most of the issues that would be discussed today are programmatic, student assignment wise, and have implications with the consent decree as well as to the litigation. He said he believes that under the exceptions for the open meeting laws, it is justified for the board to go into executive session and it is authorized to do so. Mr. Burton asked if the board would be discussing litigation and how it would affect school closings. The president clarified the motion and said the executive session is to discuss litigation and Mr. Milam cited the caption that is the consent decree litigation. Mr. Burton expressed concern that the public is being excluded from the discussions. He said the people he represents have questions and he needs to keep them informed about what is happening. Legal counsel said the board could not make any decisions in executive session and decisions made by the board have to be made in open session. Mr. Burton said according to protocol, board members are not free to discuss issues that were addressed in executive session publicly. Furthermore, people in the community are being affected and they are concerned about the consent decree and the board's actions. The president said the consent decree is litigation but before the board is in a position to make decisions such as of the magnitude described, there would be opportunities for public input and all decisions would be made in open session. Mr. Burton emphasized that he is concerned about the secrecy and privacy that board members have to maintain coming out of executive session. Mr. Thibodeaux said he agrees that the CPSB needs to be open with the public, but it would be irresponsible of the board to throw out information when the board itself hasn't decided the exact direction that it wants to go. He said any decision made relative to closing schools, opening schools, moving lines around, transferring students, etc. automatically could have an affect on the consent decree which means it has to be discussed first in executive session. Mr. Thibodeaux said he would not vote to make any decision prior to having public forums, and the board cannot have public forums until all board members agree on what would be discussed. Mrs. Armstrong said in some areas of the parish citizens are on the verge of mass hysteria over the schools and the board's discussions and planning. She said the CPSB needs to be very open with the public and let citizens understand that no decisions have been made; that the board is in a discussion stage; and it continues to receive the superintendent's proposals. Mrs. Armstrong said at this point, she questions why the board went into executive session at its last retreat. She asked legal counsel if the CPSB is going to be specifically discussing the litigation with regard to the possible plan. Legal counsel said the president and superintendent called today's meeting and it is his understanding that this is the board's intent. Legal counsel said he anticipates that the board would be legal in executive session and if it is determined that the board is not, then he would so advise. Dr. Hitchcock concurred with comments expressed by Mr. Burton and Mrs. Armstrong and said he feels strongly that if the board is talking about the effects of a plan on pending litigation (consent decree), that it is right for the board to go into executive session. However, he said he believes it is wrong for the board to use the litigation as a means of having a private discussion about a plan to avoid discussing it in public. He encouraged legal counsel and the board's president to make sure that in the executive session that the CPSB limits its discussion to the consent decree and that there not be any wide-range discussion about something that should properly be discussed in open session. He asked legal counsel if it is correct to assume that any wide-range discussion about a plan that does not involve dialogue on the consent decree might not be appropriate for the executive session. Legal counsel said it is his opinion that if the CPSB has discussion in the executive session that does not relate to the implication to the consent decree or the strategy and the manner in which the negotiations or litigation would be handled, then it would not be proper to be in executive session.

Dr. Hitchcock said the board needs to remember what the attorney has said when it goes into executive session. The president said legal counsel would be in the executive session and it is his intention that the board sticks to things involving implications of the consent decree. Mrs. Pugh said the matter that is in the document for discussion in executive session encompasses the consent decree in its entirety. Moreover, for any matter that the board is proposing on paper, the board needs to have a clear understanding so that it can say to legal counsel what needs to be done. Mrs. Pugh said this discussion has to be done in executive session. Mrs. Boykin said she received a call from a gentleman at the Chamber of Commerce prior to coming to today's meeting and he encouraged her to vote in favor of a math/science magnet. She said she is curious as to how the gentleman received his information and she needed clarification as to what she could discuss with the public. She also asked how many people have received a copy of the plan. The president said Mrs. Boykin is referring to two separate matters. He explained that over a year ago Biomedical and Centenary came before the CPSB and made a presentation at the time the board was looking for charter schools. At that time, the former superintendent sought direction from the board and they continued working together toward a possible partnership for a school in the parish. This is ongoing and the current superintendent is now involved. The president noted that this is a separate matter from what would be discussed in executive session. Mrs. Boykin said the gentleman from the Chamber indicated that the CPSB would be voting on something specifically. The president said the board would not be voting on anything today. Mr. Burton said he also received several calls today inquiring about plans for Woodlawn High School, specifically about Biomedical's involvement. He said the caller indicated that action would be taken tonight and he knew about some of the plans. Mr. Burton expressed concern that erroneous information might be circulating in the parish. Again, the president emphasized that the CPSB would not be taking a vote at today's meeting. Mr. Brooks said citizens know more than school board members think they know because at the Mooretown Advisory Committee meeting last Monday night, people packed the auditorium and expressed concern about the closing of Woodlawn. Mr. Brooks said he informed the citizens that Woodlawn was not on the agenda and he did not know the source of their information. The president called for the vote on the motion, which carried unanimously. The president said the CPSB would relocate to Room 1 in the instructional center for its executive session and it went into executive session at approximately 5:20 p.m.

**Recess.** The president called for a 30-minute dinner break at approximately 6:15 p.m. and the board went back into executive session at approximately 6:57 p.m. The board reconvened in open session at approximately 10:10 p.m. and the president said the board would recess until Friday evening, November 3, 2000, at 5:00 p.m. in Room 1 of the instructional center of the CPSB office complex. Board members present at the time of recess were Dr. Hitchcock, Milam, Armstrong, Guin, Vance, Thibodeaux, Pugh, Brooks and Powell. Board members absent were Burton, Mims, and Boykin. The board recessed at approximately 10:11 p.m.

### **November 3, 2000**

The **Caddo Parish School Board (CPSB)** reassembled to continue its executive session in Room 1 of the CPSB office complex, 1961 Midway Street, Shreveport, Louisiana, at approximately 5 p.m. on Friday, November 3, 2000 with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Phillip Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Judy D. Boykin arrived at approximately 5:18 p.m. and Willie D. Burton was absent. The president said the time specified in the original motion for the CPSB to go into executive session has just about expired. Therefore, he asked board members to reassemble in the boardroom to entertain another motion to extend the time for continuation of the executive session. Mrs. Pugh moved, seconded by Mrs. Armstrong, that the CPSB would resume its executive session for no more than two hours for the purpose of continuing discussion on pending litigation [Jones vs CPSB, Civil Action No. 11055 U. S. District Court (W.D. La)]. Vote on the motion carried unanimously. The CPSB retired to Room 1 and the executive session resumed at approximately 5:05 p.m. The CPSB reconvened in open session at approximately 7:04 p.m.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Brooks seconded the motion, which carried unanimously, and the meeting adjourned at approximately 7:05 p.m.

**November 14, 2000**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana immediately following the Executive Committee meeting (approximately 7:20 p.m.) on Tuesday, November 14, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Phillip R. Guin was absent. Also present were Secretary Robert E. Schiller, Ed.D., and Legal Counsel Roy Beard. The invocation and Pledge of Allegiance were omitted.

The purpose of the special meeting was for the CPSB to act on personnel recommendations and to consider motions to go into executive session to hear students' expulsion/placement appeals. The president said there was a request to suspend the rules to consider the addition of another agenda item. Mr. Burton moved, seconded by Mr. Brooks, to suspend the rules for the CPSB to take into consideration an emergency request - item 12 (*Approval of Breakfast & Lunch Provision Agreement – Southern University at Shreveport-Bossier City Athletic Department*). Vote on the motion carried unanimously.

#### **APPROVAL OF BREAKFAST & LUNCH PROVISION AGREEMENT – SOUTHERN UNIVERSITY AT SHREVEPORT-BOSSIER CITY ATHLETIC DEPARTMENT**

Mrs. Pugh moved, seconded by Mr. Brooks, approval of the agreement to provide breakfast and lunch at Newton Smith Elementary for out-of-state student athletes of Southern University at Shreveport-Bossier City. Dr. Hitchcock asked the superintendent if he recommends approval of the agreement and the superintendent said he gives full endorsement. Vote on the motion carried unanimously.

#### **APPROVAL OF PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Kay Robinson be appointed to fill the position of principal at Caddo Middle Magnet and Marlene L Ritter to fill the position of Director of General Education. A copy of each applicant's resume' was included in the mailout. Dr. Hitchcock moved, seconded by Mr. Milam, approval of the superintendent's recommendation that Kay Robinson be appointed to fill the position of principal at Caddo Middle Magnet. Further moved that Marlene L. Ritter be appointed to fill the position of Director of General Education. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. Vote on the motion carried unanimously. The superintendent introduced Mrs. Ritter and Mrs. Robinson to the board and others. The superintendent acknowledged the presence of Mrs. Judy Moncrief, principal at Caddo Middle Magnet, who is retiring in January 2001. He thanked her for her service to the Caddo Public School System.

#### **EXECUTIVE SESSIONS**

**Students' Placement Appeal.** The superintendent said if the CPSB wishes to take staff's recommendation on the placement hearing for Karmen and Shante Revell, then it could do so without going into executive session. The president asked about the parent's position in this appeal and the superintendent said there is no dispute between staff and the parents on this issue. Dr. Hitchcock moved, seconded by Mr. Burton, that Karmen and Shante Revell be permitted to enter the Caddo Parish School System at Hamilton Terrace Learning Center for the remainder of this semester and upon a favorable recommendation from Hamilton Terrace, Karmen and Shante Revell would enroll at Woodlawn High School on January 4, 2001 on strict academic and discipline probation for the remainder of the 2000-2001 school year. Vote on the motion carried unanimously.

**Student's Expulsion Appeal.** Staff informed the board that the parents wish for the appeal hearing to remain open. The president asked Joshua Scott Gates and his parents to come forward. The decision to expel Joshua was based on the CPSB's discipline policy that references the consequences for striking a teacher or any other personnel. The state statute *R.S. 17:416 (A) (vii) (aa) (bb) (cc)* also supports the expulsion. Staff recommended that Joshua be expelled from Caddo Middle Magnet School and referred to the expulsion center at Oak Terrace Alternative School until December 21, 2000. If Joshua receives a favorable review and recommendation from Oak Terrace

Alternative School, then he would be permitted to enroll in Turner Elementary/Middle School on January 4, 2001. The president said board members received information in the mail on this appeal. Terry Gates, father, represented his son in this hearing and noted that he understands that the CPSB is under a zero tolerance policy and he supports this as a parent. However, he said he does not understand that to mean that there is zero common sense that could be applied to any given situation. He asked the board if it is trying to teach the student something as a result of what has taken place or if the board is trying to correct the student. He questioned whether the best interest of the student is being considered. As a matter of information, Mr. Gates said his son is diagnosed ADHD and staff was not aware of this when the initial hearing was held. He said his child was accused of attacking someone, but he doesn't consider horseplay as an attack. He proceeded to explain how his son flicked a small round piece of plastic at a teacher and insisted that his son's action was a prank. He suggested that the act should be corrected instead of punishing the child. Mr. Gates shared with board members a replica piece of plastic that he said his son flicked in class. He further noted that the plastic is not, in his opinion, a weapon. Bill Vaughn, assistant principal at Caddo Middle Magnet, viewed the piece of plastic and said it appears to be the same as was flicked by Joshua at the teacher. Mr. Gates said the police confiscated the original piece of plastic and the teacher filed criminal charges against Joshua. He said the act was impulsive; there was no witness to say that there was malice, anger, or conflict with the teacher. He emphasized that there was no intent for his son to harm anyone. Joshua said he did not aim the plastic at the teacher, but he did hit the teacher with the plastic. Mr. Thibodeaux said two witnesses submitted written statements about the incident and both wrote that Joshua brought his arm back to throw the plastic; therefore, the act was more than a flick. Mr. Thibodeaux asked where has Joshua been since the date of the expulsion (October 12, 1999) and Mr. Gates said he enrolled his son in Evangel Christian Academy. The superintendent said in light of board policy, state law, and the action, the hearing officer determined that the expulsion would be until August 2001 with placement at Oak Terrace. Staff members looked into the matter examining some of the mitigating circumstances and reconsidered to commute the time to Oak Terrace to the end of the 2000 semester and then allow Joshua to enroll in Turner Elementary/Middle School. He said he concurs with staff's recommendation, as it would be in the best interest of Joshua to return to neighborhood middle school because under CPSB policy, he could not return to Caddo Middle Magnet. The superintendent said whatever the intent might be, the action caused distress for the teacher, the family, and the student. Furthermore, he does not feel that having an extended expulsion is in the student's best interest. Chief Operating Officer John Dilworth reported that staff investigated the case and considered the following: 1) that this was Joshua's first suspension out of school; 2) he has had two previous in-school suspensions; 3) his home school (Turner Elementary/Middle) principal knew the situation and was willing to take him into the school at midterm; 4) his grades were reviewed; 5) teachers said he could potentially be a better student; but, 6) the overriding fact is that Joshua was very honest about what he had done. Teachers also concurred that Joshua was honest. Mr. Dilworth said staff stands by their recommendation. Mr. Brooks asked staff if they would consider the piece of plastic to be a weapon. Mr. Dilworth said it depends on how the plastic is used; that if thrown with force and it hits someone in the eye, then it is a weapon. Mr. Brooks said he feels that stronger problems should be brought to the CPSB for consideration and action. He suggested that this item should have been solved at the school level. Mr. Gates shared with board members a document that the vice principal signed whereby he reportedly stated that, *If this had happened at another school, it would not have been handled so severely; that he could not do anything about it because his hands were tied.* He said he concurs with Mr. Brooks' observation, that this matter should have been handled at the school level. Mr. Gates said he would like for the expulsion to be removed from his child's record. The president asked Mr. Gates who wrote the signed statement that he shared with the CPSB. Mr. Gates said he actually penned the document, but Mr. Vaughn acknowledged the revised wording (*severely for what happened*) by signing and dating the document. Mr. Gates also expressed concern that Gwendolyn Cason, attendance supervisor, was asked if she considered his son's action to be equivalent with a student pulling a knife on a teacher, and she answered in the affirmative. He said this is why he worded the document as being blown out of proportion.

Following more discussion, Mrs. Boykin moved, seconded by Mr. Mims, that Joshua Scott Gates be expelled from Caddo Middle Magnet School and referred to the expulsion center at Oak Terrace Alternative School until December 21, 2000. If Joshua receives a favorable review and recommendation from Oak Terrace Alternative School, then he would be permitted to enroll in Turner Elementary/Middle School on January 4, 2001. Mrs. Boykin commented that everybody present who has a child understands that children do things impulsively that might not be considered



smart. She said employees in the system have expectations of certain levels of behavior from all students for which there is punishment. Furthermore, the statute does not speak to a weapon but to striking a teacher whether it's with a fist, board, or pencil. She said these things sometime happen in anger and she reminded board members that students are becoming young adults; they are observing what is happening in the system; and, a provision of leniency has already been made on behalf of Joshua. Mrs. Boykin said no one has asked about the status of the health of the teacher at this time. She said employees expect the board to hold to a level of discipline and to a level of punishment. She encouraged the board to support the motion. Dr. Hitchcock asked whose handwriting is on the document that Mr. Gates shared with board members. Mr. Gates said he wrote out the questions and Mr. Vaughn reworded the document and then signed the document verifying his answers to his questions. Dr. Hitchcock asked if anything has been added to the document since Mr. Vaughn signed it, and Mr. Gates said *no sir*. Dr. Hitchcock asked who placed the stars on the document. Mr. Gates apologized and said he thought Dr. Hitchcock was referencing additional writing on the document and said he starred the questions that he asked of Mr. Vaughn. Mr. Vaughn said he had seen the statement that Mr. Gates produced and his signature verifies his answers to his questions; not his statements. Dr. Hitchcock asked Mr. Vaughn if it is still his contention that this matter has been handled very severely for what has happened. Mr. Vaughn said anytime a staff member has been struck with anything, it would be handled very severely. He said staff would handle any situation that endangers the health/safety of a teacher. The president called for the vote on the motion that carried unanimously. The president asked staff to explain to Mr. Gates the board's action. The superintendent informed Mr. Gates that the CPSB determined to uphold the recommendation that Joshua be expelled from Caddo Middle Magnet until such time that he may enroll for the second semester at Turner Elementary/Middle School. Dr. Hitchcock asked what happens if Joshua does not go to Oak Terrace; would he still have the right to enroll at Turner. The superintendent said he would have to research this issue, consult with the parents and get back with the board. Dr. Hitchcock encouraged the superintendent to review the board's practice of many years.

**Public Forums.** Mrs. Boykin called board members' attention to the list of dates/sites for the community informational meetings that was placed at board members' stations and asked if the list is official. The president and superintendent confirmed that the list is official. The president said the first meeting is Wednesday night, November 15, 2000, at 6:30 p.m. at J. S. Clark Middle School.

**Adjournment.** There being no further business, Mrs. Boykin moved for adjournment. Mr. Milam seconded the motion, which carried unanimously, and the meeting adjourned at approximately 7:55 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**November 28, 2000**

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 Tuesday, November 28, 2000, with President Mike Powell presiding and the following school board members present being a quorum: Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Jerry Tim Brooks was absent due to illness. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

**CONSIDERATION OF MINUTES OF THE OCTOBER 17, 2000, OCTOBER 24, 2000, NOVEMBER 2, 2000 AND NOVEMBER 14, 2000 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the minutes of the aforementioned school board meetings. 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. Referencing item 12 – *Approval of BellSouth Contracts (Renewal and New)*, Mrs. Pugh asked if legal counsel has reviewed the contracts and if there are any findings that should be shared with the CPSB. Legal counsel said he reviewed the documents and there are no findings that should be brought to the board's attention. The president said information was provided in the late mailout on the personnel recommendation and a resume' has been put at board members' stations.

**SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, introduced the following special recognitions.

**Truancy Court Program - Attendance Project/2000 -2001 School Year.** On behalf of the court's truancy team, The Honorable David Matlock, chief judge for the juvenile court for Caddo Parish, and Judge Paul Young presented certificates of achievement to Caddo public schools with significant improvements on already outstanding school attendance. Schools recognized were: C. E. Byrd, Southwood, Captain Shreve, Ridgewood, Turner, Linear, Bethune, J. S. Clark, Atkins, Riverside, and Westwood. Plaques were presented to the top schools with increased attendance and the schools were Mooretown, Youree Drive, and Woodlawn. The president extended the board's appreciation to the court for the presentations. He said the school system partnered with the juvenile courts three or four years ago to build the truancy program and school attendance has improved significantly over these years.

**National Council of Teachers of English Writing Award Winner.** Jeff Lusk, senior at Captain Shreve High, won the National Council of Teachers of English Writing Award. Over 3,000 juniors competed for the NCTE Writing Awards captured by only 876 students throughout the nation. The competition is two-fold: one, an essay written on an impromptu theme written in a timed-writing period; and two, a sample of the best writing done as a part of Jeff's studies. Jeff's parents and Principal Dr. Sandra McCalla were recognized.

**Games Uniting Mind and Body Organization (GUMBO) Discus Winner.** Eddie Percy, student at Oak Park Elementary, has qualified for the Invitational as a Class Six athlete every year of competition. On Saturday, October 7, 2000, in Baton Rouge, Louisiana, Eddie set a state GUMBO record in Discus. He earned a gold medal (Discus) and three bronze medals (20 meter run, softball throw, and 60 meter run). Eddie's parents, Principal Gladys Rhinehart, and other staffers were recognized.

**National Merit Semifinalists.** The Caddo Public School System has 16 National Merit Semifinalists and they are: Leigh Ann Collinsworth and Andrew Olsan (C. E. Byrd); Courtney Collins, Clayton Critcher, Stacey Desmarais, Addie Dickson, Laura McCormick, Alan Northcutt, Frances Rabalais, Theresa Stallings, Rachel Gross, Erin Cage and John-Paul Young (Caddo Magnet); Kourtney Lace Hennard (Captain Shreve); Charles Matthew Hudson (Huntington); and Samara Winbush (Southwood). **Achievement Semifinalists:** Crystal Hill and DeAquanita

McKinney (C. E. Byrd); Jeri Hilt and Niketa Williams (Caddo Magnet High). **Commended Students:** Lacey Ardoin and Wendell (Trey) Glass (C. E. Byrd); Justin Atchison, Elizabeth Coody, Matt Gates, Baihan Gu, Sarah Kennedy, James Nickelson, Stephanie Savory, Patricia Smith, Angela Wilhite, Heather Latiolais and Kristen Wortman (Caddo Magnet High).

Parents, grandparents, and Principals Mary Rounds (Caddo Magnet), R. Lynne Fitzgerald (C. E. Byrd), Kathryn Gallant (Southwood), Dr. Sandra McCalla (Captain Shreve) and Kevin Guerrero (Huntington) were recognized.

**Christa McAuliffe Fellowship Recipient.** Martha Maple, fourth grade teacher at Shreve Island Elementary, is the recipient of the 2000 Christa McAuliffe Fellowship. She will receive more than \$26,000 for the school to improve academic achievement in the area of reading. Ms. Maple's project is "*Balanced Literacy to Improve Academic Achievement: Meeting the Challenge with Students, Parents, and Teachers.*" Members of Mrs. Maple's family and Dr. Kerry Laster, principal, were recognized.

**USA Today's 2000 All-USA Teacher Team.** Shreve Island Elementary School's fourth grade teacher team, "*AA Team – Academic Achievement,*" received honorable mention in the *USA Today's* 2000 All USA Teacher Team competition. Teacher team members are Kristen Davis, Martha Maple, and Jan Verner. This news was announced in an October 2000 edition of *USA Today*.

**Junior ROTC Cadet Corps Commander Promotion.** LTC Richard W. Miller, JROTC supervisor for Caddo Public Schools, promoted and introduced Caddo's 2000-2001 Junior ROTC Cadet Corps Commander who is Cadet Colonel Russell Crews (Captain Shreve High School). He is the number one cadet of Caddo's 2,715 member JROTC Corp. Cadet Colonel Crews' parents participated in the pinning ceremony and the superintendent presented the honoree with a pen desk set. Cadet Colonel Crews' grandparents and other relatives were recognized.

## **VISITORS**

Webster Pikes, school patrol officer and employee of the City of Shreveport, asked the CPSB for its assistance in school patrol officers' efforts to obtain pay increases and other benefits.

Joel Klinkenborg, parent, asked the board and/or staff to respond to the following concerns:

- 1) investigate the report that a school security guard, who is not qualified to do substitute teaching, is also serving as a substitute teacher at North Highlands Elementary School;
- 2) consider equipping classrooms with a set of textbooks and sending a set home with students, and this would reduce the weight of students' backpacks;
- 3) reducing the number of student passengers on school buses; and,
- 4) examine the water system at Herndon Magnet.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, expressed the federation's concerns that: a) the CPSB does not bring teachers to the discussion table to provide input on issues that affect them; b) Caddo does not have enough certified teachers because salaries for teachers are below the market price; c) teachers are being asked to perform various non-classroom-related jobs during their planning periods, etc.

Dr. Michael McCoy, president, Caddo Association of Educators (CAE), expressed the association's concerns relative to: a) optional health insurance plans, reduction of premiums/prescription drugs, and wellness components; b) the need for the CPSB to audit the group health plan to determine that eligibility requirements are being enforced; c) the need for the CPSB to consider redefining eligibility for group plan benefits; and, d) the need for the CPSB to be bold and broad in its pursuit of providing the best health care plan at affordable prices.

## **CONFIRM THE CONSENT AGENDA**

Mrs. Pugh moved, seconded by Mr. Thibodeaux, approval of the proposed consent agenda. The president called for the vote on the motion, which carried unanimously. The following items were categorized as consent agenda.

## Agenda Item No. 9

**Personnel Recommendation(s).** The superintendent recommended that Mary Nash Robinson be appointed to fill the position of interim assistant principal at Captain Shreve. Mrs. Robinson will be joining Captain Shreve's administrative team at midterm. The superintendent recognized Mrs. Robinson and introduced her to the board and audience. He also thanked her for the many contributions that she made while serving as a personnel administrator in Human Resources.

**Requests for Leaves.** Staff recommended that the requests for leaves be approved as contained in the mailout. The following requests for leaves were approved.

Sabbatical Leave (Study), Spring Semester of 2000-2001 School Year

Elizabeth Fair, Counselor, Hamilton Terrace

Sabbatical Leave (Medical), October 5, 2000 Through the End of the Fall Semester of the 2000-2001 School Year

Lisa Moreland, Teacher, Creswell Elementary

Sabbatical Leave (Medical), Spring Semester of 2000-2001 School Year

Marilyn Sartor, Teacher, North Caddo High  
Melba Weaver, Teacher, Ridgewood Middle School

Catastrophic Illness, Thirty Days Beginning October 25, 2000

Elmira Johnson, Teacher, Linear Middle School

Catastrophic Illness, Thirty Days Beginning September 29, 2000

Joyce Terry, Teacher, Ridgewood Middle School

Leave Without Pay (Personal), October 26 Through the End of the 2000-2001 School Year

Janell Stevens, Teacher, Barret Elementary

**Request of the Board.** Nancy Brown, teacher at Caddo Middle Magnet, requested to rescind her one day leave without pay (November 29, 2000).

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** No promotional appointment contract for a new counselor was presented at this meeting.

## Agenda Item No. 10

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for electronic message board and small kitchen equipment as included in the mailout. A copy of the tabulation bid sheets marked "*Exhibit A, 12 pages, November 28, 2000*" is filed in the official papers of the board.

**Approval of Bids – School Plant Projects.** Staff recommended that Project 2001-105, "Classroom Wing Addition for Summerfield," be awarded to Brown Builders for the lump sum of \$704,290; that Project 2001-206A, "North Caddo Additional ADA Restroom," be awarded to Hope Contractors for the lump sum of \$26,300; and, that Project 2001-214, "Renovate Old City Library Building to Classrooms for A. C. Steere," be awarded to Hope Contractors for the lump sum of \$15,500.

**Approval of Change Order.** Staff recommended that Change Order No. 1 (\$10,825.00) be accepted for Project No. 2001-043, "Joplin Street Garage Apron Concrete and Drainage Repairs," as included in the mailout.

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

**Approval of Contractual Agreement Between CPSB and Bossier Parish Community College (BPCC).** Staff recommended approval of the contractual agreement between the CPSB and BPCC to begin classes in the spring of 2001. The agreement will provide an opportunity for an early start for Caddo students toward earning a college degree while concurrently enrolled in high school.

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

**Approval of BellSouth Contracts (Renewal and New).** Staff recommended approval of the contracts (renewals and new) for network services from BellSouth Telecommunications, Inc. as outlined in the mailout. The contracts are for the following network services: Frame Relay Service, Dedicated Internet Service, Managed Connection Service, and Managed Security Service. These services are essential to maintain a scalable, robust, and secure network.

### **REQUEST FOR ADDITIONAL POSITION – SUPERVISOR OF TRANSPORTATION**

Mr. Vance moved, seconded by Mr. Burton, that staff's request to add an additional supervisor to the transportation department be postponed until the December meeting in order for the board to receive more information from the superintendent and staff which would be provided to the full board. Mr. Vance apologized to the board, superintendent, and staff for not making his concerns known prior to today's meeting due to personal time constraints. He expressed concern about the cost factor and organizational structure of the transportation department. Mr. Vance said the board needs clarity on the financial aspect of this matter. Mr. Burton echoed Mr. Vance's sentiments. Mrs. Pugh noted that staff provided the board with a statement at its last meeting that funds are available because of savings from the purchase of buses, and the salary would come from the savings. Furthermore, that this item would be considered during budget planning meetings for future funding. Mr. Vance said this issue deals with finance and personnel. He emphasized the need for the board to: a) look at the CPSB's organizational structure in terms of the positions already added to various departments; b) identify the cost for the additional position; c) review the makeup of the transportation department; and, d) determine if someone is already on staff who could perform the job. The president asked the superintendent if the school system would be in jeopardy if the board delays this item. Ron Festavan, assistant superintendent/support services, said the system would not shut down if the board delays action on this item; however, it is a much-needed position. Mr. Vance said the board wants to improve the department, but he needs clarity on the expressed concerns. Mrs. Armstrong said board members received a copy of the job descriptions, but she concurred that more information is needed on the structure of the transportation department. She also said board members need to know how the addition of another position would impact long-range plans for the school system. Referencing concerns about health insurance plans and costs, as cited by a visitor earlier in today's meeting, Mr. Burton said school board members need to be sure of available funding before approving additional positions. Dr. Hitchcock said he believes it is an imperative need to provide supervision in the transportation division. He said if there was better supervision, enforcement, and training on a day-to-day basis within the department, then he probably would not have had to cast a vote to dismiss a bus driver at a previous school board meeting. Dr. Hitchcock said the board has heard from staff and he believes the position is desperately needed. He encouraged the board to approve the position. Mr. Thibodeaux made a substitute motion, seconded by Mrs. Pugh, to approve staff's request to add an additional supervisor to the transportation department. Mr. Vance inquired about the timeframe for advertising, interviewing, and staff's plan for making a recommendation to the board for staffing the position. The superintendent said staff was hoping that the board would approve this request; then the position would be advertised. Interviews would follow and a recommendation would be made in December. He said if staff waits until December, then no one could be recommended until late January 2001. There being no further discussion, the president called for the vote on the substitute motion, which carried with board members Vance, Burton, Mims, Boykin and Armstrong opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** A monthly update on classroom wings and other major new constructions was included in the mailout.

**Community Informational Meetings.** The superintendent informed the board that two, out of a series of seven, community informational meetings have been held. He presented an option to the board to hold one large meeting to provide an opportunity for all citizens to come forward to express their views regarding the entire proposed plan rather than going to individual sites. He said staff wants the board to consider whether or not it wants to hold such a meeting, and the suggested date is December 11. The superintendent said there is a need for the public to speak to the board regarding its concerns, issues and ideas. The president noted that the superintendent has made inquiry about CPSB meeting dates for the month of December. The superintendent said the normally scheduled Executive Committee meeting would be one week from today. He asked the board to consider rescheduling the meeting for two weeks from today (December 12) and the regular meeting on December 19. The superintendent said the reason for the request is that staff has a number of items to bring to the board and in light of the past holiday and bid/contract dates, they would like to bring the material to the board a week later. The president said the forums were not set by the board, but were scheduled by the superintendent. He said if he would call a special session of the board on December 11 for the purpose of having a public hearing, then staff would need additional time to assemble information for the Executive Committee meeting. Mr. Vance said the forums started one way and the board does not need to change at this point. He said he was pleased to see that adjustments in the forum's format were made for the last meeting. Furthermore, he expressed concern about transportation provisions for some citizens to travel outside of their community. Mr. Vance encouraged the board to keep the meetings on schedule as proposed with necessary changes. The president asked Mr. Vance for his thoughts if in addition to the forums, the CPSB was to have a special session in a central location for citizens to address the board in the form of a hearing. Mr. Burton called for a point of order and said the CPSB is discussing something that the public is unaware of and the topic is crucial to the public. Mr. Burton cautioned board members that the board has announced to the public what it is going to do and tonight the board is discussing something that the public does not know about. Mr. Vance said he strongly feels that the CPSB does not need to change the format for the community meetings after two have already been held and another is scheduled for Thursday night (November 30). Mrs. Pugh said she did not sense the need for the president to call a special session of the board when the superintendent has publicly announced the schedule of public meetings. She said it is understood that board members are in attendance, if it is their desire. The president said he was responding to a request from the superintendent. Mrs. Pugh said she understood that the CPSB would receive the public's input as the superintendent receives it, and the board would assemble after the series of community meetings to consider the information. Moreover, the board could not take any action at the special meeting. The superintendent said he just asked the board what its' pleasure would be; would it want to continue the meetings as scheduled or modify the schedule. Mr. Burton again called a point of order and said he believes the CPSB is violating the open meeting law by not having disclosed that the board would be having this debate. He said the public would have been present today to give input if they knew this item would be discussed. Legal counsel said the point of order goes to the fact that there is no agenda item for this discussion; the board could not take action on the superintendent's request; and, continued debate would be inappropriate. The superintendent said the board would allow the superintendent to continue with the forums that he deems appropriate. Referencing a memo that was placed at CPSB members' station today from the superintendent, Mr. Mims said a meeting is scheduled for Woodlawn on December 11. He said according to the memo, there would no longer be a need to have the meeting. Mr. Mims said the memo takes Woodlawn High School out of the mix. The superintendent said he is suggesting to the board that he have the flexibility to modify the proposed strategic plan that is on the table based on input received and reconsideration of some of the issues. He suggests in the memo that in looking at the enrollment pattern at Woodlawn, within two to three years it is projected that the enrollment would be critical. Furthermore, he does not believe that it is in the school system's best interest to continue maintaining Woodlawn High School as a possible closure for next year. The superintendent said he believes Woodlawn should be on a strict watch for the next couple of years and the enrollment monitored. Dr. Hitchcock said the board has established its Executive Committee meetings for the first Tuesday of each month and there are no agenda items before the board today to allow a change of meeting dates. He asked the

superintendent why does staff have a concern for the board meeting on December 5. The superintendent said the issue is that by board policy, staff would have to mail to board members today the agenda and materials for the meeting on next Tuesday. He said considering the past holiday and contracts that staff is reviewing for presentation at the meeting, it would be in staff's best interest to have more time to prepare the material. Dr. Hitchcock said he does not remember the board adopting a policy, that it has become more of a custom, that staff provides the level of detailed information at the Executive Committee meeting. He said the purpose of the Executive Committee is to establish an agenda, and he asked the superintendent if staff could be ready with a proposed agenda of items to be presented at the regular meeting in December. Dr. Hitchcock said the board would perhaps have to understand that it is because of the short time in between that the detailed information might not be available until the mailout prior to the regular meeting. The superintendent said Dr. Hitchcock's suggestion would be acceptable.

### **UNFINISHED BUSINESS**

No unfinished business was introduced at the meeting.

### **NEW BUSINESS**

No new business was introduced at the meeting.

### **ANNOUNCEMENTS AND REQUESTS**

**Security Guard/Substitute Teacher.** Mr. Burton asked staff to investigate the report that a security guard is also serving as a substitute teacher at North Highlands Elementary School and he is not qualified to do so.

**Transportation Department.** Mrs. Armstrong asked the superintendent to provide CPSB members with a structure chart regarding the transportation department. She also asked staff to identify what positions are out there; explain how the positions are integrated into one another; and, explain what purpose the positions are now serving. Mrs. Armstrong also requested salary information and to identify secretarial staff and the type of jobs they perform. The superintendent asked Mrs. Armstrong if she was requesting information on the secretaries' job descriptions and assignments. Mrs. Armstrong cancelled her request. Mr. Festavan said the auditing department has been engaged to do a complete audit of the department and most of this information would be in the report. He said staff would be happy to share the auditors' report with board members. Mrs. Boykin noted that there were two supervisory positions in the transportation department but some time ago, one person retired and the position was not filled or the money went into another area. She asked staff to revisit this so that the board could be assured that staff is not just adding people. Mr. Festavan said for many years, there were two supervisors in the department and one was phased out through attrition or retirement process. He said staff would research this issue.

**Memo – Strategic Plans.** Mrs. Pugh asked the superintendent to look at the possibility of adjusting district lines between the high schools and Woodlawn High School.

**Community Forums.** Mr. Milam said two community forums have been held and he encouraged board members to make every effort to attend as many of the community meetings as possible. He said he believes the meetings have been good and the second meeting was better because of the revised format. Mr. Milam said he would like to see the community meetings continue as scheduled and if an additional meeting is needed, then that would be fine. The president also encouraged board members to attend the public forums.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Burton seconded the motion, which carried unanimously, and the meeting adjourned at approximately 5:58 p.m.





**December 5, 2000**

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, December 5, 2000, at approximately 4:36 p.m. with President Mike Powell presiding and Jerry Tim Brooks and Alvin Mims present. Other school board members present were Ginger Armstrong, Judy D. Boykin, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Mildred B. Pugh, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE DECEMBER 19, 2000 CPSB MEETING**

The president called board members' attention to the revised proposed agenda for the December 19, 2000 regular CPSB meeting. He polled school board members and the superintendent for other additions to the proposed agenda.

**Bids.** The superintendent noted that bids for the Atkins classroom wing project were opened this afternoon and the bids are coming in in favor of the CPSB. A recommendation will be presented for the next board meeting. Also, the bid opening for the Broadmoor project will be held on December 12 and will be presented at the next board meeting. The president asked if board members would have the information prior to the meeting on the 19<sup>th</sup>, and the superintendent answered *yes*.

**Renewal of Group Medical and Group Life Insurance Plans.** The superintendent said the CPSB is facing, as a district, increased health care costs and an increase rate of 27% for the upcoming year. He said in order to maintain the cost share between employer and employee, staff is looking at a variety of options. The superintendent said staff anticipated the increase when this year's budget was built, and there are adequate funds in this year's budget in anticipation of the board's share. He said staff is now considering options for the employees' share which is an additional \$1.2 million cost for their 27 percent share. The options for consideration, which will also be shared with employee groups over the next several days are: *Option One* - to keep the same PPO and POS plans with no benefit changes. This maintains the same out-of-pocket expenses but results in the maximum rate increase of 27%; *Option Two* - to keep the PPO and POS plans, but it would increase the out-of-pocket expenses which are generous but in line with typical competitive insurance plans, and lowers the rate increase to 17.37%; and, *Option Three* - to keep the same PPO plan and raise out-of-pocket expenses. It would change the POS plan to a true HMO while maintaining current out-of-pocket expenses. It results in the lowest rate increase of 16%. A chart summarizing plan benefits and costs in each option was shared with school board members. He reported that a recommendation would be included in the next mailout. The president noted that Option One shows that the total cost to the board through fiscal year 2001 is already in the budget (\$3.5 million). He said Option Two, under renewal and because of the difference in out-of-pocket costs, drops the cost to \$2.2 million; but it also has \$750,000 underneath that. He said adding the two numbers together it comes to \$2,950,000 and if the board would absorb the two it would be less than the \$3.5 million already budgeted. The superintendent said this is correct and if the CPSB moves to Option Two, then the amount of money out-of-pocket to the board and the total amount of money out-of-pocket to the employees in the aggregate would be less than what the CPSB is currently budgeting for this year. The president said if the CPSB went with option one, then in addition to the \$3.5 million, it would also be looking for another \$1.2 million. The superintendent said this would be in the employees' share. The president said if the CPSB were to look at total cost of Option One versus Option Two the board is looking at closer to \$4.7 million. The superintendent said this is correct, that the CPSB is looking at approximately a difference of \$1.8 million. He further explained that Option One would be an additional \$1.2 million for a total of \$4.7 million cost. Under Option Two, the CPSB could absorb \$750,000 with the \$2.2 million for a total of \$2,950,000 and still be within the \$3.5 million already budgeted and not pass along any increase to the employees. The superintendent said staff is concerned about the increase of monthly premium rates for employees in that it could cancel out the increase in salary. Furthermore, Option Two increases out-of-pocket expenses for PPO and POS participants, but it also differentiates the increase for those who are using the services more than for those not using the service. The president said the reason the board is faced with this increase is due to increases in prescriptive medicine costs. The superintendent said there are several reasons for the increase, *i.e.* prescription costs are escalating at an alarming rate, more family members are being added to Caddo's health plan group, and the experience rating

drives higher renewals. The president said the CPSB needs to make a decision on the renewal this month.

**Approval of Request for School Bus to Transport Caddo Parish Students.** The superintendent said the routine request is to provide a school bus to transport students at Bethune Middle School to a variety of educational field trips that are sponsored by the Department of Parks and Recreation.

**Approval of Lease Agreement: Caddo Parish School Board-LSU-S.** The president said information is at each board member's station. The superintendent said over two fiscal years, the board has set aside a total of \$125,000 for a project to allow C. E. Byrd High School to utilize LSU-S baseball field in consideration of improving the facilities at LSU-S. He said C. E. Byrd does not have its own field and this is the best option. He said approval of the lease agreement would formalize what the CPSB would contribute in the way of money. Furthermore, it defines how it would be used in terms of LSU-S facilities (page three of the agreement), and the extent to which the team would be able to practice and hold its games. The president noted that a term of ten years with the CPSB is in the agreement with the board having a right to another ten years.

**Approval of LEAP 21 Tutoring Program Budgets.** The superintendent said the budget is for a \$272,441.00 state-funded program that targets students who are considered *at risk*. He said this is an effort to provide tutoring assistance for students so that they would be better prepared to pass the LEAP 21 test that will be administered in March. The superintendent said staff is asking for the board's approval of the budget and Caddo's participation in the LEAP 21 Tutoring Program.

**Approval of IBM S/390 Multiprise 3000, Subsystems, Software, and Consulting Services RFP; Approval of Telecommunications Systems RFP Wiring/Data Cabling RFP; and, Approval of Request to Develop Long Distance and 800 Analysis Proposal.** The superintendent said staff expects to have for the board's approval the agreement for the IBM program that would move the Caddo system ahead. He said information would be in the mailout. Dr. Hitchcock requested a brief explanation of items 16 and 17 pertaining to the telecommunications systems RFP wiring/data cabling and the long distance and 800-analysis proposal. Clay Slagle, technology manager, reported that item 16 is for approval of the acquisition of telephone equipment, and the wiring and data cabling infrastructure to support the new equipment in all schools. Item 17 is to have an organization completely construct a RFP for the examination of the acquisition of new long distance and 800 services. Once the RFP is submitted and responses received, then staff would come back to the board for approval. There would be no cost incurred with item 17. Dr. Hitchcock asked what would be the end result of item 16. Mr. Slagle said it would be the beginning of a process to replace the existing telephone system in central office, each ancillary administrative location, and every school. Dr. Hitchcock expressed appreciation for a common system throughout the school system. Mr. Slagle said it would be a centralized management system with many of the features that are enjoyed on home and business phones, improved wiring and data structure, etc. Mr. Brooks asked if the improved system would apply to the Special Education Department. Mr. Slagle said upon approval of the lease at Knight Street, a phone system was installed at that time. He said a study of the functions at that facility is needed before folding it into this project. Mr. Brooks encouraged staff to upgrade the phone system at the special education building.

**Approval of Revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy.** The superintendent said in October, staff provided board members with a draft of a policy and questions came up from board members and staff. Shannan Hicks, assistant to the superintendent/policy/personnel/legal, met with staff and with review by legal counsel, the policy was edited as needed. Each changed item is highlighted and listed by page for the board's consideration.

**Approval of Settlement of Litigation.** The superintendent said information was sent to board members relative to the long-standing claims that staff wants to bring to closure. He said staff believes that the two settlements would be equitable and appropriate for the board to approve. The president directed board members to contact legal counsel or the superintendent if they have questions about the settlements.

**Canaan's Charter Proposal - Life Skill Center.** Mr. Burton asked the superintendent when would this item be presented to the board. The superintendent said he intends to bring this matter to the

board in January 2001. He reported that he has been working with the management service to refine the proposed budget as requested by the CPSB. Furthermore, he would like to visit the site and the program ends its semester this week and resumes after the first of the year. The visit will be scheduled for later and he invited board members interested in visiting the Akron, Ohio site to contact him. The president encouraged interested board members to contact him or the superintendent about traveling to Akron.

**Special Recognitions.** Dr. Hitchcock noted that teachers receiving national board certification would be recognized at the December 19 meeting. He asked how many teachers have earned the certification. The superintendent said four teachers have earned national certification.

**CPSB Meetings for January 2001.** Mr. Guin asked the superintendent if the board could anticipate a request from staff to change the CPSB meeting dates for January 2001. The superintendent said board policy calls for the board to meet on the first and third Tuesdays of the month and staff is concerned about a meeting on January 2. He said there would probably be a request to hold the Executive Committee meeting on January 9. The president asked that an item be added to the agenda to deal with the dates for CPSB meetings in January 2001.

**Consent Agenda.** The president proposed that agenda items 9-12, 13, 14, 18 and 19 be categorized as consent agenda. Mr. Brooks moved, seconded by Mr. Mims, approval of the agenda for the December 19, 2000 meeting with the proposed consent agenda items. Vote on the motion carried unanimously.

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

The president presented the December 19, 2000 CPSB regular meeting agenda to the public and invited specific input on the listed items.

**Approval of Revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy.** Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), requested clarification of wording in the proposed policy (page 15, number 8) . . . *any confirmed positive alcohol/drug-test result during this period shall result in immediate termination.* She asked for staff's definition of *confirmed positive alcohol/drug-test*. The superintendent said if through drug screening when an analysis comes back that demonstrates that drugs are in the system then the employee has tested positively. Mrs. Lansdale asked if this would be inclusive of any type of control *i.e.* split samples. Also, if there is a way to insure that the testing procedure has not been jeopardized. The superintendent said he would consult with staff relative to these concerns and would report back to her. Referencing page 17, A-1 (Non-Safety-Sensitive Employees), Mrs. Lansdale said this deals with voluntary rehabilitation. She asked if an employee who voluntarily seek services through the EAP is he/she is automatically turned over to his/her employer if they seek help and then decide not to use the voluntary service any longer. Ms. Hicks clarified that the policy states that the employee is tested as outlined in a previous part of the policy (Part IV, Section 4) even if they are voluntary. Mrs. Lansdale said this is not her interpretation, that it's the first chance regardless to whether you are tested or not. She asked if once the employee has voluntarily entered the program and then decides not to participate any longer, then what jeopardy is the employee in. Ms. Hicks said the employee signs an agreement upon entering the program saying that they will participate for 24 months. If the employee does not remain in the program for that period of time, then he/she is turned over for administrative action depending on the circumstances. Citing page 18 (top line) referencing reports going back to the proper authorities, Mrs. Lansdale asked what happens with this reference. The superintendent said if an individual entering rehabilitation on a voluntary basis but tests positive during the time of rehabilitation, the employee surrenders his rights to confidentiality. Positive testing and any other testing prior to entering rehabilitation would be reported back to the authority. Mrs. Lansdale said looking at the wording on page 15, number 8, it suggests immediate termination. She requested clarification. The superintendent said the report goes back to the supervisor who has the responsibility to recommend termination. Mrs. Lansdale suggested that this should be added to the policy, if this is the case. Ms. Hicks clarified that Mrs. Lansdale's reference to material on pages 17 and 18 speaks to voluntary entrance into the EAP program and the material on page 15 deals with safety and security sensitive employees. She noted that incidents are taken on a case-by-case basis because there could be situations where a

prescription issue might conflict with the drug test.

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), referenced page 17, A-1 and in the text replacement, he requested a definition for the reference to *proper authority*. He asked that a definition be incorporated into the policy. Dr. McCoy said the CPSB is providing a voluntary Employee Assistance Program (EAP) and the employee realizes that he/she has an addiction, then it appears to him that the employee is ill. He said if after testing it is determined that the employee is ill, then he is not sure that it is really in the employee's best interest to seek assistance through the EAP. Dr. McCoy said if the employee is tested anytime during the 24-month period when the employee is working on trying to get better, then it seems that one positive test without confirmation of the test presents a problem for the employee wanting to come into the program. Dr. McCoy said he has a problem with an employee being terminated after only one positive test that is not confirmed. The president said the concerns are all policy considerations. The superintendent said as much as one wants to be fair to a person voluntarily seeking assistance though testing positive, there is also the protection of the child that is utmost in the board's consideration. Furthermore, an individual with an addiction might be a high-risk to have in the classroom with children. The superintendent said he is willing to listen to someone with an option to seek a middle ground in this matter. Dr. McCoy said the school board does have leave time, but the CPSB should be careful with employees seeking rehabilitation.

**Approval of Telecommunications Systems RFP Wiring/Data Cabling RFP.** Dr. McCoy asked if this proposal includes phones in every teacher's classroom. Mr. Slagle said a response would be included in the mailout in terms of an option. He said staff found the wiring/data cabling to be cost prohibitive and it would be the board's decision relative to funding. Dr. McCoy asked if this proposal includes teacher voice mailboxes for reporting, or talking to parents, receiving messages, or putting out homework assignments to students who are absent. Mr. Slagle said the answer to the first part of the question is *yes*; and *no* is the response to the second part relative to a message system that parents might call into. Mr. Slagle also noted that staff is proceeding with plans to create a component of the website whereby teachers might post the identified items. Dr. McCoy asked where would messages be received. Mr. Slagle said messages would be received on existing phones within the schools.

**Renewal of Group Medical and Group Life Insurance Plans.** Dr. McCoy asked if under Option Two, if the cost is shifting in the drug formula on all three levels. The superintendent said the cost shifting would be on two levels – generic would remain the same, brand would increase by \$5, and preferred would increase by \$10. Dr. McCoy asked if there is any cost shifting on the physician office co-pay under Option Two. The superintendent answered *yes* and said the increase would be \$5 (from \$15 to \$20). Dr. McCoy asked if he understood that if the CPSB approves Option Two, then there would be no premium increase in employees' paychecks. The president said it would not be an increase if the CPSB absorbs the entire amount. Dr. Hitchcock asked the superintendent to share the group health insurance plan analysis (table) with the employee organizations prior to the December 19 meeting. The superintendent said staff would begin meeting with all employee groups on Thursday, December 7, to review the plans.

**Enrollment Figures.** Dr. Hitchcock called board members' attention to the enrollment report for Caddo Public Schools that was placed at school board members' stations. He asked if staff has examined the changes in enrollment to determine why it is declining. The superintendent said the analysis was done late this afternoon and he has contacted directors to visit schools and verify the declining numbers. He said audits, particularly at the high school level, are being done and staff is cross-referencing data through report cards, schedules, enrollments, etc. Dr. Hitchcock asked the superintendent to particularly look at the declining enrollment at Hamilton Terrace, Green Oaks and Vivian and let the board know what is happening. The superintendent said he contacted a principal who verified that the students have moved out-of-state. He said that at the start of the second semester, board members and staff would see a more precipitous decline in enrollment figures. Mr. Vance asked where did the data come from relative to declining enrollments. The superintendent said the schools reported the numbers on Monday, December 4, 2000.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Mims seconded the motion, which carried unanimously, and the meeting adjourned at approximately 5:20 p.m.

**December 19, 2000**

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 Tuesday, December 19, 2000, with President Mike Powell 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 Hitchcock, Sc.D., Alvin Mims, Mildred B. Pugh and Michael J. Thibodeaux. Mark Milam arrived at approximately 4:37 p.m. and Johnny Vance, Jr. arrived at approximately 4:40 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE NOVEMBER 28, 2000 AND DECEMBER 5, 2000 CPSB MEETINGS**

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the minutes of the aforementioned school board meetings. 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. "*Approval of IBM S/390 Multiprise 3000, Subsystems, Software, and Consulting Services RFP,*" "*Approval of Telecommunications Systems RFP Wiring/Data Cabling RFP,*" "*Approval of Request to Develop Long Distance and 800 Analysis Proposal,*" and "*Approval of CPSB Meeting Dates for January 2001*" were added to the proposed consent agenda.

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, introduced the following special recognitions.

**Red Ribbon Week 2000 Poster/Essay Contest Winners.** During Red Ribbon Week, special emphasis was placed on anti-drugs and anti-tobacco events. Dr. Gary Burton, physician representing Feist-Weiller Cancer Center and one of Caddo's business partners, presented student poster and essay winners with monetary awards. The *poster student winners* are: Kendell Penington, overall winner (tie) and first grader at Walnut Hill; Justin Bounds, (tie) sixth grader at Walnut Hill; Taylor Moron, first place winner and first grader at Eden Gardens; Britni Sepulvado, 2<sup>nd</sup>-3<sup>rd</sup> grade first place winner and third grader at Summerfield; Avery Peterson, 4<sup>th</sup>-5<sup>th</sup> grade first place winner and student at Northside; Aarthi Kannan, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade first place winner and student at Caddo Middle Magnet; and, David Fleming, 9<sup>th</sup> – 12<sup>th</sup> grade first place winner and student at Southwood. Each honoree received \$50 and the winning posters were displayed. *Essay student winners* are: Whitney Flournoy, overall winner and student at Arthur Circle; Darius Dodson, 4<sup>th</sup> – 5<sup>th</sup> grades first place winner and student at Pine Grove; Rachel Scott, 6<sup>th</sup> – 8<sup>th</sup> grades first place winner and student at Caddo Middle Magnet; and, Amanda Cord, 9<sup>th</sup> – 12<sup>th</sup> grades first place winner and student at Caddo Career and Technology Center. The overall winner received \$100 and the other winners received \$50 each. Central Office drug education administrators, principals, parents and other special guests were recognized.

**Outstanding School Psychologists.** Heather Lawson was recognized for being named "*Outstanding School Psychologist of 2000.*" This award goes to the LSPA member who goes beyond the call of duty to provide mental health services and create a positive working relationship with students and schools. Ms. Lawson has been instrumental in establishing the crisis response manual used locally as well as statewide. Jan Wilson was recognized as "*Member of the Year 2000.*" This award goes to the LSPA member who has contributed to the state association in some outstanding way. She has been active since 1984 and has served in numerous capacities. Ms. Wilson brings creative and positive energy to the executive council and is known for producing LSPA's polo shirts, portfolios, notepads, pens, etc.

**Teachers Receiving National Board Certification.** National Board certified teachers receive the highest honor the profession has to bestow. It is a demonstration of teaching practices as measured against high and rigorous standards. Furthermore, it is a symbol of commitment to excellence in teaching and the certificate is a credential attesting that the teachers have been assessed by their peers as ones who are accomplished, they make sound professional judgements about student

## 12/19/2000 Board Minutes

learning and they act effectively on the judgements. National Board certification is a means to professional growth and improvements. Caddo's teachers receiving this national honor are: Martha Maple (Shreve Island), Martha Mullins (Shreve Island), Felicia Pace (Shreve Island) and Susan Rogers (Southwood). Dona Aubrey, youth marketing and education channel representative with Coca-Cola Bottling Company, Shreveport, and the CPSB partnered in this endeavor and awarded each teacher \$1,000 for this outstanding recognition. Family members and school principals were recognized.

**Human and Civil Rights Trailblazer Award.** On behalf of the CPSB, the superintendent recognized Burnadine Moss Anderson for recently being recognized by the Louisiana Association of Educators (LAE) as the recipient of the *Human and Civil Rights Trailblazer Award*. The significant award was presented to Mrs. Anderson for her unselfish devotion and distinguished service for the year 2000. Members of Mrs. Anderson's family were recognized.

**Elected Officials.** Mr. Burton recognized Shreveport City Councilman Joe Shyne and State Representative Ernest Baylor (district three) who were present.

### VISITORS

Marilyn H. Cahn, teacher at Fairfield Elementary School, spoke about: a) students' successes at Fairfield; b) Fairfield's progress through use of the Direct Reading Instruction Program; c) reduced student discipline referrals; d) improved test scores, etc. She asked the board to think about the students before implementing plans to relocate students. Fairfield's faculty and staff members were recognized.

Andrea Nelson, instructional facilitator at Fairfield Elementary, yielded her speaking time to Representative Ernest Baylor.

Representative Ernest Baylor, state representative for district three, said Fairfield Elementary is important to him and noted that: a) the students have greatly improved their test scores; b) there is firm leadership and efficient staff at the school; c) the State Department of Education is considering sending someone to Caddo to examine programs at Fairfield; and, d) Direct Instruction Program at the school is amazing and should be implemented in more schools. He asked the board to not eliminate the school and to give it an opportunity to complete the successfulness that has been set forth.

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), expressed the association's interests/concerns: a) to work with the new CPSB officers in 2001; b) pleased that CAE's suggestions were incorporated in Option 2 of the health insurance plan; c) the need for the CPSB to review the premium structure for dependents, especially dependents of retirees; and, d) to seek the CPSB's support of the Yellow Ribbon Campaign to gain public support for efforts to raise Louisiana teachers' and support personnel salaries.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed the federation's concerns relative to planned activities to bring attention to efforts to raise teachers' salaries in Louisiana. She said the federation acknowledges Caddo's continued demonstration for quality education, but noted more extreme courses may be required and the membership will continue its efforts in this regard. Mrs. Lansdale also spoke in support of staffing classrooms with certified teachers.

### CONFIRM THE CONSENT AGENDA

Mr. Thibodeaux moved, seconded by Mrs. Pugh, approval of the proposed consent agenda. The president called for the vote on the motion, which carried unanimously with all 12 board members present. The following items were categorized as consent agenda.

## 12/19/2000 Board Minutes

### Agenda Item No. 9

**Personnel Recommendation(s).** John Dilworth, chief operating officer, announced that in keeping with the promotional policy of the board, the superintendent recommends that Janie Moran be appointed interim principal of Southern Hills Elementary and Larine Pullen be appointed acting assistant principal of Werner Park Elementary. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. The administrators, family members, and school administrators were recognized and introduced. The superintendent also acknowledged the fine job that Charles Louder has done as interim principal at Caddo Heights this past year. He said Cherry Burton is returning to Caddo Heights as principal from sabbatical leave for study.

**Requests for Leaves.** Staff recommended that the requests for leaves be approved as contained in the mailout. The following requests for leaves were approved.

Sabbatical Leave (Medical), Spring Semester of 2000-2001 School Year

Valerie Denise Lenard, Speech Therapist, Itinerant  
Frances Washburne, Teacher/Coordinator, Even Start Literacy Project

Leave Without Pay (Personal), April 1-13, 2001

Edith Smith, Bus Aide, Caddo Exceptional

Leave Without Pay (Personal), Spring Semester of 2000-2001 School Year

Beverly Young, Data/Office Clerk, Broadmoor Middle Laboratory

Catastrophic Illness, Thirty Days beginning January 16, 2001

Allidel Whitwell, Teacher, Lakeshore Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

### Agenda Item No. 10

**Approval of Bids.** Staff recommended approval of Moncla Construction for the classroom wing addition at Atkins, Project Number 2001-102, with a total base bid of \$864,000.00, as included in the mailout. Further recommended approval of Douglas Construction for classroom wing addition at Broadmoor, Project Number 2001-107, with a total base bid of \$1,516,514.00 as included in the mailout. A copy of the tabulation bid sheets marked "*Exhibit A, five pages, December 19, 2000*" is filed in the official papers of the board.

### Agenda Item No. 12

**Approval of Request for School Bus to Transport Caddo Parish Students.** Staff recommended that the request for use of one school bus by the Parish of Caddo Parks and Recreation Department to transport Bethune Middle School students on educational field trips on specified dates be approved.

### Agenda Item No. 13

**Approval of Lease Agreement: Caddo Parish School Board – LSU-S.** Staff recommended that the lease agreement between the CPSB and LSU-Shreveport for the purpose of providing a baseball field for C. E. Byrd High School be approved. A copy of the agreement is filed in the official papers of the board.

## 12/19/2000 Board Minutes

### Agenda Item No. 14

**Approval of LEAP 21 Tutoring Program Budgets.** Staff recommended approval of the LEAP 21 tutoring program budgets as included in the mailout. The program is a state-funded program that targets students who are considered “at risk.”

### Agenda Item No. 15

**Approval of IBM/S/390 Multiprise 3000, Subsystems, Software, and Consulting Services RFP.** Staff recommended that the contract award be made to Enigma, Inc. according to the requirements set forth within the CPSB Request for Proposal dated October 6, 2000 – IBM S/390 Multiprise 3000, Subsystems, Software and Consulting Services. The superintendent said the agreements (Agenda Items number 15, 16, and 17) are momentous for the school system. Clay Slagle, technology manager for CPSB, acknowledged and introduced Mike Eschman and Tom Scates from Engima; Lewis Hannahman from Cherbonnier, Meyer & Associates; Jeff Fariss from Cornerstone; and, Andres Pareti and Mike Foley from DigiComm Systems.

### Agenda Item No. 16

**Approval of Telecommunications Systems RFP Wiring/Data Cabling RFP.** Staff recommended that contract award be made to BellSouth, Inc. according to the requirements set forth within the CPSB Request for Proposal dated May 17, 2000 – Telecommunications Systems. Further recommended that contract award be made to Com-Net Service, Inc. according to the requirements (for administrative locations) set forth within the CPSB Request for Proposal dated May 17, 2000 – Wiring/Cabling Systems. Mr. Slagle recognized and introduced Kevin McCotter, regional director, who introduced members of the BellSouth account team that is dedicated to the CPSB. Team members are Dwayne Stephens, branch manager; Donna Rimmer, account manager; Lee Phipps, senior system designer; Allen Adcock, senior system designer; Russell Beatty, senior account executive; and, Matt Mayo, sales engineer. Denice Evans, service manager, and Wesley Adams, project manager, were absent. Mr. Slagle also recognized and introduced Vince Thibodaux with Com-Net Services and Harold Honnell with TSI.

### Agenda Item No. 17

**Approval of Request to Develop Long Distance and 800 Analysis Proposal.** Staff recommended that the CPSB enter into the Long Distance & 800 Analysis Agreement as presented by TSI, Inc. and included in the mailout. Mr. Slagle recognized and introduced Harold Honnell with TSI. A copy of the agreement is filed in the official papers of the CPSB.

### Agenda Item No. 19

**Approval of Settlement of Litigation Claims.** Staff recommended approval of the settlement of lawsuit number 421,706-A for a payment of \$50,000 and approval of the settlement of lawsuit number 444,878-B for a payment of \$65,000 as outlined in a mailout to school board members.

### Agenda Item No. 20

**Approval of CPSB Meeting Dates for January 2001 (Guin).** The CPSB approved a motion that the Executive Committee of the CPSB would hold its meeting on January 9, 2001 instead of January 2; and, that the regular January school board meeting would be held on Tuesday, January 23, 2001, rather than January 16, 2001. Both meetings will begin at 4:30 p.m. in the boardroom, 1961 Midway Street, Shreveport, Louisiana.

## RENEWAL OF GROUP MEDICAL AND GROUP LIFE INSURANCE PLANS

Jackie Lansdale, CFT/SP, thanked the board for allowing the Federation to provide input into this decision. She informed the board that members of the Federation have also expressed concern for affordable rates and low deductibles. Ms. Lansdale said the Federation supports Option 2 and she asked staff to look at the plan to see if other provisions could be made for items such as eyeglasses, increasing the ability for older children being able to have wellness exams, etc. She asked the board



## 12/19/2000 Board Minutes

to examine the proposed plan to see if there is a way for the CPSB to offset some of the additional costs.

Mr. Thibodeaux moved, seconded by Mr. Burton, 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, 2001. The group medical renewal is for the revised benefit schedule shown in the Option 2 plan in the mailout. Staff recommended Option 2 for the following reasons: it has a lower rate increase than renewing the current plan; it adjusts Caddo's plan benefits to contemporary plan levels; it will help to curb future rate increases; it is recommended by Caddo's carrier, Blue Cross Blue Shield; it shifts more of the cost to the user of the plan; and it is the most popular among employee and retiree group representatives. Staff's recommendation to renew the plan with Trustmark Insurance Company presents a premium increase by 8.5 percent for the plan year beginning April 1, 2001. The employees' share of the increase in monthly premiums will range from \$0.12 to \$1.60.

Dr. Hitchcock offered the following disclosure letter and requested that this letter be enclosed in the minutes. *Members of the CPSB: Today at our regular scheduled meeting we are to consider Agenda item 11, entitled Renewal of Group Medical and Group Life Insurance Plans. I intend to vote on this agenda item and do not have a conflict of interest in doing so. In the abundance of caution and to make my position perfectly clear, I use this means to disclose that I am an officer of CHRISTUS Schumpert Health System and that CHRISTUS Schumpert has a provider contract with Blue Cross Blue Shield, as does every other acute care hospital provider in Caddo Parish. Further, CHRISTUS Schumpert has similar hospital provider contracts with almost every other managed care plan in the area, and I would be in a similar position if we were voting to place the insurance with any of them. Sincerely, Miles E. Hitchcock, CPSB, District 12.*

Mr. Brooks spoke in support of a plan with Blue Cross Blue Shield. Mrs. Pugh asked if in view of the written disclosure that was submitted by another board member, that there are other members of the CPSB who are recipients of the services. She asked if there is a conflict in that she is a retiree of the Caddo Public School System. The president said there is no problem with this and legal counsel concurred that there is no conflict with the question that Mrs. Pugh disclosed. The president called for the vote on the motion, which carried unanimously. The superintendent acknowledged and thanked the organizations and retirees who met with staff, particularly Blue Cross Blue Shield, to work through the process in a collaborative way. He also pointed out the professional expertise of staffers Randy Watson, insurance manager, and Ben Wreyford, director of finance, who covered every aspect of the plan.

### **APPROVAL OF REVISIONS TO CPSB POLICY GBCB – STAFF CONDUCT ALCOHOL/DRUG TESTING AND TREATMENT POLICY**

Jackie Lansdale, CFT/SP, questioned the value of having the EAP in Caddo. Mrs. Lansdale asked staff to define *confirmed drug test*. She also expressed concern that there is no split sample and regardless if a mistake has been made, the employee would be terminated. She said a procedure should be in place for split samples just in case the employee challenges the test results.

Mr. Guin moved, seconded by Mr. Brooks, that the CPSB postpone this agenda item until the regularly scheduled meeting in January 2001. Mr. Guin said he would like to see wording in the policy that would allow for split samples on all samples taken with the opportunity for an employee to, at their expense, have a backup to the sample if in disagreement. Also, he expressed concern that the CPSB has a zero tolerance drug/alcohol policy for students yet on pages 14 and 15 of the proposed policy under Section 7, it gives employees an opportunity to enter a rehab center. He said this is more than is afforded to students. Mr. Brooks concurred with Mr. Guin's comments. The superintendent said the item could be carried over until January and staff would propose the appropriate language to be incorporated into the policy. Mrs. Boykin asked staff to include in the review the sections that deal with employees' voluntary entrance into the program. She said this section is unclear and she requested staff to clarify the board's intent and purpose relative to testing. Mrs. Boykin also asked if this policy deals with grievance appeals or should there be a request for a second test. The superintendent said it would revert back to the policy that if someone were terminated, that they would appeal through the grievance process. Dr. Hitchcock asked the superintendent to take a hard look as to whether the CPSB should be in the Employee Assistance

## 12/19/2000 Board Minutes

Program (EAP) business at all. He said every time this item has been addressed, the board runs into conflict of a program designed as an EAP versus a program that is designed to ensure that employees are not involved in substance abuse. Dr. Hitchcock asked the superintendent to consider his experience in other school systems and also look within the community at what other large employers are doing. He noted that the superintendent's response need not necessarily be done in a month's time. Furthermore, he suggested that if staff looks at Caddo's insurance plan package in the employees' benefits, there is in fact coverage within the group insurance program that would allow an employee to receive assistance. The president called for the vote on the motion, which carried unanimously.

**Recess.** The president called for a five-minute recess at approximately 5:45 p.m. The board reconvened at approximately 6:03 p.m.

### **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** A monthly update on classroom wings and other major new constructions was included in the mailout.

Mr. Thibodeaux expressed concern that the project at Creswell has not been completed. He asked the superintendent to investigate this project and give him a status report. The superintendent said he visited the site earlier today and would provide the board with a report. Mr. Brooks echoed Mr. Thibodeaux's concerns and expressed concern about the work of the contractor who is assigned to this project. He encouraged the superintendent to bring a recommendation to the board to address this matter for possible board action. The president asked the superintendent to provide a written report on the status of this project to all school board members.

**Acknowledgement.** Recalling the recent ice storm and closing of Caddo Parish schools, the superintendent brought to the board's attention the incredible effort staff made to get the schools up and running again. He particularly recognized Woodrow Wilson, director of maintenance, who in working with Ron Festavan, assistant superintendent of support services, organized the maintenance crews to manage the process. He asked Mr. Wilson to express to the maintenance staff the board's and his gratefulness for their hard work. He also thanked Mr. Wilson for his leadership.

### **UNFINISHED BUSINESS**

No unfinished business was presented.

### **NEW BUSINESS**

The president declared the floor open for nominations for the position of president of the CPSB for 2001. Mr. Brooks nominated Johnny Vance, Jr. for president of the CPSB for 2001. Receiving no other nominations, the president declared the nomination closed. Vote on the nomination of Johnny Vance, Jr. as president of the CPSB for 2001 carried unanimously. The president announced that Johnny Vance, Jr. is elected as president of the CPSB for 2001.

The president declared the floor open for nominations for the position of first vice president of the CPSB for 2001. Mr. Burton nominated Mark Milam for first vice president of the CPSB for 2001. Receiving no other nominations, the president declared the nomination closed. Vote on the nomination of Mark Milam as first vice president of the CPSB for 2001 carried with Mr. Milam abstaining. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Boykin, Armstrong and Dr. Hitchcock. The president announced that Mark Milam is elected first vice president of the CPSB for 2001.

The president declared the floor open for nominations for the position of second vice president of the CPSB for 2001. Mr. Mims nominated Phillip R. Guin for second vice president of the CPSB for 2001. Receiving no other nominations, the president declared the nomination closed. Vote on the nomination of Phillip R. Guin as second vice president of the CPSB for 2001 carried unanimously. The president announced that Phillip R. Guin is elected second vice president of the CPSB for 2001.

## 12/19/2000 Board Minutes

**President Authorized to Use Facsimile Signature.** Mr. Thibodeaux moved, seconded by Mr. Burton, that the CPSB, in conformity with Act 31 of the 1954 session of the Louisiana Legislature authorize its president to use a facsimile signature in signing all checks issued by the board. Vote on the motion carried unanimously.

### ANNOUNCEMENTS AND REQUESTS

**Group Health Plan.** Mrs. Boykin asked staff to review the CPSB's health plan and determine if changes should be made to address the drug purchasing co-pay cost. She expressed concern that employees could be paying two co-pays for a prescription when they purchase refills. She asked if under the new plan, would employees be required to pay twice thus driving employees out of purchasing drugs at a cheaper rate. Ben Wreyford said staff would visit this concern and report back to Mrs. Boykin.

**LAE Officer.** Mr. Burton requested information from the superintendent on one of Caddo's instructor who is now vice president of LEA. He said there was some dialogue with LEA about the employee's attendance at meetings and he would like to have the superintendent's rationale.

**Expressions.** The president thanked Jerry Tim Brooks and Alvin Mims for serving with him as executive officers of the CPSB during 2000.

### EXECUTIVE SESSION

**Students' Placement Appeal Hearing.** The president called board members' attention to the placement appeal hearing that is scheduled for today. He asked if the parents are in agreement with staff's recommendation. The superintendent answered *yes*. The president said the CPSB does not have to go into executive session but could approve the superintendent's recommendation since the parents are in agreement. Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the superintendent's recommendation. The superintendent recommended that Bobby Jim Sauseda, Jr. be permitted to enter the Caddo Parish School System's Expulsion Program at Hamilton Terrace Learning Center for twelve calendar months and that Brandon Joshua Sauseda be permitted to enter the Caddo Parish School System's Expulsion Program at Oak Terrace/J. B. Harville Alternative School for twelve calendar months. When the expulsion time has expired on December 31, 2001, Bobby and Brandon must have a negative drug screen, documentation of participating in the drug counseling program offered at each school, or documentation of attending a rehabilitation program outside of the expulsion program, prior to enrolling in their home district school in Caddo Parish, pending board approval. Vote on the motion carried with Dr. Hitchcock absent for the vote. Board members supporting the motion were Guin, Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Mims, Milam, Boykin and Armstrong.

**Adjournment.** There being no further business, Mrs. Boykin moved for adjournment. Mrs. Mims seconded the motion, which carried, and the meeting adjourned at approximately 6:16 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mike Powell, President

**January 9, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office on Tuesday, January 9, 2001, at 1961 Midway Street, Shreveport, Louisiana, immediately following the Executive Committee meeting (approximately 6:15 p.m.) with President Johnny Vance, Jr. 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 Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh and Michael J. Thibodeaux. Also present were Secretary Robert E. Schiller and Legal Counsel Fred Sutherland. The invocation and Pledge of Allegiance were omitted.

The purpose of the special session was for the board to entertain a motion to go into executive session to conduct students' expulsion/placement appeal hearings and to consider and take action on a personnel recommendation.

#### **EXECUTIVE SESSION(S)**

**Students' Expulsion Appeal Hearings.** The president announced that the students' appeal hearings are no longer necessary. He said the superintendent has informed him that the parents/guardians involved in the expulsion/placement appeals to the CPSB have cancelled their requests to appeal or the matter has been resolved prior to today's meeting.

#### **PERSONNEL RECOMMENDATION**

The superintendent recommended that Cleveland White be appointed to the position of interim personnel administrator. He will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mrs. Pugh moved, seconded by Mr. Mims, approval of the superintendent's personnel recommendation. Vote on the motion carried unanimously. The superintendent recognized and introduced Mr. White to the board and audience. He also recognized Mr. White's wife who was in attendance.

**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 6:17 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President

**January 23, 2001**

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 Tuesday, January 23, 2001, with President Johnny Vance, Jr. 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 Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh and Michael J. Thibodeaux. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mrs. Pugh gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE DECEMBER 19, 2000 AND JANUARY 9, 2001 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the minutes of the aforementioned school board meetings. 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. After review of the document, the president said the agenda would be followed as presented.

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communication and information, introduced the following special recognitions.

**Celebrating Caddo 4-H Week.** The last week in January is *Celebrating Caddo 4-H Week* and students and 4-H staffers were present to thank the CPSB for its support of the program. Louise McDonald, 4-H agent, introduced students who are involved in the Life Skills and Character Education Training program. Ms. McDonald said a 4-H mobile mini-farm was recently dedicated for use by all Caddo Parish students for the purpose of educating them on agriculture. Brandi Andrews (Turner Middle School) and Laura Ashby (Caddo Magnet High School) gave an overview of the program and presented the board with a gift of homemade cookies. There are 64 clubs in Caddo Parish schools with 1,700 student participants.

**Louisiana Speech – Language-Hearing Association Public School Program of the Year Award.** The “*Public School Program of the Year*” award was recently presented to Caddo Parish Schools’ Itinerant Speech Program in recognition of the innovative and quality speech, language, and hearing services delivered to students. The Louisiana Speech-Language-Hearing Association conferred this award of excellence upon all 84 staff members of Caddo’s Special Education Itinerant Speech Program in November during the association’s annual convention in Baton Rouge. On behalf of the speech staff members, Debbie Digilormo and Cherry Vaughn, speech therapists, accepted the certificate of excellence. Other therapists present were recognized.

**Louisiana Assistive Technology Access Network (LATAN).** LATAN recently presented the “*LATAN Assistive Technology and Universal Design Agency Award for 2000*” to Caddo Parish School’s assistive Technology/Augmentative Communication Program. The award was presented in December at an awards ceremony in Baton Rouge to honorees Linda Nelson, Paula Huckabee, Susan Larey, Curtistine L. Earnest, Cheryl S. Martin and Debbie Simmons in recognition of their contributions toward increased assistive technology access for individuals with disabilities. Dr. Jeanette Taylor is the director of the Special Education Division for the CPSB.

**2001 McDonald’s/National Association of Secondary School Principal (NASSP) and State Assistant Principal of the Year Award.** Renee Neugart, assistant principal at Captain Shreve, was honored as recipient of this outstanding recognition. She has also been honored as the secondary winner with the *Caddo Teacher of the Year Program* as well as the *Louisiana Teacher of the Year*.

**JROTC Legion of Valor Bronze Cross for Achievement Awards.** LTC Colonel Richard Miller, supervisor of JROTC Programs, reported that certificates have been received from the Second ROTC Region acknowledging that all of Caddo’s high schools have the distinction of being in the top ten percent of all JROTC programs in the United States. He said five cadets have been selected

to receive the Legion of Valor Bronze Cross for Achievement Award and these cadets have exhibited outstanding leadership in their schools, communities and churches. LTC Col. Miller reported that fifteen medals are presented nationally, five of which are being awarded to cadets in Caddo Parish. The cadet recipients are: Cadet Col. Sara Laughlin (C. E. Byrd High School), Cadet LTC Col. Tiffany Jones (Fair Park High School), Cadet Col. Tony Williams (Huntington High School), Cadet LTC Col. Hunter Davenport (Northwood High School) and Cadet LTC Col. Samara Winbush (Southwood High School). Parents, the CPSB's president, superintendent and senior JROTC instructors participated in the awards ceremony. Cadets were pinned and presented with desk sets and certificates of recognition for this outstanding honor.

**President CPSB - 2000.** The president recognized and presented Mike Powell, immediate past president of the CPSB, with an inscribed desk clock in recognition of his service as president of the school board for 2000.

## **VISITORS**

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), expressed the association's concerns or thoughts that: a) national and southern regional salary averages for teachers continue to rise and Caddo needs to remain competitive for certified teachers and give consideration to a significant salary increase immediately; b) the CPSB should give consideration to increasing educational support staff salaries; c) support personnel is being asked daily to perform medical procedures for students and should be compensated; and, d) the Governor is seeking a resolution to teacher salary crisis and is calling a special session of the Louisiana Legislature to address this matter. In a written draft, Dr. McCoy's cites proposed ways the Governor and Legislature are considering financing salary increases for teachers.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), informed the board that she, along with other professional organization representatives, recently visited with the Governor to present resolutions regarding pay increases for teachers. She reported that the Governor is now willing to put money in his Executive Budget and he will call a special session to address this issue through a variety of proposed measures.

B. S. Henderson, grandparent, reported that her grandchildren had informed her that they asked to use a telephone at school to call home for transportation following an after-school tutoring program, and the principal denied them use of the phone. She said the children fell into a water filled drainage ditch as they walked home from school and their lives were put in jeopardy. Ms. Henderson asked staff to conduct an investigation and fix the problem.

Debra M. Shakesnider, citizen, requested the CPSB to provide proper training (inservice) for employed paraprofessionals. She reported that her niece, a special education student, was threatened by an aide for not responding to a directive to exit a school bus. Ms. Shakesnider solicited the board's support in assuring that safe environments are provided for all special education students, and asked that an investigation of the incident be conducted.

Manuel Pigeo, III, parent, expressed concern about the potential closing of Laurel Street Early Childhood Education Center. He spoke in support of program offerings at the school and said school choices should not be taken away from parents.

Paige Carlisle, Herndon PTA representative, spoke in support of making Herndon a total magnet school (k-8); however, concern was expressed about capping student enrollment.

James Pannell, president of the Shreveport Branch NAACP, expressed the association's concern about the timing of school board staff's presentation of the Facility Utilization Plan to the United States Justice Department. He requested clarity of staff's utilization of all funds that the CPSB has been given to upgrade curricula at schools. Mr. Pannell also spoke in support of smaller classroom sizes with qualified teachers.

Terrie W. Bedford, PTA president at George P. Hendrix Elementary, spoke against closing the school. She said with the school's current administration, faculty, staff and parental involvement,

the school could become the number one community school. She asked the CPSB to give them a chance to turn the school around.

Lisa Terry, PTA secretary at Oil City Elementary School, read a letter of support for the continued status of the school from James E. Sabin, professor of education at LSU-Shreveport. A copy of the letter is filed in the official papers of the CPSB.

Deanna Johnson, parent, spoke about the outstanding academic achievements at Oil City Elementary School; said she likes the small school environment; expressed appreciation for qualified teachers at the school; and, said staff members and the CPSB should not say anything to students that would discourage them.

Rhonda Allen, PTA vice president at Oil City Elementary School, said the school has made progress and her children are learning. Ms. Allen said the program in place at the school is working.

Tonie Atwood, citizen, said she is new to the Oil City community but she believes the children and adults in the area rise to the level of expectation. She noted that Oil City Elementary School's administration and faculty are dedicated and motivated. Additionally there is an active and ongoing partnership between school, home, and the community.

Tonie DeLoach, principal at Laurel Street Early Childhood Education Center, refuted a statement that appeared in an article in today's *The Times* newspaper regarding programs at the school. She informed the board of academic successes at the school and applauded the faculty, staff, parents, students and supporters for those successes. Mrs. DeLoach noted that space is available at the facility to implement other programs that would compliment existing programs, and she has requested additional classes. Mrs. DeLoach spoke against relocating programs at Laurel Street.

Linda Roberson, parent, spoke in support of programs at Laurel Street Early Childhood Education Center. She said relocating children at the school would be disruptive and upsetting and she asked the board to not implement changes for closing the school. Ms. Roberson also expressed concern that she was not able to voice her concerns at one of the public forum. She informed the board that she has a petition of over 1,000 signatures of citizens extending support of the school remaining open at its present location.

Jacquelyn Ball, parent, spoke in opposition to the relocation and/or closing of Laurel Street. She said she is satisfied with the faculty and staff, as well as with program offerings. Ms. Ball said she made a choice and believes the school is the best for early childhood education. She asked the board and staff to present the truth to the public and not take chances with children's futures.

William Hardy, faculty member at George P. Hendrix Elementary, expressed concern about the air of confrontation that exists between the CPSB and the citizenry regarding the proposal for closing some school facilities. He asked for someone to clearly inform and explain to him, and the public, what is being planned for George P. Hendrix Elementary School. Mr. Hardy emphasized that he is interested in knowing what is the fate of the children who are housed at the school.

**Elected Officials.** Mr. Burton recognized and introduced Caddo Parish Commissioners Joyce Bowman, president, and Ken Epperson who were in the audience. Mrs. Boykin recognized and introduced The Honorable Todd Hopkins, mayor of Oil City, Louisiana. Mrs. Pugh informed the president that he would have a letter in his mail today from Mayor Hopkins. The president thanked fellow school board members for recognizing the officials and asked the superintendent to design a way for elected officials to make their presence known at future school board meetings.

## **CONFIRM THE CONSENT AGENDA**

Mr. Thibodeaux moved, seconded by Mr. Powell and Mr. Burton, 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

**Personnel Recommendation(s).** The superintendent recognized John Dilworth, chief operating officer, who announced the superintendent's recommendation that Brenda Wesley be appointed interim assistant principal at Southern Hills Elementary School. She will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed. Mr. Dilworth introduced Ms. Wesley to the board and audience.

**Requests for Leaves.** Staff recommended that the requests for leaves be approved as contained in the mailout. The following requests for leaves were approved.

Sabbatical Leave for Study, 2001-2002 School Year

Marion Rushing, Teacher, Oak Park Elementary

Leave Without Pay (Personal), February 28 through the end of the 2000-2001 School Year

Allidel Whitwell, Teacher, Lakeshore Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

## Agenda Item No. 10

**Approval of Bids.** Staff recommended that: 1) the low bid of educational resources for ten percent discount as indicated on the tabulation bid sheet be approved for computer software for all schools; 2) the low-circled bids of Tri-State Battery as indicated on the bid tabulation sheet be approved for vehicle batteries for the transportation department; 3) the bid of Monroe Spring & Brake totaling \$168.65 as indicated on the bid tabulation sheet be approved for vehicle brake linings for the transportation department; 4) the bid of Bobby J. Mitchell totaling \$4.39 as indicated on the bid tabulation sheet be approved for sale of used truck, tractor and automobile tire casings; 5) the bid of Gateway Tire totaling \$89.08; the bid of Moore's Retread totaling \$157.89; the bid of Tire Center totaling \$68.00; and, the bid of Tire Distribution totaling \$118.00 as indicated on the bid tabulation sheet be approved for truck tires, tubes and wheels for transportation; and, that the bid of Aramark Uniform Services totaling \$174.60 as indicated on the tabulation sheet for uniforms for maintenance and transportation departments be approved. A copy of the tabulation bid sheets marked *Exhibit A, eight pages, January 23, 2001* is filed in the official papers of the board.

## Agenda Item No. 11

**Revisions to Policy GCI-R – Teacher Request for Transfer Procedure.** Staff recommended approval of the revisions to Policy GCI-R – Teacher Request for Transfer Procedure as outlined in the mailout. Revisions were made to the policy to address changes due to reorganization and to make the policy consistent with the titles of people in the reorganization. A copy of the document is filed in the official papers of the board.

## Agenda Item No. 13

**Approval of Revisions to Sexual Harassment Policy GBCB – Staff Conduct.** Staff recommended approval of the revised Sexual Harassment Policy (GBCB – Staff Conduct) as included in the mailout. Revisions to the policy reflect personnel changes and make the policy consistent with current law in workplace trends. A copy of the document is filed in the official papers of the board.

## PERSONNEL TRANSACTIONS REPORT

**Personnel Recommendation.** Dr. Hitchcock moved, seconded by Mrs. Pugh and Mr. Burton, that the superintendent's recommendation of Otis D. Jones, Jr. for the position of Supervisor of Transportation be approved. Mr. Jones will receive the appropriate salary as reflected by the CPSB



salary schedule applicable to the position to which he is appointed. Vote on the motion carried with Mrs. Armstrong abstaining. Board members Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Powell, Boykin and Dr. Hitchcock supported the motion. Ron Festavan, assistant superintendent/chief support officer, introduced Mr. Jones to the board and audience.

### **APPROVAL OF REVISIONS TO CPSB POLICY GBCB – STAFF CONDUCT ALCOHOL/DRUG TESTING AND TREATMENT POLICY**

Mr. Thibodeaux moved, seconded by Mr. Milam, approval of the revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy as recommended by staff and included in the mailout.

Jackie Lansdale said the proposed policy is flawed and the school board should separate the Employee Assistance Program from the Drug and Alcohol Program because the way that the policy is written, it has no value to the employee to use the program.

Mrs. Boykin expressed concern that the two issues addressed in the policy have been confused. She said if an employee sought treatment through an external agency, then they would be able to go through the program and there would be no reporting to the school system. Mrs. Boykin said because the CPSB is funding the program, there seems to be some implied liability on the school board's part; and, either the school board has a program that is a benefit to its employees or it doesn't. Mrs. Boykin said she inquired of legal counsel if the school board could find a way to fund a benefit to employees that establishes it separately and it is not used to be an extension of the system, but did not, in her opinion, receive a satisfactory response. Mrs. Boykin emphasized that she is not asserting that employees should never be punished for the consequences of their actions. However, if someone within the school system feels that they have a problem and they would like to seek counseling, but they could not afford or do not have the health insurance to pay for private service, that they could go to the EAP program with complete impunity. Mrs. Boykin asked the superintendent if there is a way by which the CPSB could establish a program that is separate and independent of being an extension of the school system. She emphasized that she feels it is somewhat unfair that those employees who are able to go somewhere else do and there is absolutely no reporting back to the CPSB. She said if the CPSB is going to offer a benefit, then it should be a benefit without restriction. Mrs. Boykin said she would like to see this item postponed until there is opportunity for establishing a program that would be separate – a drug policy and employee assistance program; and there is not a concern over liability. She said if the employee assistance program is separate, then *Section IX* of *policy GBCB* that addresses voluntary rehabilitation would be deleted and the policy would be straight to drug and alcohol. The superintendent said staff is attempting to provide a referral assistance level and co-mingle it with board policy regarding employees who are abusing and testing positive. He said staff probably needs to rethink the CPSB's role with employee assistance; determine what is the school system's role with protecting the rights of employees as well as protecting the rights of students with whom employees come into contact. The superintendent said staff is finding it difficult to administer the policy because of contradictions; yet, on the other hand, staff wants to assure that an individual with a problem is not causing a liability with students and the system. He said clarification of the policy is needed and staff needs to think of a way to separate the policy and make a distinction.

Mrs. Boykin moved, seconded by Mr. Brooks, that the CPSB postpone consideration of the drug and alcohol policy as presented until such time that we have resolved the issue of referral. Mrs. Boykin said there is nothing in the drug and alcohol policy that she objects to with the exception of references to voluntary referral and things tied to the employee assistance program. Mr. Brooks asked staff to clarify the difference between "drug rehabilitation" and "alcohol rehabilitation." He said the board should help its employees. Referencing page 18 of the policy, Mr. Guin said he is still concerned about the inclusion of the words *may include termination*, in the event that this section remains in the policy. He said it leaves the interpretation open to the supervisor and possibly leaves the CPSB in a position where there are inconsistencies depending upon the individual rather than defined by the policy. The superintendent said staff is reviewing this as well as another inconsistency where the word *shall* is contradicted by the word *may*. He said staff has to realize that if they are ever in a position of dealing with a tenured certified employee that there is, through statute, a due process by which a hearing is to be held with charges. He said he is not sure that the

CPSB could have a policy that would prejudice the due process hearing that would contradict the statute. Moreover, if someone tests positive a second time, then he is obligated to bring to the CPSB a recommendation for termination as *per* policy. He said, if it is a tenured employee, a tenured hearing based on the statute, then it leaves it to a permissive board termination and not a mandatory termination. The superintendent said he would be consulting with legal counsel on this issue. Mr. Guin said his concern with the policy, as it is written, is whether it could be interpreted at a later date to allow somebody outside of the superintendent's office to make a determination. Dr. Hitchcock asked the superintendent if he has any objection to a postponement and further review of the policy, and the superintendent answered *no*. For clarity, Mr. Powell asked if what is being discussed is to wait to make changes until the CPSB could determine if it is going to privatize in this area or in some other way get an outside agency to provide this service to provide some wall.

The superintendent said there is a two-step process at work. One, to investigate and look at the policy from the perspective of separating the employee assistance program treatment referral (assistance rehabilitation component) from that of the board's policy of expectation of the employee to be drug free/alcohol free. Another part staff is looking at it through an independent program review and budget for next year; to what extent this is a service that belongs in-house or if there is an alternative process by which referral and assistance could be made that is external from the school system so that there is no conflict of interest. Mr. Powell said he is trying to get a sense for the method the CPSB would go by to do this short of privatizing or allowing for some type of health care benefit that employees would have available to them with an external medical or rehabilitative service. Legal counsel said he and the superintendent are reviewing privatization and possible insurance benefits as well as separation without referring outside of the system. Mr. Powell asked about the timeframe for consideration of this item. The superintendent said he would like to bring the policy back as soon as possible, seeing if the wall of separation could be built. He said the other aspect is investigating other options relative to the employee referral/rehabilitative assistance program in the cycle of budget preparation. Mrs. Pugh said that in light of streamlining or separating the two policies, she has some concern about the language that applies to alcohol and drugs. She asked if the two policies should be separated and let them stand on their own merit. Shannan Hicks, assistant to the superintendent/policy/personnel/legal, said alcohol is a legal drug and other drugs referenced in the policy are illegal drugs. She said staff is addressing the overall harm in the policy and there is no difference in terms of the harm that is caused when a person is addicted to alcohol versus drugs. Furthermore, there is no legal precedence for separating the policies. She said from a liability perspective, the harm is the same. Mrs. Pugh said the treatment is not the same and if the system is moving in that direction with one drug, then she questions whether both issues could be handled in the same policy. The superintendent said treatment may differ but whether or not it gives to someone who is in one category a preferred status as opposed to someone in the other category, then perhaps staff may be running into a legal issue, and research needs to be done. There being no further debate, the president called for the vote on the motion, which carried unanimously.

#### **CONSIDERATION OF THE PROPOSED LIFE SKILLS ACADEMY CHARTER SCHOOL**

Staff recommended that the CPSB turn down the *Type 1* charter school application submitted by Project UpLift. Furthermore, that the CPSB address a letter to the State Board of Elementary and Secondary Education (BESE), signed by the superintendent and board president, indicating support for the proposal as a *Type 2* charter. Mr. Thibodeaux moved, seconded by Mr. Powell, approval of staff's recommendation. Vote on the motion carried with board members Burton, Mims, and Brooks abstaining. CPSB members supporting the motion were Guin, Thibodeaux, Pugh, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock.

#### **CONSIDERATION OF THE E. EDWARD JONES CHARTER SCHOOL PROPOSAL**

Staff recommended that the CPSB deny the E. Edward Jones Charter School application because of the proposal's programmatic weakness, the financial obligation of the CPSB, and the fact that the proposal is written as a *Type 2* (state chartered) school. Mr. Thibodeaux moved, seconded by Mr. Guin, approval of staff's recommendation. Vote on the motion carried with board members Burton, Mims, and Brooks abstaining. CPSB members supporting the motion were Guin, Thibodeaux, Pugh, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock.

## **APPROVAL OF PROCLAMATION – SCHOOL NURSE DAY**

Staff recommended that January 24, 2001 be proclaimed *School Nurse Day* in Caddo Public Schools. Furthermore, that the CPSB encourages all schools, staff, students, parents and citizens to recognize and thank school nurses for their care and concern for the students of Caddo Parish and Louisiana. Mr. Burton moved, seconded by Mr. Thibodeaux and Mr. Powell, approval of staff's recommendation. Mr. Burton read aloud the proclamation, a copy of which is filed in the official papers of the school board. The president called for the vote on the motion, which carried unanimously.

**Recess.** The president called for a 15-minute recess at approximately 6:21 p.m. The school board reconvened its meeting at approximately 6:40 p.m.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** The superintendent reported that the monthly update on construction projects was included in the mailout.

**Status of Staff's Efforts in Implementation of Transportation Safety Programs (Powell).** The superintendent reported that a status report on transportation safety programs was included in the mailout.

**CPSB's Proposed Strategic Education Reform and Facilities Utilization Plan (Boykin).** The superintendent distributed a revised copy of the plan (data and maps) to more effectively utilize facilities by adjusting some attendance zones in order to address shifting demographics of the parish. He reported that some schools are overenrolled and some are under-enrolled; and to merge schools where enrollments are small does not ensure programmatic and effective educational programming; to bring schools into compliance with the Consent Decree requirements; and to create programmatic enhancements in many schools. The superintendent said the report is modified from the original document and it reflects the input received at the public forums and staff's work in exploring every available option. He said the recommended outline would improve the effectiveness of the schools and efficiency of the district. Also, additional attendance line adjustments will be needed almost annually in order to address the downward slope of enrollments as well as shifting populations. He said some schools, as identified during the past several months, will need to be monitored because as enrollments continue to decline. Some schools will not be able to continue as effective educational settings. The superintendent reported that the school system has dropped nearly 9,000 pupils (below 45,000), and 549 pupils have dropped since October 1, 2000. He said he would be presenting highlights of the proposed plan tonight and recommended and respectfully requested the CPSB to set a public meeting for next week to review and discuss the plan and assure that the public would be aware of what is being proposed. He gave an overview of the highlights (printed below) and copies were made available to the public.

### ***Highlights of the Proposed Strategic Plan for Educational Reform and Facilities Utilization for the Caddo Parish School District***

- *Creates more choices and options for parents and students*
- *Creates four (4) elementary magnet schools*
- *Creates one (1) middle magnet school*
- *Creates seventeen (17) magnet elementary schools of controlled choices for parents and students in two geographic areas*
- *Creates four (4) magnet high schools of choice for parents and students*
- *Implements a research based, whole school reform model at an additional five (5) low performing, elementary schools (total 15 schools)*
- *Implements extended year calendars (additional 15-20 days) at four schools*
- *Converts an existing middle school into an elementary school to reduce overcrowded and extended facilities at five (5) elementary schools*
- *Plans for the anticipated student growth in the southeastern and southwestern areas*
- *Adjusts attendance zones for schools that are under-utilized and schools over-utilized*
- *Merges four (4) low enrolled middle school programs into two (2) sites*

- *Closes the three smallest schools in areas with dwindling population and enrollments (119 students, 138 students, and 193 students)*
- *Reconfigures one (1) pre k-8 school into a pre-k-5 school*
- *Restructures and strengthens four (4) low performing, high school programs and four (4) low performing middle school programs*
- *Expands successful Caddo Career Vocational Technical programs to better prepare middle school students for job/career readiness*
- *Brings the District into compliance with the Consent Decree regarding magnet and Laboratory Schools*

Mrs. Boykin expressed appreciation for the superintendent's update and work. Mrs. Boykin moved, seconded by Mr. Burton, that the CPSB take no action on the Proposed Strategic Plan for Educational Reform and Facilities Utilization Plan for implementation during the 2001-2002 school year and continue to monitor enrollment patterns and receive information, input and updates as needed. Mrs. Boykin said the size, magnitude, and far-reaching effect of the plan is likened to a stone being cast into a lake, thus creating a ripple effect. She said the board's decision has to be thoughtfully and carefully made and the areas targeted will be affected by other activities occurring all around and the school board's efforts should be supportive of the communities served. Mrs. Boykin said the motion does not reject the plan and board members recognize the fact that hard times are ahead if enrollment continues to decline in the Caddo school system. However, the board should be more dedicated and committed to focusing its efforts at this time on improving learning and the teaching process that exist for schools that are on the brink; to encourage them; and, turn them around so that people will be drawn back into the community. Mrs. Boykin said thought should also be given to implementation costs. Mr. Burton emphasized that he thinks that the board needs to take its time before acting on the plan. He said the confidence that students and parents have in the school system is the board's greatest resource, and at this time people don't understand what is happening so quickly. Mr. Burton said postponing action on the plan would give the school board time to visit schools that are being affected and respond to unanswered questions.

Dr. Hitchcock made a substitute motion, seconded by Mr. Thibodeaux and Mr. Milam, that the CPSB direct the board president and Executive Committee to establish an agenda item for the February regular board meeting entitled *Strategic Plan for Educational Reform and Facilities Utilization*, and that the board be prepared to vote on the plan at that time. And, before the February regular meeting, that the board meet in open session to review and discuss the revised plan and its implication on the district and Consent Decree. Dr. Hitchcock acknowledged that school board members are elected officials and as elected officials, if they so choose, could make political decisions. He said if the original motion is approved, then the CPSB would be saying that it has no intention of implementing any part of the revised plan. Dr. Hitchcock said no one has had a chance to read or review the revised document and he believes that support of the original motion would be irresponsible. Furthermore, he thinks the board owes it to the superintendent to hear his presentation and at the February meeting the board could vote the plan up or down. Mr. Milam said public forums were held; good responses were received; the plan has been modified after hearing from the public; and, the refined plan has been presented. He said the board owes it to the superintendent, to constituents, and itself to review the plan and to have an open meeting to present the plan.

Mr. Guin read a prepared statement to the board reflecting his thoughts about the proposed plan and about the projected decline of enrollment in Caddo Parish schools. A synopsis of the statement acknowledges that: a) an aggressive plan was presented to the CPSB with an aggressive timeline; b) forums were held to educate the public; c) the plan was carried to the U. S. Justice Department for review as it relates to the Consent Decree; d) the public's perception of enrollment did not mirror the declining numbers that were presented; e) public awareness of declining enrollment has been heightened; f) a revised draft of the plan has been presented and a special meeting to discuss the plan has been requested by the superintendent; g) discarding the plan, in his opinion, would be negligent on the part of the board; h) community groups should be able to meet and address the issues of developing a plan that would be equitable and allow each school to compete for students within their boundaries; i) an opportunity should be granted to develop a solution that would keep neighborhood programs alive; j) all data should be reported to the public surrounding affected schools; k) test data reported concerning Hosston Elementary was incorrect; and, k) citizens in District One should be able to address problems before schools in the area are closed. Mr. Guin said he hopes that the

CPSB would continue compiling data, soliciting feedback, and developing strategies that will allow implementation of this or an alternative plan in the future.

Mr. Powell noted that the superintendent talked about programmatic equity, effective educational programming, bringing schools into compliance with the Consent Decree requirement and creating programmatic enhancements in many schools, creating more choices and options for parents and students, creating elementary/middle magnets, etc. He said what's important is that the school board has been striving to improve the school system for the children, and many of the aforementioned items address programs, equitable programs throughout the system, and Consent Decree issues rather than facilities. He said it is difficult to not consider something that was developed by the superintendent and staff and also as a result of public forums. Mr. Powell said the revision should reflect feedback from the public and the board has the responsibility as a governing body to ensure that Caddo has the best educational opportunity for the children. He said changes will cause discomfort for some, but board members need to look at whether the changes are being made for the right reason and if the result would be better. Mr. Powell said he is troubled by the thought of discarding the plan before board members have an opportunity to review the revised document. He encouraged board members to support the substitute motion because it lays the framework for the board to work with the issue, to let the process work, and take things one step at a time.

Mr. Burton said he feels responsible to his constituents and the entire community and its concerning to him that a plan was presented to the U. S. Justice Department in December and now a revised plan is being submitted to the board. He asked if the revised plan would be going to the Justice Department for review. Mr. Burton said the plan being presented today is different from the one that was presented in November or December. Mr. Burton said some of the academic or educationally sound changes that are proposed in the plan could be implemented without closing schools. He expressed concern that focus appears to be on whether schools will be opened or closed and emphasis should be placed on preparing students for passing upcoming tests. He said parents and students are in limbo and don't know what to do from day to day. Furthermore, the CPSB has time to implement changes. He said the original motion says that the CPSB would concentrate on academics and try to carry this semester through and hopefully implement some of the ideas in the plan by 2002.

Mr. Mims said he has had an opportunity to review the revised plan and has sought feedback from a principal in his area. He said he has always and will continue to try to help constituents in District Six as well as those in other districts. Mr. Mims said parents in District Six are inspired by activities that are going on in their schools. He is proud of the schools and he will continue working for improvements in the Caddo Public School System. Mr. Mims spoke in support of the original motion.

Mrs. Armstrong said some years ago academic accountability in Caddo Parish began and academic growth has been made, test scores have improved, and schools have shown marked improvement on their individual report cards. She said staff is approaching testing preparation time and spring tests; and based on verbal and written concerns from parents, educators and students, she predicts the outlook for continued positive growth is dismal if the negative attitudes continue with regard to the discussion of the proposed plan. Mrs. Armstrong said there is instability in the parish and teachers and administrators find it difficult to stay focused on preparing students for testing because of the time and effort being spent in defending the preservation of their schools and jobs. Mrs. Armstrong said it has not been proven that the proposed mass changes need to be made. She said the forums have shown that everything has not been done to enhance the school programs, *i.e.* attendance policies that are not being enforced, widespread abuse and liberal interpretation of district lines, non-support of school administrators in the development and implementation of creative programs, etc. She said there are things that could be done in-house to improve schools before performing major surgery on the school system. Mrs. Armstrong said she could not support the proposed plan until all other efforts to enhance the academic programs in the schools have been exhausted.

Dr. Hitchcock said in listening to the original motion, he did not hear anything that referenced exceptions for academic programs as characterized by a previous speaker. He said the plan has been modified from what was originally presented as a response to input received at the forums and upon further consideration of the options available. Furthermore, the superintendent recommended that the CPSB set a meeting for the CPSB to review and discuss the plan and its implication on the

Consent Decree. Dr. Hitchcock suggested to the board that the purpose of the forums was to get input and the superintendent has taken it, received input from school board members, and presented the board with a plan for consideration. He said after the board has read the plan, then if it wants to come back and make a motion to do nothing for a year, then the board could vote the issue up or down.

Mr. Brooks said focus should be on what is best for all Caddo Parish schools. He said schools don't need to be closed and in his opinion, busing has killed some communities and programs and schools throughout the school system are not equal. Mr. Brooks encouraged the superintendent to make sure that academic programs are equal in every school, as well as bring all facilities up to standard. He spoke in support of the original motion.

Mr. Thibodeaux expressed concern that the proposed plan would never be implemented if it is delayed. He said Caddo is losing enrollment and some of the schools that are complaining have large number of students transferring out of the district to attend other schools. He said if the board decides not to divide the plan by the plan and the implementation of the plan, then he hopes that the schools that are scheduled to be closed would be informed that they won't be closed if they meet enrollment standards. Then when the time comes for the board to take action and the enrollment standards have not been met, then those schools would be closed. Mr. Thibodeaux admonished board members that right now the plan is in the hands of the CPSB. But if the board waits and doesn't continue working on the plan, then it won't be in the school board's hands because the checks from the state would be smaller because they are based on a head count. Mr. Thibodeaux asked board members to not give up on the plan, to review the revised document, and then make a judgement. Mr. Thibodeaux reminded board members that every decision that is made by the school board is made for the children.

Summarizing some highlights of the plan, Mrs. Boykin said there are no real big changes being proposed and the real issue at hand is the time for implementation and not the rejection of the plan.

Mrs. Pugh said she recalls that the CPSB gave the superintendent this assignment at its retreat in Many, Louisiana, during the interview process, and also in an in-house work session. She said she is sensitive to the fact that the superintendent and his staff have roles to perform certain things, and she is hearing board members wanting to get into the *nuts and bolts* of putting together curricula and that is the superintendent's and his staff's responsibility. She said the educational growth and enhancement would depend upon the type of leadership that the superintendent and his staff could give principals and his or her staffs. Mrs. Pugh said she has confidence in the system. The board has been told that there is a need for downsizing. There is some cost effectiveness that must be considered and there is a need to examine some of the instructional leadership at some of the schools. She said the superintendent and his staff should provide the leadership and if it is not done, then the board should review its vision for what it wants the superintendent to do. Mrs. Pugh asked the board to give the superintendent the opportunity to implement and follow a timeline to move the system forward.

Mrs. Armstrong said the word *magnet* is a catchall word that makes it sound like the CPSB is aspiring to have something academically different and, to her, denotes that the board would have to go through a process of planning and implementation with so many schools affected. She said it would behoove the board to slow down and let the administrators and faculties do their work in a timely manner.

The superintendent said some of the recommendations are time-phased and if the board wishes for him to do nothing and have him enforce district lines next year, then he would do so. He asked the board to allow him to present the plan today so that the public could be made aware. The superintendent said staff has been working with principals on enhancements for the schools; grant money has been applied for to address low-performing schools; and staff is looking at ways to create opportunities for students. He cautioned the board that by not being reasonable about the plan, then the board is going on a course of action that would create problems. He said by not implementing plans of action designed for Green Oaks, Woodlawn, and Booker T. Washington high schools that the board is dooming the schools. He also noted that a magnet school has been requested for the western part of the parish. If the board wants to reject everything presented, then there would be consequences to enforce policy and the laws of the district. The superintendent addressed the over-

population at some schools and the adjustment of boundary lines. He said the enrollment issue concerns him greatly and he again requested an opportunity to present the plan to the public.

Mr. Thibodeaux said if the board decides to do nothing and adhere to attendance zones, then he also wants the staffing formula adhered to. The superintendent said the CPSB has an opportunity to: 1) create magnet schools that principals and staff have put together, *i.e. Fairfield*; 2) address the problem of over-enrollment at University; and 3) integrate a school that was once 53%/47% black/white that is now majority black by creating opportunities for students. Mr. Guin said the original motion would only postpone implementation until the following year allowing the board an opportunity to review the plan and the implications of the plan. Mr. Guin said he does not have a problem with a lot of things in the plan, but he thinks the communities ought to be given the opportunity to fight for their schools before closing them. Mr. Powell said the substitute motion is well thought out and he believes it is needed for the board to take an honest and thoughtful approach to this issue. Mr. Powell said the substitute motion would allow board members an opportunity to review the document and the board could even stagger implementation, if desired. He said the board needs to have a meaningful discussion of the plan and the superintendent would have an opportunity to present the plan to the public. He encouraged board members, regardless of the outcome, that the process be right and proper; thoughtful and considered. He encouraged board members to support the substitute motion.

**Recess.** The president called for a six-minute recess at approximately 8:04 p.m. and the board reconvened at approximately 8:20 p.m.

The president requested clarification from the superintendent of the actual plan that was submitted to the U. S. Justice Department. The superintendent said the plan submitted to the Justice Department is the one that was given to board members in November and given to the public (demographic information and the information shared at the forums). Mr. Vance said the revised document has not been sent to the Justice Department. The superintendent said this is correct and both plans have the same demographic information. Mr. Vance suggested that the revised document needs to be submitted to the Justice Department. The superintendent said it does not because he has not yet submitted a recommendation to the board. The president said the board couldn't address revisions to the plan without giving the superintendent an opportunity to present his plan. The superintendent said it is because of the remaining items on tonight's agenda (executive sessions) that he has requested that he be able to present the plan at a special session next week and so that the public could be aware of the open meeting. The president said it is incumbent upon the board to hear the superintendent's report. Referring to school board minutes of January 9, 2001, Mrs. Pugh reminded the president of his announcement to call a special meeting if the Justice Department's report is received. The president asked if a report has been received and legal counsel said *no*. Mrs. Pugh said that until the board acts on anything, it couldn't be held responsible for what the superintendent has provided the Justice Department. The president differed with Mrs. Pugh's comment and said the board could be held responsible because it has been submitted. Mrs. Pugh emphasized that she has not voted on any plan to be submitted to the Justice Department. Mrs. Armstrong moved, seconded by Mr. Thibodeaux to call for the question. Vote on the motion to end debate carried with Mr. Powell opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Boykin, Armstrong and Dr. Hitchcock. Vote on the substitute motion was called and failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong.

Mr. Milam requested clarification of the original motion and asked exactly what is being proposed; what would the board be voting on in that the motion reads that no action should be taken. Mrs. Boykin said the plan referenced is the one that was presented tonight prior to her making the motion. Dr. Hitchcock said the superintendent should have an opportunity right now to present his plan because it is on tonight's agenda and he asked the president to rule on this issue. The president ruled that the item is listed on today's agenda under the *Superintendent's Report* and he asked the superintendent to present his plan. The president asked legal counsel if the original motion passes if the item could be put on the February 6 agenda. Legal counsel said his interpretation from hearing the motion is that it does not kill the plan. It says no action would be taken for implementation for the 2001-2002 school year. Mr. Guin asked Mrs. Boykin if it was ever her intent that the board not follow through with the possibility of scheduled meetings to review the plan, but with the

understanding that the implementation, whether on this plan or a revised plan, it would be considered with the implementation being year after next rather than next year. Mrs. Boykin concurred with Mr. Guin's comments. Mr. Guin said if the original motion passes, it does not keep the board from meeting on future dates and reviewing the document, and it does not prevent board members from making additional motions on particular areas of the plan. Legal counsel said notice would need to be given to amend something previously adopted by the board and it would take a two-thirds vote to overrule it and to vote to consider for next year. Mr. Thibodeaux moved, seconded by Mrs. Pugh, to amend the motion that should the current motion pass or fail, the president is asked to call a special meeting to discuss the revised January 23, 2001 plan on February 6 following the planning session. Mrs. Boykin called point of order and asked if the motion is appropriate. Mr. Thibodeaux said he meant it to be overkill because some board members don't understand that the CPSB could still meet to discuss the plan whenever it wants to, or whenever the superintendent presents it. He said it only deals with the implementation of the plan and he would withdraw the amendment. Board members expressed no opposition to Mr. Thibodeaux withdrawing the motion. Mr. Powell requested clarification about the date for the special meeting, and the president said the meeting would be on February 6, 2001. Mr. Powell asked if the motion passes, would the item still appear on the February 6 agenda and the president answered in the affirmative. Mr. Powell asked legal counsel if it would take a two-thirds vote if the motion on the floor passes for the board to extricate a portion of the plan that could be implemented for next year. Legal counsel said it is his opinion that a two-thirds vote would not be required to implement programmatic changes just because they appear in the plan. Mr. Burton moved, seconded by Mr. Thibodeaux, to call for the question. Vote on the motion to end debate carried with Mr. Vance opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Brooks, Powell, Boykin, Armstrong and Dr. Hitchcock. Vote on the original motion failed in a tie vote with board members Guin, Burton, Mims, Brooks, Boykin and Armstrong supporting the motion. Board members opposed were Thibodeaux, Pugh, Milam, Vance, Powell and Dr. Hitchcock. The president announced that this item would be on the agenda for the special school board meeting on February 6.

## **UNFINISHED BUSINESS**

**Bus Safety.** Mr. Powell thanked staff for the report. He encouraged the superintendent and staff to continue monitoring established bus safety programs and to also check on the effectiveness of programs already implemented.

## **NEW BUSINESS**

**Funding.** Mr. Thibodeaux asked the superintendent and staff to provide him with a listing, by school, of what is being spent per pupil.

**Project Construction Contracts.** Mr. Milam asked staff to identify contractors by name in future updates of construction projects.

**Staff Conduct.** Dr. Hitchcock asked the superintendent to investigate, if he hasn't already, the alleged inappropriate behavior of staff *i.e.* principal and teacher aide who were reported during the visitor's session and inform him of the results of the investigation.

Dr. Hitchcock asked the superintendent and Mr. Dilworth to speak to the director of attendance and assistant to the superintendent for policy/personnel/legal advising them of appropriate procedures for signing contracts.

**February 6, 2001 CPSB Special Meeting.** Dr. Hitchcock asked the president and superintendent to give consideration to relocating the February 6, 2001 special school board meeting to a larger facility to accommodate the anticipated crowd.

## **EXECUTIVE SESSIONS**

**Employees' Grievance.** The superintendent informed CPSB members that the president of Caddo Federation of Teachers/Support Personnel requested, on behalf of the employee, to cancel the appeal hearing for today. The hearing will be rescheduled for the February 2001 school board meeting.



**Student's Readmission Appeal Hearing.** Walter Clawson, legal counsel for Ashley Wayne Phillips (student) informed the CPSB that his client wished to have an open hearing. The superintendent asked the school board's legal counsel to brief the board on the readmission hearing. Legal counsel gave a chronology of dates and events (as included in the mailout) leading to today's appeal for Ashley Wayne Phillips, emancipated student, who attended Captain Shreve High School, but after a series of attendance and discipline violations, was denied readmission to the school. Board members were provided with a packet of documents relative to the student's case, *i.e.* appeal notification, enrollment agreement, record of earned Carnegie Units, report of the attendance conference, statements from appropriate staff, a letter and excuses from Dr. Patrick E. Sewell, in-school suspension assignment sheet, letters from the student to faculty members, etc. After review of the student's attendance and discipline record while attending Captain Shreve High School and the breach of the binding enrollment agreement signed by Ashley Wayne, staff recommended that he not be permitted to re-enroll at Captain Shreve High School. Staff further recommended that the student be permitted to complete his graduation requirements at Hamilton Terrace Learning Center. The breach includes excessive absenteeism, disrespect, and forgery.

Mr. Clawson was hired to assist the student in gaining readmission to Captain Shreve and he briefed the board on the student's personal life, experiences, and on the suit brought on Ashley Wayne's behalf. He also gave a chronology account of activities leading to this hearing beginning in May 1999, as outlined in the mailout. He further noted that Judge Roy Brun made the decision that the petition for damages and injunctive relief brought by Mr. Clawson was premature in that he had not gone through the procedural process of the five-day appeal to the CPSB. Mr. Clawson said he did not receive the appeal notification in a timely manner and that this student has been maligned by false statements that were written on documents by the counselor. He said refusal to allow Ashley Wayne's admission has wrongfully caused him damages in the form of economic loss, mental distress and embarrassment.

Board members questioned and heard testimony from the Director of Attendance, Captain Shreve's principal and assistant principal of administration, and the senior counselor. Dr. Hitchcock expressed concern that a person who has been an employee of the CPSB (counselor) for many years would be impugned as stated by Mr. Clawson, especially since the employee has never been administratively reprimanded or had her character questioned. Board members also expressed concern about the manner in which staff prepared and completed the student's admission contract. The superintendent informed board members that after he reviewed the entire matter, it was his determination that the student would not be recommended to return to Captain Shreve, but could enroll at Hamilton Terrace. Furthermore, he did not believe it was in the best interest of the school or students for him to return to Captain Shreve. Mrs. Pugh asked if according to law, would the student be eligible to graduate and be successful in earning necessary credits if he were to report to Hamilton Terrace and the principal answered in the affirmative. Following more direct questioning by Mr. Powell and Mr. Thibodeaux for clarity about the hearing that staff conducted, the attendance agreement, and procedures for completing the document, Dr. Hitchcock moved, seconded by Mr. Powell, to uphold the superintendent's recommendation in the case of Ashley Wayne Phillips. Mrs. Pugh asked about procedures for addressing issues for emancipated students, and legal counsel reminded board members that the court emancipated the student. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mrs. Pugh seconded the motion, which carried, and the meeting adjourned at approximately 10:29 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President

**February 6, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* on Tuesday, February 6, 2001, in the Ran Kiper Performing Arts Center at Caddo Magnet High School, 1601 Viking Drive, Shreveport, Louisiana at 4:30 p.m. with President Johnny Vance, Jr. presiding and the following school board members present being a quorum: Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh and Michael J. Thibodeaux. Ginger Armstrong arrived at approximately 4:36 p.m. The president announced that Judy D. Boykin was absent due to the illness of a family member. Also present was Robert E. Schiller, Ed.D., secretary, and Roy Beard, legal counsel. Mr. Guin gave the invocation and led the Pledge of Allegiance. On behalf of the board and superintendent, the president expressed appreciation to Ms. Mary Rounds, principal at Caddo Magnet High School, and her staff for their hospitality and assistance.

## **EXECUTIVE SESSIONS**

**Personnel Matters (Employee's Grievance, Employees' Appeal, and Employment Status of a Tenured Teacher).** Mrs. Pugh moved, seconded by Mr. Guin, for the CPSB to go into executive session for 45 minutes to discuss personnel matters. Vote on the motion carried unanimously and the board went into executive session at approximately 4:35 p.m. The CPSB reconvened into open session at approximately 4:58 p.m.

**Employees' Grievance.** Jackie Lansdale, president of the Caddo Federation of Teachers/Support Personnel, introduced Brian Landry, attorney representing the grievants (Donald Walters, band director at Booker T. Washington High School and president of the Band Directors Association), Charles Walker (Woodlawn), Eleric Hubbert (North Caddo) and Darryl Evans (Huntington). Band directors not present but participating earlier in the grievance process were Stephen Edwards (C. E. Byrd), Coby Coco (Southwood), Krista Blomgren Fanning (Captain Shreve), William Clark (Northwood) and Clifford Jenkins (Fair Park). Mr. Landry presented a summary of the grievance noting that: a) historically band directors have worked additional instructional time and ten extra days at the beginning of the school year; b) compensation for the ten extra days was computed at each band director's daily rate of pay; c) at the August 19, 1999 CPSB meeting the school board approved a ten percent pay increase that included, among others, band directors; d) the administration took the step refusing to compensate band directors for the ten extra days stating that the ten percent pay raise was adequate to cover the services provided by the directors; and e) the result was a net increase in pay for 1999-2000 of only four percent as compared to the prior year. Mr. Landry said this has continued into the current school year and this is substantially less than the ten-percent increase that they believe was the intent of the CPSB. Mr. Landry said the directors have met with staff and were unable to resolve the issue. Supplemental materials *i.e.* a statute (La. R. S. 17:154.1) pertaining to the length of the school day and year, the CPSB High School Band Director Verification Form, etc. were introduced. Mr. Landry said middle school band directors now earn more money than high school band directors, yet high school band directors are required to do quite a lot to earn the extra \$2,100 supplement (concerts throughout the year; half-time performances at football games, playoff games, championship, etc.) He said it was a matter of past policy that band directors were paid. Moreover, the statute anticipates that they would be paid for the extra ten days and the contract that they are required to sign tells them that they have to work the ten extra days and that they would be paid.

The superintendent said the issue before the board, in reviewing the August 19, 1999 school board meeting minutes, indicates that the board sought to provide high school band directors with a ten percent base salary adjustment and provide a stipend not to exceed \$2,000. He read from a memo dated August 3, 1999 that was penned by the immediate past superintendent regarding the salary adjustment for band directors. The superintendent said when staff researched what the board approved in August 1999 and met with staff to review the grievance, they attempted to look at the actual reality (a payroll sample) to determine that each would receive the same base pay, the same ten percent adjustment, and the same supplement, and the payroll sample would indicate what has been implemented. He also noted that similarly there were minutes of August 1999 that addresses middle school band directors receiving an eight-percent adjustment in base salary. He said the way that this has been computed and implemented for the last couple of years was in keeping with the board's intention as demonstrated at its August meeting and supported by what the former superintendent wrote to the board. The superintendent said he was not here at that time and did not

have privy to the particular meeting. Since he could not grant the relief being sought, he thought it best to bring the issue to the CPSB so that it could clarify its intention.

Mr. Powell said he made the motion in 1999. Referencing another memo that was in the mailout packet from the former superintendent, he asked Ben Wreyford, director of finance, if under the line item for band directors, if the figure listed was the document that he would have prepared for the former superintendent regarding the dollar cost to the school system. Mr. Wreyford said this is correct. Mr. Powell said the document is referred to as a revision to the supplemental salary schedule, and he asked Mr. Wreyford what did he use in his analysis as far as cost to the system. Mr. Wreyford said he used the description as just described by the current superintendent and is presently in practice. He said the proposal presented to the board later indicated that this proposal would compare to high school coaches' salary schedule. Mr. Powell said as he recalls, the item came to the board early in the summer and board members were concerned that the board needed to do something extra for other activity sponsors; hence it would be brought back for the board's consideration. The board also would know a little bit more about the school board's money situation. He said the cost (\$501,500) was dependent on implementation and it has been implemented. Mr. Powell said if the board took the interpretation of the CFT, then the number would be too low, and Mr. Wreyford concurred. Mr. Powell said he recalls the issue the way the superintendent has presented it. He said if the board wants to go back and do something more for band directors, then the school board has the mechanism to do this.

Mr. Thibodeaux said band directors work 180 days plus ten additional days and for the ten additional days it works out to about five and a half- percent increase in the number of days worked. He said instead of being paid five and a half percent for the additional ten days they are being paid ten percent for five and a half percent more days, plus they are eligible to earn another \$2,100 for other performances. Mr. Thibodeaux noted that head coaches are paid likewise and they are being paid more than the actual increase in time that they are working. He clarified that they are increasing their time by five and a half percent but are being paid ten percent of their base pay plus the supplement that differs according to the position. Mr. Wreyford concurred with Mr. Thibodeaux's assessment. Mr. Thibodeaux clarified that band directors are not being compensated separately for the ten days but they are receiving basically 4.5 percent more money than if they were just being compensated for the additional time.

Mr. Brooks asked if band directors are getting the same pay as coaches. Mr. Wreyford answered yes; that they receive a ten-percent adjustment to their base pay; and, this is the same thing that coaches are receiving.

Mr. Burton asked how much would it cost the school system to implement what the grievants are requesting. Mr. Wreyford said he has not had an opportunity to compute the cost but an estimate would be another \$60,000. He said he perceives it as getting the ten percent on top of the adjustment that has already been made.

Mr. Guin expressed concern that a lot of information is provided in the mailout concerning how the positions were handled, but as a matter of record he said he would like to voice his displeasure that the board has to continue hearing everybody talk about the intent of the board. Furthermore, it is concerning that documentation does not clearly spell out the board's intent.

Based on previous comments made by staff and Mr. Landry, Mrs. Armstrong asked for clarification as to why middle school band directors are receiving a larger portion of the money in comparison to what high school band directors are receiving. She said high school band directors have more activities and additional responsibilities in comparison to middle school directors. Mr. Wreyford said the proposal was brought forward and was originated through the middle school directors. Mrs. Armstrong said if the board has done something inappropriately, then it should be corrected.

The superintendent said the board approved an eight-percent salary adjustment for middle school band directors and there is a stipend for middle school band directors, as is for high school band directors. He clarified that high school band directors receive a ten-percent increase and that is what was presented and implemented. Mrs. Armstrong said when it comes down to actual money, if it is coming out that middle school directors are actually reaping more out of the formula as compared to

the high school band directors, and in looking at the difference in responsibilities, then maybe the board needs to rework what was done. Mr. Brooks asked to hear from Mr. Walters.

Mr. Walters presented his view of the band directors' grievance accentuating: a) high school band directors' base salary and supplemental pay; b) adjustments in salaries as a result of board action, as compared to other positions; c) band directors' efforts seeking relief through the grievance process; d) extra work-related responsibilities and pay according to the increment form; e) band directors' certification and years of experience, etc. He said band directors are concerned about the number of days and the amount of time that they work; and they are seeking some type of equity in pay.

Mr. Powell raised questions about Mr. Walter's salary prior to the salary adjustment and after the increase was received. He expressed appreciation for the dialogue and said the grievance is about whether or not the CPSB has been misunderstood. He said when the school board adopted the proposal; the eight-percent for middle schools came as a recommendation from staff. He said the board needs to be clear that the financial director has responded to a question saying that the difference for the band directors, if the board was to take their interpretation, might be \$60,000. He suggested that if the board is going to do this, then it should also take a look at what was done for head coaches. Mr. Powell said there are a lot of other teachers and activity sponsors that would like an increase, and when the board acted in August it gave additional compensation to band directors. He said the board needs to be clear about the grievance and if the CPSB is going to come back and review this issue, then it needs to review for everybody, not just band directors and it should be done in an equitable fashion.

Referencing a memo dated August 3, 1999 (second paragraph) from staff to the former superintendent, Mr. Guin asked if band directors received a ten-percent base salary adjustment, and staff answered in the affirmative. He further noted the last two sentences on the bottom of the *High School Band Director Verification Form*, which states that *band directors will receive \$2000 - \$2100 for successfully completing all of the above activities. The high school band director is required to report to school ten days before the opening date of school and receive compensation at his daily rate.* Mr. Guin asked if the interpretation of these sentences mean that the band directors received a ten-percent increase in base pay plus a daily stipend for the ten extra days worked, and they could qualify for other things. Mr. Wreyford said staff takes the base salary directly from the teacher's salary schedule, adds the ten percent, and treats it just like they do for high school head coaches' pay. Mr. Guin again asked if band directors would receive a daily per diem for the ten extra days and this comes off the base salary. Mr. Wreyford said the base salary plus the ten-percent covers the ten days of extra work. Mr. Guin said this is not his interpretation of the statements on the form. Mr. Wreyford said he is responding to what is spelled out in the proposal and this is exactly the way it has been applied. Mr. Guin said considering the way it is actually worded, if the board is going to continue the way it is going, then the statements on the verification form should perhaps be removed.

Mr. Burton expressed concern that he did not see anything stated in the formula or statute that band directors would be paid for ten extra days. He said he sees the ten-percent increment as part of the salary. The superintendent said this goes back to the memo from previous staff that talks about high school band directors working the same amount of days (192). To receive a ten percent base adjustment in addition to the \$2000 it would seem, from what he has read, that the board's intent is the ten percent of the salary plus \$2000 would be the adjustment that would make it similar to the head coaches' pay. Furthermore, staff has attempted to administer what is written in the proposal as reflected in the minutes. The superintendent said the grievance is before the board today because staff is administering in accordance to the minutes of August 1999. He said the association has a dispute with the administration but only the CPSB could remedy the matter.

Dr. Hitchcock moved, seconded by Mr. Powell, that the recommendation and findings of the superintendent regarding this grievance be upheld. Dr. Hitchcock said issues are being mixed but one issue is what was the action of the board. He said his recollection is clear and he intended at the time that band directors would be compensated with a percentage of their salaries as was done for coaches. He said this is the issue at hand on this grievance. He said board members have heard concerning comments tonight which probably are concerning to the superintendent as he looks at the overall equity of pay within the system. Dr. Hitchcock said perhaps the board could address what

might have been an oversight with some inequities that have not been covered in this particular area. But, as far as the grievance at hand, he remembers it exactly as the minutes say and he is compelled to uphold the superintendent's decision. He said he would be willing, if the superintendent were to come back with a recommendation to do some adjustments, to consider this as a separate item. Mr. Powell concurred with Dr. Hitchcock's comments and said he thinks there is a proper way to approach this issue.

The president spoke in support of the superintendent's recommendation and said later on the board would want the superintendent to review the proposal. He said board members need to know that things are being done in a fashion that is equitable, right, decent and in order. The president said when the process is disrupted; board members could rest assured that other persons will be looking at issues to advise the board of what it should do. He said staff is in the budget process and issues do not need to be emerging at this time. He asked the superintendent to look into this issue and to bring some reasonable recommendation to the board for its consideration.

Mr. Guin said he would vote to uphold the superintendent's recommendation based upon the fact that after reading the memo from staff in the packet, it was the intent from the get go that there be equity between the coaches and the band directors. However, he suggested that when changes are made, that forms that are being completed at the school level should be updated or destroyed. Mrs. Armstrong said she would support the superintendent's recommendation, however, she asked the staff and board to readdress the issue. She said if there are inequities between high school and middle school band directors' pay, then it needs to be addressed especially since the board is approaching its budget process. Mr. Brooks said the proposal that came before the board in 1999 should be abolished. He asked the board to support the band directors. He also expressed appreciation for the long hours and hard work that band directors perform.

The superintendent recommended that the grievance be denied. The president called for the vote on the motion, which carried with board members Brooks, Burton and Mims opposed. Mrs. Pugh abstained and board members Guin, Thibodeaux, Milam, Vance, Powell, Armstrong and Dr. Hitchcock supported the motion. Mrs. Pugh said she concurs with the president's request for the superintendent to review this issue. She said she is questioning whether board members are clear that they intended to pay band directors a salary, plus ten days, plus the increment that was voted on in 1999. She said to her, the ten days is separate and this is the confusing part of the whole issue. The president said he asked the superintendent to review the issue and to come back with a recommendation that is equitable for everybody.

**Employee's Appeal.** The superintendent said Mrs. Snelling has requested an open meeting. He called board members' attention to the summary included in the mailout in which Sharon Snelling, a hospital/homebound teacher, has requested a leave without pay. Her request is for use of two urgent personal reason (UPR) days in addition to three days without pay to accompany her husband on a trip to San Juan, Puerto Rico on the dates of March 14-16, 2001. He said he denied the request on January 22, 2001. Mrs. Snelling informed the board that she has taught for 23 years and she informed the board of her duties as a homebound instructor. She said it is possible with the program for her to do makeup sessions with students. Mrs. Snelling said her husband has been awarded the trip for having made the largest sale in the history of his company, he is supportive of her and her work, and it is important to her to support him at this time. She emphasized that her students and their instructional time are very important to her. She said she could assure the board that the students would be on target with their lessons.

The superintendent said he would not comment on the merit of Mrs. Snelling's work or her commitment, which is very high. He called board members' attention to a previous request and the CPSB minutes that were enclosed in the mailout. He said the rationale for denying the request has nothing to do with her performance neither the position she holds. He said he chose not to differentiate between a third grade teacher, a homebound teacher, or English teacher; rather to the extent to which as a policy following the minutes of the September 19, 2000 CPSB meeting, to bring appeals of the superintendent's decision to the board for its determination as to whether to grant approval.

Mrs. Armstrong moved, seconded by Mr. Brooks and Mr. Burton that the CPSB allow Mrs. Snelling to go with her husband to this venue. Mrs. Armstrong said teachers are committed for a lifetime and board members need to recognize that there are big events that come up throughout the years that they need to participate in. She asked the board to support Mrs. Snelling in this great honor that has been afforded her husband and allow her to share the experience. The president called for the vote on the motion, which carried with board members Dr. Hitchcock, Powell, and Pugh opposed; Mr. Vance abstained; and, board members Guin, Burton, Thibodeaux, Mims, Milam, Brooks and Armstrong supported the motion. Mrs. Pugh asked that the record reflect that she is being consistent with her vote. Mrs. Snelling thanked the board for its approval of her request.

**Recess.** The president called for a ten-minute recess at approximately 6:04 p.m. and the CPSB reconvened at approximately 6:14 p.m. The president said the school board would continue its recess to allow the Executive Committee of the CPSB to meet at this point. The Executive Committee meeting started at approximately 6:15 p.m. and adjourned at approximately 7:04 p.m. The CPSB again reconvened its meeting at approximately 7:10 p.m.

## **PRESENTATION OF THE PROPOSED STRATEGIC PLAN FOR EDUCATIONAL REFORM AND FACILITIES UTILIZATION**

The superintendent thanked the school board for the opportunity to present the *Strategic Plan for Educational Reform and Facilities Utilization*. He noted that over the last several months, a series of forums have been held, he has had numerous meetings with community members, staff, and principals, and tonight he would be presenting a summary of what is being represented. The superintendent said he believes that the plan is a pathway to bring enhancements to educational programs and makes most effective use of facilities for the school system. He said tonight he would be examining the demographics that are driving the system; of why the board is in a position to make changes, but most importantly how to improve education for schools and children. Moreover, to provide a pathway to ensure that the Caddo Parish School System is the most effective, high performing school system that can be made. He noted that the plan has undergone considerable revisions and he asked that it be examined from the light of what it does for the schools and citizens. He, with the assistance of Clay Slagle, technology manager for the school system, gave a detailed oral and visual overview of the plan highlighting: 1) analysis of current statistical data relative to facilities utilization - enrollment, census, and projections based upon the census data; 2) effects of reduced enrollments on MFP funds and other sources of income to the parish; and, 3) challenges, problems, and remedies for schools in the northern, North central, central, and southwestern areas.

## **STRATEGIC PLAN FOR EDUCATIONAL REFORM AND FACILITIES UTILIZATION**

### **Northern Area:**

1. **Challenge/Problem:** The elementary enrollments at Hosston, Oil City, Herndon and Vivian do not justify maintaining four elementary schools in the area.

**Remedy:** Rezone Hosston Elementary School, effective SY 2001-2002. Fifty-nine (59) students attend Hosston who live within the Hosston attendance zone. The current Hosston zoned students, may attend Herndon or attend the zoned elementary school, Vivian. Incoming students who reside in Hosston, Mira, and Ida to be zoned into Vivian. (see addendum N-1).

Note: There are currently 12 students who live in Belcher and who are currently attending Herndon. The six (6) students, who live in Belcher, attending Hosston and are zoned into Herndon, would attend Herndon or attend Oil City, the zoned elementary school. Newly enrolled, after 7/1/01, students who live in Belcher and who would not be eligible to attend Herndon Magnet would attend Oil City.

Note: There are 15 students who live in Gilliam and who are currently attending Herndon). The three (3) students, who live in Gilliam, attending Hosston and currently zoned into Herndon, would attend Herndon or attend Oil City, the zoned elementary school. Newly

enrolled, after 7/1/01, students who live in Gilliam and who would not be eligible to attend Herndon Magnet would attend Oil City.

Note: There are 24 students who live in Ida and Mira who currently are attending Herndon. The sixteen (16) students who live in Ida, and attend their zoned school Hosston, could attend Herndon or attend the zoned elementary school Vivian. Newly enrolled, after 7/1/01, students who live in Ida or Mira and who would not be eligible to be admitted to Herndon Magnet would attend Vivian.

Note: There are fifteen (15) students who live in Hosston who are attending Herndon now). The thirty-nine (39) students who live in Hosston, and are attending Hosston, could attend Herndon or attend the zoned elementary school Vivian. Newly enrolled, after 7/1/01, students who live in Hosston and who would not be eligible to be admitted to Herndon Magnet would attend Vivian.

Note: There are 10 students who live in Rodessa and are currently attending Herndon. The fourteen (14) students who live in Rodessa, who are attending Hosston but are zoned into Vivian, would attend their zoned elementary school.

The forty-nine (49) students who live in Vivian and are attending Hosston (8 miles away) would attend their zoned Elementary School, Vivian.

**2. Challenge/Problem:** The Northern area needs an appropriate site for an alternative program for students, a literacy/GED and parent center. Hamilton Terrace and Oak Terrace schools are remote. The current facility used for the Harville Center is inadequate.

**Remedy:** Relocate the Harville Center currently housed at the North Caddo site to Hosston. In addition, use Hosston as an alternative secondary school site for students residing in the northern area in lieu of Hamilton Terrace, and for short-term suspensions for all grades in the northern area; use the facility as a literacy and parent center. Explore with local agencies and health care providers the appropriateness of offering space at Hosston.

**3. Challenge/Problem:** The low enrollments in grades 6, 7, and 8 at Oil City (77 students) and Vivian (224 students) do not justify operating separate programs with low enrollments. Neither Oil City nor Vivian has a facility best suited to offer a middle school program.

**Remedy:** Establish Herndon as the site for middle school students who live north of Caddo Lake, in SY2001-2002. The Herndon middle school would have both magnet (grades 6-8) and non-magnet students (grades 7,8) and programs.

Establish Oil City as an Elementary school serving grades pre k-6, in SY 2001-2002. Zone the 7<sup>th</sup> and 8<sup>th</sup> grade students from Oil City at Herndon Middle School effective SY 2001-2002.

Establish Vivian as an elementary school serving students in grades pre k-6, in SY 2001-2002. Zone the 7<sup>th</sup> and 8<sup>th</sup> grade students from Vivian at Herndon Middle School effective SY 2001-2002.

**4. Challenge/Problem:** Improve the academic achievement at Oil City Elementary School. Provide more options for elementary students and parents in the northern area.

**Remedy:** Add a magnet program at Oil City Elementary with the academic focus of environmental science, given the proximity to Caddo Lake, the rural environment, and historical relationship of the economy to the land and its resources. Expand the school year by four weeks (198 school days). The creation of a magnet elementary school program at Oil City would offer another alternative for students and parents in the northern area and may grow enrollments in Oil City). To take effect in SY2001-2002

**5. Challenge/Problem:** Improve the academic achievement at Vivian Elementary School. Provide more options for elementary students and parents in the northern area.

**Remedy:** Enhance and expand the research-based, whole school reform model, Core Knowledge at Vivian Elementary School. Add a full-time Gateway program at Vivian Elementary School, add a foreign language (CODOFIL) program, provide an extended day program for students in grades 4-6 for performing arts, technology and foreign languages.

6. **Challenge/Problem:** Herndon Elementary School has been operating for many years as a magnet school without Caddo Parish School Board authorization. The school has accepted students from other schools beyond Herndon's established attendance boundary causing the enrollment to decline in attendance-zoned elementary schools in the northern area. Enforcing elementary attendance boundaries would be disruptive and reduce the enrollment by 65%.

**Remedy:** Designate Herndon Elementary School as an elementary magnet school, serving students in the same attendance zone as the Herndon Middle Magnet school attendance zone (see addendum N2). Establish the admissions requirements similar to other district, fundamental magnet schools. Grandfather all current elementary students in the school except rising first graders in SY2001-2 who do not meet admissions requirements and transferees from Hosston, Ida, Belcher, and Gilliam (see #1). Limit the incoming kindergarten class enrollment beginning in SY2001-2 to @ 60 students per year. (Designating the elementary school as a magnet school, establishing standardized admissions requirements, and limiting the prospective enrollments in kindergarten to 60 students at Herndon Elementary Magnet School would bolster the enrollments at other elementary schools north of Cross Lake.

7. **Challenge/Problem:** Herndon Middle Magnet School is required by the Consent Decree to maintain a student composition of 50% B/W, +/- 20%. The current middle school enrollment is 22% Black and 78% White.

**Remedy:** Establish a recruitment strategy, actions and timeframe to bring the middle magnet school enrollments within the parameters of the Consent Decree by SY2002-2003.

8. **Challenge/Problem:** The Northern area would benefit by having a professional development center to serve the staff in the schools.

**Remedy:** Designate the old library in Vivian, currently scheduled to be renovated, as the site of the Professional Development Center for the Northern area.

### **North Central Area:**

1. **Challenge/Problem:** Cherokee Park Elementary School is over enrolled for its facilities, and the elementary schools in the north central area are under enrolled:

**Remedy:** Adjust attendance boundaries at Cherokee Park Elementary School so students residing in homes west of Market Street would attend their choice of school at Newton Smith, Pine Grove, or Northside Elementary School. See addendum #NC1. This change will reduce Cherokee Park's enrollment to relieve its over-enrollment (457) for its facility. This action will also help stabilize enrollment in the MLK area elementary schools.

2. **Challenge/Problem:** Improve the academic achievement of the students attending Northside Elementary School by providing a research-based school reform program.

**Remedy:** Implement the Direct Instruction Program at Northside Elementary School. This program has been successfully implemented in ten schools in the district with an additional five schools scheduled for SY2001-2002.

3. **Challenge/Problem:** Improve the academic achievement of the students attending Newton Smith Elementary School.

**Remedy:** Implement an extended year calendar of 198 days at Newton Smith Elementary School. Expand the multi-age Challengers Program at Newton Smith.



4. **Challenge/Problem:** Improve the academic achievement of the students attending Pine Grove Elementary School. Inadequate funding for all students to take part in the after school program at Pine Grove Elementary School

**Remedy:** Expand the after school program at Pine Grove by funding three (3) teachers @ 2 hours per day @ 4 days per week

5. **Challenge/Problem:** Provide educational alternatives/ school choices to the students/parents who live in the North Central area

**Remedy:** Implement controlled choice for parents whose children attend Northside, Newton Smith, and Pine Grove. The parents would have the option to choose which of these schools their children would attend (based on enrollment capacities of the facilities) in SY2001-2002. Provide transportation to the students so as to assure the children have the means to access their school of choice at Newton Smith, Northside, or Pine Grove.

6. **Challenge/Problem:** Improve the academic achievement and the discipline of the students attending Linear Middle School.

**Remedy:** Implement an extended year calendar of 198 days at Linear Middle School. Implement a Caddo Civilian Cadet Corps program at Linear Middle School (as previously proposed in 1997).

7. **Challenge/Problem:** Due to declining enrollment and high drop out rate, Green Oaks High School may not be able to offer the educational program to meet students' needs and be financially viable in the future.

**Remedy:** Place the Green Oaks High School on a monitoring watch for the school years 2001-2003.

Redesign the educational program at Green Oaks High School for SY2001-2002 in order to better correlate the program with the enrollment.

Implement the proposal submitted to establish a magnet program of performing arts, in an effort to recruit and retain enrollment.

### **Central Area:**

1. **Challenge/Problem:** Improve the academic achievement of the students attending Ingersoll, Central, and Hendrix Elementary Schools.

The decline in population in the area (There are seventy-five (75) students who live in the Hendrix attendance zone), and the low enrollments at Hendrix (194), Central (205), and Ingersoll (281) do not justify keeping three (3) elementary schools open.

**Remedy:** Close Hendrix Elementary School, effective June 2001. Redefine the attendance boundaries for Ingersoll and Central Elementary Schools to absorb the students from Hendrix, (see attached addendum #C1). In addition, provide parents the choice of attending Ingersoll or Central in SY 2001-2002.

2. **Challenge/Problem:** Improve the academic achievement of the students attending Ingersoll Elementary School

**Remedy:** Establish a 20:1 student/teacher ratio in grades k-5. Implement an extended year calendar of 198 days at Ingersoll Elementary School. Implement a research- based school reform program of the Direct Instruction Reading Program.

3. **Challenge/Problem:** Improve the academic achievement of the students attending Central Elementary School.

**Remedy:** Establish a 20:1 student/teacher ratio in grades k-5. Provide a research-based school reform program by expanding the Direct Instruction Program to include mathematics at Central. Offer an after school performing arts program at Central Elementary for grades 3,4,5 by funding teachers @ 2 hours per day @ 4 days per week.

4. **Challenge/Problem:** The Stoner Hill Elementary Laboratory School stopped functioning as an active laboratory school about five years ago. Serving as a Laboratory school is a component of the Consent Decree. In addition, Stoner Hill Elementary School is required by the Consent Decree to have a racial student composition of 50% +/- 20%. The current enrollment is 92% Black and 8% White.

**Remedy:** Re-establish Stoner Hill as an active laboratory school in conjunction with Centenary College. Establish a recruitment strategy, actions and timeframe to bring the school enrollments within the parameters of the Consent Decree by SY2002-2003.

5. **Challenge/Problem:** Caddo Middle Magnet School is required by the Consent Decree to have a racial student composition of 50%, +/- 15%. The current enrollment is 69.1% white, 30.9% black.

**Remedy:** Establish a recruitment strategy, actions and timeframe to bring the magnet middle school enrollments within the parameters of the Consent Decree in SY2001-2002.

6. **Challenge/Problem:** Improve the academic achievement of the students attending Hillsdale, Westwood, and Caddo Heights Elementary Schools.

**Remedy:** Implement the Direct Instruction research-based, school reform model in reading at these identified elementary schools for SY2001-2. This program has been successfully implemented in ten schools in the district.

7. **Challenge/Problem:** Barret Elementary School is a low-enrolled (211 students) school and Creswell is the school geographically adjacent to Barret. In addition, Creswell would benefit by having a reduction in its enrollment (494).

**Remedy:** Adjust attendance boundaries for Creswell and Barret Elementary Schools (see addendum #C-2). (This would augment the Barret enrollment by @ 73 students to 284 total, and decrease Creswell to 415).

8. **Challenge/Problem:** Better utilize facilities and assign students to schools closer to their homes. Plan for enrollment growth in the western area. Turner Elementary-Middle School is overcrowded for its facilities. Population growth is projected west along I-20.

**Remedy:** Adjust attendance boundaries for Turner Elementary and Westwood Elementary Schools (see addendum #C-3). (This would decrease Turner's enrollment by 39 elementary students and 12 middle students). These students live in closer proximity to Westwood.

9. **Challenge/Problem:** Better utilize facilities and assign students to schools closer to their homes.

**Remedy:** Adjust attendance boundaries for Westwood and Sunset Acres Elementary Schools (see addendum C-4).

10. **Challenge/Problem:** Decrease the enrollment at Atkins Elementary School and locate students at a school closer to their homes.

**Remedy:** Adjust attendance boundaries for Atkins and Westwood Elementary Schools (see addendum #C5).

11. **Challenge/Problem:** Provide an additional option for parents and elementary students, address the problems of a low enrolled and one race school, and a growing population in the southeastern area where there are no available schools to absorb the population. The

enrollment at Fairfield Elementary School is low (225: 35 students do not live within the attendance zone) and 120 below capacity. Creating a magnet school would be an opportunity to integrate the school (currently 99% one race), attract students who are zoned into an overenrolled (857) and growing school, (University Elementary School), and thereby reducing enrollment in that school in order for the school to accommodate an expected increase of students from the southeastern area. Fairfield Elementary School is the only facility located close enough to the area south of Inner Loop and east of I-49 area to accommodate additional students as the southeastern area continues to grow.

**Remedy:** Convert Fairfield Elementary School to a magnet school, for SY 2001-2. Establish the admissions requirements similar to other district, fundamental magnet schools. Augment the enrollment by 120 students grades 1-5 as well as 60 incoming kindergartners. Seek a student composition similar to other magnet schools (50% +/-15%). Maintain students rising to grades 1,2,3,4,5 in SY2001-2. A total of 180 new, magnet students would be recruited to Fairfield for SY2001-2 to join the 165 rising 1,2,3,4,5<sup>th</sup> graders. The educational program would be restructured and augmented, as well. Expand the school year by ten (10) days.

12. **Challenge/Problem:** Rezone Fairfield.

**Remedy:** Adjust attendance boundaries for Fairfield for students who may not be eligible for or elect to attend a magnet school (see addendum #C6).

13. **Challenge/Problem:** Provide more educational alternatives/ school choices to the students/parents who live in the central area. Address the problem of high student mobility in this area.

**Remedy:** Implement controlled choice in SY 2002-2003 for parents whose children attend the following schools (Caddo Heights, Atkins, Creswell, Barret, Central, Ingersoll, Westwood, Sunset Acres, Lakeshore, Werner Park, Oak Park and Hillsdale). Parents would have the option to choose which school their children would attend (based on enrollment capacities of the facilities). Transportation would be provided to the students so as to assure the children have the means to access their school of choice.

14. **Challenge/Problem:** Reduce the administrative cost of providing early childhood classes so that there is an increase in the number of students being served in ECE classes and assure that eligible students receive services. The Laurel Street Early Childhood Education Center has 5 ECE classes and 1 kindergarten class serving 119 students from all over the parish, (see addendum #C7). It has a costly overhead of federal (\$390,000) and local (\$225,000) funding. The per pupil cost at Laurel Street is \$5,178. The average per pupil cost parishwide (direct costs) is \$3,000.

**Remedy:** Establish ECE classes in selected, Title I elementary schools to serve only eligible students. Locate classes closer to students' homes and neighborhood, Title I schools.

15. **Challenge/Problem:** Improve the quality of the middle school program at two schools, increase student achievement, and reduce the administrative costs of operating two schools. Middle school enrollments continue to decline in the central area. The enrollments at Bethune (262) and Midway (588) do not justify two, separate schools. The schools are located in close proximity (.6 mile apart). The enrollment at Bethune is in a secondary grades facility that can accommodate 1300 students. Midway Middle School is a converted elementary school. The enrollments at Midway and Bethune can be readily combined. Combining the enrollments can enhance the program. The middle school program can be greatly enhanced for the students at one location. Currently, both schools are academically below average and neither school is offering a comprehensive program.

**Remedy:** Expand the attendance boundary for Bethune Middle School to include the Midway attendance zone, (See attached addendum #C8). Transfer the students (595) who attend Midway Middle School to Bethune Middle School.

**16. Challenge/Problem:** Turner Elementary-Middle School is overcrowded for its facilities. Population growth is projected west along I-20. Currently, the 6<sup>th</sup> grade class at Hillside is split between two schools: some (@ 30%) attend Turner and some (@ 70%) attend Midway. This action would lower enrollment at Turner by 53 students in SY2001-2 and by 160 students over 3-year period).

**Remedy:** Adjust attendance boundary of Hillsdale Elementary School (See attached addendum #C9) so all rising Hillsdale 6<sup>th</sup> grade students attend Bethune Middle School.

**17. Challenge/Problem:** Several elementary schools are overenrolled for their facilities and continue to use temporary buildings: Current enrollments are Werner Park (832), Oak Park (589), Sunset Acres (555), Turner (1,420 elementary and middle), Hillsdale (615). These are lower performing schools.

**Remedy:** Convert Midway to an Elementary School, grades pre k-5. Redistrict attendance lines to include @150 students from Turner, @ 75 from Hillsdale, @ 50 from Oak Park, @ 180 from Werner Park, and @ 84 from Sunset Acres, (See attached addendum #C10). In partnership with LSU-S establish Midway elementary School as a Blue Ribbon Professional Development School. This initiative is an integral part of the PK-16 Statewide Plan for linking school districts and higher education. Implement the Direct Instruction research based, school reform model. This strategy would better utilize our facilities, enhance the administration of the schools and the education of the students being affected. This action would give to us an important use for the Midway facility.

**18. Challenge/Problem:** Students at the middle level have limited choices/options. Currently, two magnet schools exist for middle school students and both require academic standards for admission. The enrollment is low and declining at the Hollywood Middle School. The school is low achieving.

**Remedy:** The district could offer a meaningful educational opportunity for middle school students by offering another magnet school for middle grade students. The school is located in close proximity to the Caddo Career & Technology Center, which is located within .2 mile). Convert Hollywood Middle School (enrollment 468) from a zoned middle school to a magnet school of choice, as the Hollywood Middle Career Center. Students, rising 7<sup>th</sup> and 8<sup>th</sup> graders, who currently attend would remain at Hollywood. Those incoming 6<sup>th</sup> grade students who choose not to attend Hollywood would attend Linwood, Clark, Bethune or Ridgewood.

**19. Challenge/Problem:** The enrollments at three high schools, Fair Park, Woodlawn, and Booker T. Washington are declining. The schools are low achieving. A restructured and focused program based on successful high school reform models would offer opportunities/choices to students currently not available.

**Remedy:** Restructure programs at Fair Park, Woodlawn, and Booker T. Washington High Schools with a focus on career academies (schools-within-schools), and offer new and revised magnet programs. Implement a choice program for incoming 9<sup>th</sup> graders. The incoming 9<sup>th</sup> grade students eligible to attend Woodlawn, BTW, and Fair Park would have the choice of selecting an academy, the school, and attend the school on a full-time basis. Students from other high schools would also have the option of attending the magnets (shared time basis) or selecting one of the academies and attend on a full-time basis. These three (3) high schools need to be placed on a monitoring watch due to enrollment declines.

**20. Challenge/Problem:** The educational program at J.S. Clark Middle School needs to be refocused and strengthened. The educational program at J.S. Clark is not consistent with the specifics of the Consent Decree.

**Remedy:** Redesign the educational programs at J.S. Clark Middle School, consistent with the specifics of the Consent Decree.

**21. Challenge/Problem:** Improve the academic achievement and the discipline of the students attending Linwood Middle School.

**Remedy:** Provide an enhanced elective program at Linwood Middle School. Implement a Caddo Civilian Cadet Corps (C4) Program at Linwood Middle School (as previously proposed in 1997).

## **Southwestern Area**

1. **Challenge/Problem:** Walnut Hill Elementary-Middle School is very large (1,571 students) and growing. Keithville Elementary-Middle School will experience a declining enrollment of 8.5% per year.

**Remedy:** Adjust attendance boundaries in the southwestern sector affecting Walnut Hill Elementary-Middle School, and Keithville Elementary-Middle School (see Addendum #S1a,b). These changes would be an effort to increase the enrollment at Keithville and decrease enrollment at Walnut Hill by adjusting attendance zones in a contiguous area.

2. **Challenge/Problem:** The population will continue to increase along the I-20 corridor while the enrollment will continue to decline at Keithville.

**Remedy:** Annually, beginning in SY2002-2003, and incrementally in 2003-2004, adjust the southwestern attendance boundaries of Walnut Hill and Keithville until the western boundary of Keithville extends along the Springridge Texas line to the Texas border (see addendum #S2).

3. **Challenge/Problem:** Keithville Elementary-Middle School will experience a declining enrollment of 8.5% per year.

**Remedy:** Effective SY 2001-2002, adjust attendance boundaries that lie contiguous to Summerfield and Keithville. (see addendum S3.)

4. **Challenge/Problem:** Walnut Hill Elementary-Middle School is very large (1,571 students) and may experience increased enrollment.

**Remedy:** Adjust attendance boundaries at Walnut Hill and Summerfield Elementary Schools, as needed beginning SY2001-2002, for newly enrolled residents of the area. (See Addendum S4). The students from the affected area live closer to Summerfield (2.6 miles) than to Walnut Hill (4.1 miles).

5. **Challenge/Problem:** The western sector of the district does not have a magnet elementary school. @ 35% of the students who attend Eden Gardens and 32% of the students who attend South Highlands live west of Linwood Avenue. In addition, as established previously, population growth exists in the southeastern sector of the parish. There are waiting lists for the magnet schools at Eden Gardens and South Highlands.

**Remedy:** Convert Summer Grove Elementary School to a magnet school, for SY2002-3. Establish the admissions requirements similar to other district, fundamental magnet schools. Grandfather all 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students in the school (estimated 291 students). Maintain students rising to grades 1 & 2 who meet the admission standards (estimated 112 students). Limit the incoming kindergarten class enrollment to 100 beginning in SY 2002-3. (estimated 182 openings for K,1, & 2 in SY 2002-3)

6. **Challenge/Problem:** Rezone incoming kindergarten students and enrolled students who live in the Summer Grove attendance zone who may not be eligible for a fundamental magnet school. They would need to be assigned to other school attendance zones.

**Remedy:** Adjust attendance boundaries for Summer Grove for incoming kindergarten students and those students in grades 1,2 who may not be eligible for a magnet school to Forest Hill Elementary School, Summerfield Elementary School and Southern Hills Elementary. (An estimated 82 students in grades 1 & 2 will be distributed among these schools in SY 2002-3.) (see addendum #S5).

**7. Challenge/Problem:** The western sector of the district does not have a magnet middle school. Forty-eight percent (48%) of the students who attend Caddo Middle Magnet live west of Linwood Avenue. In addition, as established previously, population growth exists in the southeastern sector of the parish. There are waiting lists for the magnet school at Caddo Middle Magnet.

**Remedy:** Establish at Keithville Middle School a magnet component within the middle school, for SY2002-3. Establish the admissions requirements similar to Caddo Middle Magnet School.

A copy of the revised plan is filed in the official papers of the board marked "*Exhibit B, 19 pages, February 6, 2001.*" Copies of the revised plan were made available to board members and citizens following the superintendent's presentation. CPSB members also received a summary report of costs and savings that were assessed by staff that could be realized if the plan is approved and implemented. Implementation of the plan (extended year programs, extended day programs, transportation, and implementation of Caddo Civilian Cadet Corps Programs at the middle school level) reflects net savings of approximately \$810,000.

The president polled school board members and the audience for input on the revised plan.

Jeanette Bato, parent, expressed concern that if the plan is implemented her children would be zoned into Keithville instead of Walnut Hill. She said they are too young to have to leave home at 5:30 a.m. to catch a school bus to travel to Keithville.

Denise Bantan, parent, said her child attends Walnut Hill and she does not want her child zoned to another school. She also expressed concern that magnet programs are being proposed for select schools. Ms. Martin asked what specifically is being planned for students who attend Walnut Hill.

The superintendent asked the area directors and supervisor of transportation to meet with the parents following the meeting to explain the proposed plans for Walnut Hill Elementary-Middle School.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Guin seconded the motion, which carried unanimously, and the meeting adjourned at approximately 8:40 p.m.

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Robert E. Schiller Ed.D., Secretary

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Johnny Vance, Jr., President

**February 6, 2001**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in the Ran Kiper Performing Arts Center at Caddo Magnet High School, 1601 Viking Drive, Shreveport, Louisiana on Tuesday, February 6, 2001, at approximately 6:15 p.m. President Johnny Vance, Jr. presided with Mark Milam and Phillip R. Guin present being a quorum. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mildred B. Pugh and Michael J. Thibodeaux. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Roy Beard, staff and other visitors. The prayer and invocation were omitted.

### **SPECIAL PRESENTATIONS**

**A World United Through Art.** Henry Price, supervisor of art (k-12), informed the board that Caddo has an opportunity to bring an exhibit of art from around the world to the area entitled *A World United Through Art*. The opening ceremony is scheduled for February 15 at the Barnwell Center and it is a major exhibit of students' work from around the world. The exhibition will run from February 12 through March 23. He invited CPSB members to attend the reception. Mr. Price introduced Judy Ball Johnson, art teacher at South Highlands Magnet, who was instrumental in bringing the exhibit to Caddo. She informed the board that this project began at the National Gallery Summer Teachers' Institute in 1994 and the goal is to promote children's art and cultural awareness. She thanked staff and board members for their support of art education. Posters of the exhibition were shared with board members and a framed draft of the poster was presented to the president and superintendent. Mrs. Johnson also expressed appreciation to the board for the new art classroom that was officially dedicated this morning at South Highlands.

**1999-2000 Financial Audit.** The superintendent said staff would be asking the board to approve and accept the financial audit report at the February 20, 2001 regular school board meeting. He recognized Ben Wreyford, director of finance, who introduced the 1999-2000 financial audit presentation. Mr. Wreyford said the CPSB engaged KPMG to complete the annual audit and he assured the board that the financial situation in the district is good and financial matters are in order. He introduced Steve Gullatt, CPA and partner with KPMG, who gave highlights of the report. He noted that: a) the transmittal letter explains the financial condition of the CPSB for the year; b) the auditor's clean opinion is that there is a fair representation of the financial condition of the school system; c) the unreserved fund balance in the General Fund increased in fiscal year 2000 by \$3.3 million which represents about 11 percent of one year's total expenditures; it also contains reserves for contingencies and insurance claims; d) it reflects issuance of \$20 million of General Obligation Bonds used for Capital Projects; and, e) it contains information about the Caddo Education Excellence Fund (CEEF) which had a \$5.3 million balance at the end of June 2000. Mr. Gullatt said the firm also issued a report on compliance and internal control and they had no findings to report and a report on internal control and compliance at the major federal program level (Title I, Class Size Reduction Program and Special Education) with no findings to report. He said an opinion was also issued on required communication, which identifies the auditor's responsibilities; a management letter that addresses issues of control – CEEF and Legislative Auditor's Report which resulted in an Attorney General's opinion about how to handle these accounts, and transferring funds to individual schools. Mr. Gullatt said the management letter states that the way financial statements are presented will change in the future and staff is aware. He referenced other documentation type items that appear in the management letter, *i.e.* progress in the fixed asset area, employees certifying in writing their work hours, compliance and review of achievement of goals in class size reduction area, etc. Mr. Gullatt referenced that under the act that implemented CEEF, that auditors are required to submit an agreed upon procedural report. There is an issue of concern - the way revenue is received from the boat is not in accordance with the act, but it is in agreement with the city. Staff continues conducting analyses to make sure that it is still favorable to the CPSB. He said the auditor's recommendation is that central office staff maintains appropriate documentation and support for the expenditures (rationale). A detail of expenditures through CEEF is included in the auditor's report.

Referencing issues from the Attorney General's opinion relative to CEEF, Mr. Powell asked the superintendent if staff is comfortable that the recommendations can be done administratively or if policy action of the CPSB would be required. The superintendent said staff could institute the internal control that would satisfy the Attorney General's opinion as well as give staff a better level of accountability at the central disbursement point. Mr. Powell asked if schools would still be

allowed to come forward with the needs they want to fill with the money allocated from CEEF, and the superintendent said this is correct. Mr. Powell said there is an issue in the Attorney General's opinion relative to how the money could be used. The superintendent said internal control being enacted would ensure that there is a review process in place for requested purchases so that they are in alignment with allowable expenditures. Mr. Powell asked if staff would have administrative guidelines so that schools would have a better feel for what would be considered to be instructional enhancements. The superintendent said staff is in the process of defining this for the schools and will also review the schools' budgets when they get their allocations. Mr. Powell said relative to what's in the Attorney General's opinion, he wants to make it clear that there are no concerns about propriety, but it is more a matter of interpretation of how the money is handled whether at the school level or at central office. Mr. Milam expressed appreciation to Mr. Wreyford and the accounting staff for their outstanding work and for keeping the Caddo Public School System in compliance year after year.

## **EXECUTIVE COMMITTEE – ESTABLISH THE AGENDA FOR THE FEBRUARY 20, 2001 CPSB MEETING**

The superintendent presented and reviewed the proposed agenda for the February 20, 2001 school board meeting.

**Personnel Transactions Report.** The superintendent said information was included in the mailout.

**Bids.** The superintendent announced that bid information on computer furniture, equipment for disabled students, printing data procession continuous forms and large kitchen equipment would be presented once tabulations are opened. Bid information and staff's recommendations will be included in the mailout.

**Acceptance of the 1999-2000 Financial Audit Report.** The superintendent said the board just heard the 1999-2000 financial audit report from staff and the auditor. He said staff would be asking the CPSB to accept the financial audit report at its February 20<sup>th</sup> meeting.

**Approval of 2001-2002 Capital Projects Plan.** The superintendent said staff would have information for the board's consideration on capital projects at its February 20<sup>th</sup> meeting.

**Approval of Professional Services for 2001-2002 Capital Projects.** The superintendent said staff will be recommending architects/engineers for each project and information will be included in the mailout.

**Approval of Resolution of Continued Employment.** The superintendent said this is a resolution that the CPSB approves annually whereby state and federal law may exclude from eligibility for unemployment compensation school employees who have a break in service during the summer months. He said the resolution directs him to write letters of reasonable assurance of continued employment to staff members. It would also relieve the CPSB of unemployment compensation expenses during the summer.

**Approval of Budgets for FY 2000-2001.** The superintendent said information on the Workforce Investment Act for Hamilton Terrace and Caddo Career and Technology Center, the Perkins II Vocational Federal Basic Grant Funds, and School-to-Work "Lighthouse Site" was in the mailout and staff would be seeking the board's approval of the budgets at its February meeting.

**Approval of Special Education Interagency Agreements.** The superintendent said staff would be presenting three interagency agreements to make it possible for the special education department to offer required services to disabled students. It would allow staff to work cooperatively with other agencies to provide services to students. Staff will be seeking the board's approval of the agreements.

**Authority for Superintendent to Sign Teacher Contracts for the 2001-2002 School Year.** The superintendent said this is an annual request for the superintendent to sign teachers' contracts. He said the superintendent is acting on behalf of the board in compliance with requirements of statutes and policy GCB.



**Renewal of Promotional or Administrative Appointment Contracts.** The superintendent said annually staff brings to the board (120 days in advance) a list of administrators and counselors whose contracts would expire along with a recommendation for renewal. He said a list is provided in the mailout of administrators whose immediate supervisors and evaluators have recommended a continuing contract be issued. Dr. Hitchcock asked if there are any promotional or administrative appointment contracts that are up for renewal that staff is not recommending for renewal. The superintendent said *no sir*.

**Approval of the 2001-2002 School Calendar.** The superintendent said staff is in the process of building the calendar. He has a meeting with the committee on Wednesday, February 7, and a calendar will be presented to the board at its February meeting. He said staff is building a calendar that will adhere to traditional holiday breaks and will continue completing the first semester prior to the holiday break and completing school prior to Memorial Day.

Mr. Milam asked the superintendent if the committee has given consideration to extending the number of minutes to a school day, thus reducing the number of school days. The superintendent said this is one aspect that would be considered.

**Approval of Revisions to CPSB Policy GCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy.** The superintendent said staff is striving to revise the policy and to separate the treatment aspects from that of the testing and consequences for staff engaged in use of alcohol or drugs. He said the policy is currently under attorney review and should it be complete prior to February 20, it would be presented to the board for consideration on February 20.

**Approval of Use of Calculators on GEE 21 Examination.** The superintendent said there are only two parishes in the state, Caddo being one, which does not permit students to use calculators for taking the Graduate Exit Examination. He said the LEAP tests are not normed to take into account whether or not students are permitted to use calculators, and Caddo's students are at a disadvantage by not permitting them to access and use calculators. He said staff is recommending for the board's consideration that students be allowed to use calculators on the upcoming examinations. He said there are adequate numbers of calculators available and staff would put into effect a plan that would assure that students are instructed in how to use the calculator prior to the test.

**Approval of Recommendations Contained Within the Strategic Plan for Educational Reform and Facilities Utilization.** The superintendent said he will be presenting the plan tonight and on February 20 he will be presenting, for the board's consideration, individual recommendations that are contained within the plan for implementation.

Dr. Hitchcock asked the superintendent if he intends to propose some manner for the CPSB to consider the plan. The superintendent said he does and he is in the process of preparing individual recommendations that would address each item in the plan. At this point there are 68 individual recommendations for the board to consider.

**Adoption of Resolution to Call for Tenure Hearing.** The superintendent asked that this item be added to the agenda for the February 20, 2001 meeting. He said he would be requesting the board's consideration of the adoption of a resolution to call for a tenure hearing.

**Superintendent's Report.** The superintendent said a quarterly report of the *Master Plan* would be presented to the board on the progress of each objective. He said the written report would be sent to board members. Furthermore, an update of construction project will be provided in the mailout.

**Additions to the Proposed Agenda – Preparing Students to Take the Graduate Exit Examination 21.** Mr. Burton asked to add an item to the agenda and requested staff to make sure that students who will be taking the GEE 21 exam have been provided with the necessary material to prepare them for the exam, especially 11th graders. Mr. Burton particularly referenced the subject areas of math and history. He said staff's report could be presented in March if not on February 20th. The superintendent said this would be part of the *Master Plan* update in September to speak again to what steps have been taken this year to assure that the standards that are being taught and tested on are being provided.

**Consideration of Employee's Substitution of Sick Days (Milam).** Mr. Burton asked that this item be added to the agenda. He said he would provide the superintendent with the justification for this item.

**Review and Revision of CPSB Policy JEF (Released Time for Students (Guin).** Mr. Guin asked staff to review this policy for inconsistencies. The superintendent said staff would review the policy. Mrs. Pugh said staff needs to research more policies because early out in the original sense had to deal with youngsters going to work. She said the item referenced by Mr. Guin is asking about school-related activities, which might be a different policy. The president asked the superintendent and staff to take Mrs. Pugh's comment into consideration during their review.

Mr. Powell asked what is Mr. Guin's concern regarding this policy. Mr. Guin said it is basically what Mrs. Pugh referenced. He said it refers to a student who gets out of school early (DECA student) and then not being able to participate in athletics because the policy states or is being interpreted that the student has to carry a full load during the day. Mr. Powell asked if the board would be looking to get a consistency within the policy within all schools, or would it be looking for a policy change relative to the ins and outs that would allow students to leave campus for a job and check back into school for an athletic activity. Mr. Guin said participation in athletic activities would not require a student to check-in because the activity is after school hours. Mr. Guin said he is talking about students leaving at noon, working a half-day, having all of the required credits, but are not allowed to participate in baseball because they are not taking a full load that particular semester. Mr. Powell asked if the board is looking to make a policy that has continuity throughout the system. Mr. Guin said he is interested in having a consistent interpretation of the policy and to have the policy reviewed and updated if this needs to occur. The president asked the superintendent to investigate this concern and bring a recommendation to the board.

#### **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 for the February 20 regular school board meeting.

Dr. Mike McCoy, president of Caddo Association of Educators (CAE), said in January a CAE member filed a letter with the school board regarding an employee termination appeal. He asked for a status report of the request; will it be an agenda item on the February 20 agenda. The president asked Dr. McCoy to pass his request to the superintendent for consideration.

**Consent Agenda.** The president proposed that agenda items 9-17, 21 and 23 be categorized as consent agenda. Mr. Guin moved, seconded by Mr. Milam, approval of the agenda for the February 20, 2001 school board meeting with the proposed consent agenda. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Guin seconded the motion, which carried unanimously, and the meeting adjourned at approximately 7:04 p.m.

**February 20, 2001**

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 Tuesday, February 20, 2001, with President Johnny Vance, Jr. 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 Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh and Michael J. Thibodeaux. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE JANUARY 23, 2001 AND FEBRUARY 6, 2001 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Powell and Mr. Brooks, approval of the minutes of the aforementioned school board meetings. Vote on the motion carried unanimously.

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

The president announced that the superintendent has requested that "*Approval of Revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy,*" "*Consideration of Employee's Substitution of Sick Days*" (Milam) (Mims), and "*Superintendent's Report - Second Quarter Report of the Master Plan*" be postponed until the March 6, 2001 CPSB meeting. He also polled school board members for revisions to the proposed agenda. Mr. Burton said he put "*Preparing Students to Take the Graduate Exit Examination 21*" on the agenda for informational purposes, therefore, the item could be deleted from the agenda.

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communication and information, made the following special recognition.

**"Yes I Can" Award.** Mrs. Anderson said this recognition would be postponed until the March school board meeting.

**CNN & Time Warner Cable Election 2000 Winner.** Time Warner is a partner to the Caddo Public School System and has adopted two of Caddo's schools and the Telecommunications Program at Booker T. Washington High School. Time Warner also provided wiring for technology programs in all Caddo public schools that are within its viewing area. CNN, in partnership with Time Warner, gave students an opportunity to participate in the recent national presidential election through a campaign entitled *Your Choice, Your Vote*. Juniors and seniors participated in units on the election covering topics such as voters, issues, the debate process and electoral process. On behalf of CNN, Time Warner Cable (Shreveport Division), and The Phillips Company, Evelyn H. Valore, educational coordinator for Time Warner, presented a certificate, two VCRs, and a television to the Social Studies Department at North Caddo High School for the students' outstanding performance in *Your Choice, Your Voice* educational program on the electoral process 2000. North Caddo High School staff members and student representative were recognized.

### **VISITORS**

Susan Rogers, teacher and member of the Calendar Committee, spoke in support of the proposed school calendar for the 2001-2002 school year. She recognized other committee members who were present. The superintendent thanked all Calendar Committee members for their involvement in the process. He also called board members' attention to the 2001-2002 school calendar that was adopted by the Bossier Parish School Board, particularly noting that it is identical to the one proposed for Caddo with the exception of one day.

Jackie Lansdale, president of Caddo Federation of Teachers and Support Personnel (CFT/SP), asked the board to continue impressing on area legislators the need to make the issue of teachers' pay a priority. She also expressed concern for: a) the shortage of substitute teacher in Caddo Parish; b) the allocation of additional funds for compensating substitute teachers; c) the inequities in high school band directors' salaries; and d) need of a CPSB catastrophic sick leave policy.

Cass Acosta, representing Local 116, AFM, said music education adds to the quality of life to students and citizens. He emphasized the need for music education in public schools and said music educator should be paid accordingly.

Michael McCoy, Ph.D., president of Caddo Association of Educators (CAE), expressed the association's concerns relative to: a) the Strategic Plan for Educational Reform and Facilities Utilization, as proposed by the superintendent, and current employees being placed in positions prior to hiring and placement of new employees; b) teachers' ability to use their planning period to perform tasks for which the planning period was designed; c) the availability of qualified substitute teachers; d) low compensation for substitute teachers; e) CPSB members volunteering to read to children on March 2 in honor of Dr. Seuss's special reading celebration; and, f) board members meeting with area legislators regarding funding for teacher and educational support personnel salary increases.

Gard Wayt, chairman of the Northwest LA Partnership for Economic Development and president of the Caddo Career and Technology Center Foundation, commended the CPSB for its selection of superintendent and authorizing the restructuring plan. He said Caddo is competing nationally and globally for economic development, which is linked to education. Mr. Wayt said the payoff comes in per capita income. He urged board members to consider the restructuring plan with eyes on *the big picture* and not to get caught up in the details and differences.

Mike Gibson, active participant in economic and workforce development, urged school board members to support the proposed restructuring plan. He, too, thanked the CPSB for the selection of its current superintendent and for charging him with the task of developing a plan to maximize school resources for current and future challenges.

Allison Mayo, parent, commended the superintendent for his efforts to produce the restructuring plan for Caddo public schools. She also asked the board to consider adding various programs to the curricula that could prepare children to be ministers.

Kelly Pennywell, parent, expressed concern that through the proposed restructuring plan, it appears that staff and school board members are telling parents what to do with their children. She spoke in opposition to the proposed plan.

Denise Bogden, parent, said she believes it is unfair that a plan is being proposed to change the boundary lines for students currently enrolled at Walnut Hill Elementary/Middle School. She spoke against students being bussed to Keithville Elementary/Middle School, and against the long bus rides students would be required to take if the plan is adopted. Ms. Bogden said parents need other options that would include Summer Grove and Summerfield schools.

Genae' Bato, parent, spoke against changing the school boundary lines for Walnut Hill Elementary/Middle School. She expressed concern that parents and students who would be affected by boundary changes are being denied options to attend other schools.

Tommy Williams, representing the silent majority, chairman of the North Louisiana Business Hall of Fame, member of the Committee of 100 and Junior Achievement, spoke in support of the proposed reorganization plan. He informed board members that the business community supports the reorganization plan 100 percent, and he encouraged school board members to resolve the issues and put aside their objections and personal agendas.

Dr. Phillip Rozeman, founder of The Alliance for Education, spoke in support of the restructuring plan. He said the plan is fiscally responsible, gives more choices to parents and students, improves instructional practices, provides additional instructional time and instructional possibilities. He particularly noted that he is excited about the *Direct Instruction* program and hopes it would be duplicated in other schools. Dr. Rozeman asked the school board to carry out its vision and make a decision based on their personal conviction to do what is best for the most students and make the wisest use of resources.

## CONFIRM THE CONSENT AGENDA

Mr. Thibodeaux moved, seconded by Mr. Burton, 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-A

**Personnel Recommendation(s).** No personnel recommendations were presented for the board's consideration.

**Requests for Leaves.** Staff recommended that the request for leave be approved as contained in the mailout. The following request for leave was approved.

Sabbatical (Medical), Spring Semester of 2000-2001 School Year

Lisa Moreland, Teacher, Creswell Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** Staff recommended that a promotional appointment contract be issued to Counselors Frances Bland (Hillsdale Elementary) and Frances Lamendola (Booker T. Washington High School) with the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. The terms of contract for each counselor are February 21, 2001 – February 20, 2003.

### Agenda Item No. 10-A

**Approval of Bids.** Staff recommended approval for: a) the bid of Community Products totaling \$11,259.00 as indicated on the bid tabulation sheet for equipment for disabled students; b) the bid of Mid South Press totaling \$2,077.64; the bid of Moore North America totaling \$31,850.50; and, the bid of Tri-State Filing totaling \$7,569.04 for printing data processing continuous forms for Informational Technology Department and Child Nutrition Program; and c) the bid of Alack Refrigeration totaling \$34,871.31; Buckelew, Inc. totaling \$249,698.62; Dealer Food totaling \$8,304.12; LA Food, Inc. totaling \$379.26; and Vicro, Inc. totaling \$75,884.00 as indicated on the bid tabulation sheet for large kitchen equipment for the Child Nutrition Program. A copy of the bid tabulation sheets marked *Exhibit A, seven pages, February 20, 2001* is filed in the official papers of the board.

### Agenda Item No. 11

**Acceptance of the 1999-2000 Financial Audit Report.** Staff recommended acceptance of the 1999-2000 financial audit report presented by KPMG at the February 6, 2001 Executive Committee meeting.

### Agenda Item No. 12

**Approval of 2001-2002 Capital Projects Plan.** Staff recommended approval of the proposed 2001-2002 Capital Projects Plan listing mandated expenditures totaling \$12,102,000 as outlined in the mailout.

### Agenda Item No. 13

**Approval of Professional Services for 2001-2002 Capital Projects.** Staff recommended approval of the design professionals for 2001-2002 capital projects as detailed in the mailout, in accordance with CPSB Policy FEB (Selection of Architects) and firms. The architects and engineers are recommended based on their qualifications and experience with similar projects.

#### Agenda Item No. 14

**Approval of Resolution of Continued Employment.** Staff recommended approval of the resolution of continued employment as included in the mailout. State and federal law provide that a school system may exclude from eligibility for unemployment compensation school employees who have a break in service during the summer months. The resolution directs the superintendent to write letters of reasonable assurance of continued employment.

#### Agenda Item No. 15

**Approval of Budgets for FY 2000-2001.** Staff recommended approval of the *Workforce Investment Act – Vocational/Academic Preparation – Caddo Career and Technology Center, Workforce Investment Act – Jobs for America’s Graduates – Hamilton Terrace, Perkins II Vocational Federal Basic Grant Funds and School-to-Work “Lighthouse Site” – Caddo Career and Technology Center* budgets for FY 2000-2001 as outlined in the mailout. A copy of each budget is filed in the official papers of the board.

#### Agenda Item No. 16

**Approval of Special Education Interagency Agreements.** Staff recommended that in order to maximize services for students with disabilities in the most cost effective manner, that the interagency agreements between the CPSB (Department of Special Education) and *Helping Hands of Community Development, Family Services Unlimited and Metropolitan Circles LLC.*, be approved.

#### Agenda Item No. 17

**Authority for Superintendent to Sign Teacher Contracts for the 2001-2002 School Year.** Staff recommended that, in compliance with the requirements of R. S. 17:413 and policy GCB, the superintendent be authorized to sign teacher contracts for the 2001-2002 school year.

#### Agenda Item No. 18

**Renewal of Promotional or Administrative Appointment Contracts.** Staff recommended that the Promotional or Administrative Appointment Contracts listed in the mailout be renewed with the appropriate salaries as reflected by the CPSB salary schedule applicable to the position to which they are appointed. Each administrator/counselor has been evaluated in accordance with the board’s personnel evaluation plan and the evaluations show that the performance of each employee is satisfactory.

#### Agenda Item No. 19

**Approval of the 2001-2002 School Calendar.** Staff recommended approval of the proposed 2001-2002 school calendar as developed by the committee and included in the mailout.

##### ***2001-2002 School Calendar***

<i>August 6 (Monday)</i>	<i>New Teachers Inservice</i>
<i>August 7 (Tuesday)</i>	<i>New Teachers Inservice</i>
<i>August 8 (Wednesday)</i>	<i>New Teachers Inservice/Classroom Prep Day</i>
<i>August 9 (Thursday)</i>	<i>All Teachers Inservice</i>
<i>August 10 (Friday)</i>	<i>School Preparation (1/2 day) Classroom Prep (1/2 day)</i>
<i>August 13 (Monday)</i>	<i>Students Report in Grades ECE-6, 9/1<sup>st</sup> Reporting Periods Begin</i>
<i>August 14 (Tuesday)</i>	<i>Students Report in Grades ECE-5<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, 10<sup>th</sup>-12<sup>th</sup></i>
<i>August 15 (Wednesday)</i>	<i>ALL STUDENTS REPORT</i>
<i>September 3</i>	<i>Labor Day (Schools Closed)</i>
<i>October 12</i>	<i>1<sup>st</sup> Reporting Period Ends (44 days)</i>
<i>October 15</i>	<i>Teachers Inservice (no students) (Teacher Aides Report)</i>
<i>October 16</i>	<i>2<sup>nd</sup> Reporting Period Begins</i>

November 19-23	Holidays (Schools Closed)
December 21	2 <sup>nd</sup> Reporting Period/First Semester Ends (44 days)
December 24 – January 4	Holidays (Schools Closed)
January 7	Students Return/3 <sup>rd</sup> Reporting Period Begins
January 21	Martin Luther King Jr. Holiday (Schools Closed)
February 18	Presidents Day Holiday (Schools Closed)
March 8	3 <sup>rd</sup> Reporting Period Ends (43 days)
March 11	4 <sup>th</sup> Reporting Period Begins
March 25 – April 1	Spring Break (Schools Closed)
May 22	Last Day of School (47 days)
May 23	Teacher Work Day

*NOTE: Schools may elect to have up to three ½ days for planned inservice. Schools must submit requests and plans for Superintendent’s approval 90 days prior to planned inservice.*

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

**Agenda Item No. 21**

**Approval of Use of Calculators on GEE 21 Examinations.** Staff recommended that students in the Caddo Public School System be allowed to use calculators on the Graduation Exit Examinations 21. The tests administered to students through the Louisiana Educational Assessment Program are not normed to take into account whether or not students are permitted to use calculators for taking the test. Caddo is the only school system, other than St. Mary Parish, that does not permit students to use calculators for taking the Graduation Exit Examination 21.

**Agenda Item No. 22**

**Adoption of Resolution to Call for Tenure Hearing of a Certified Staff Member.** The CPSB adopted the resolution included in the mailout calling for a tenure hearing in accordance with LA R.S. 17:443 to determine whether or not a certified employee should be dismissed as a classroom teacher in the Caddo Parish School System. A hearing date was set for March 20, 2001.

**Agenda Item No. 23**

**Approval of Settlement of Workers’ Compensation Claims.** The CPSB approved staff’s recommendation of a settlement of the workers’ compensation claims on Ms. Ruby Lemons for a total payment of \$25,000 and for Ms. Carolyn Lawrence for a total payment of \$45,000.

**Agenda Item No. 26**

**Review and Revision of CPSB Policy IHD Student Schedules and Course Loads (Early Outs).** Staff recommended approval of the revised CPSB Policy IHD - Student Schedules and Course Loads (Early Outs), as included in the mailout.

**Recess.** The president called for a ten-minute recess at approximately 5:25 p.m. The school board reconvened at approximately 5:41 p.m.

## **APPROVAL OF RECOMMENDATIONS CONTAINED WITHIN THE STRATEGIC PLAN FOR EDUCATIONAL REFORM AND FACILITIES UTILIZATION**

The superintendent suggested possible ways for school board members to examine, value the merit, and act on the proposed recommendations. He informed the board that he had grouped recommendations of related areas *i.e.* attendance boundaries that are not related to any closing or merging of schools, educational program improvements/enhancements, creation of magnet programs, and northern area and consent decree parameters for Herndon as well as to work through grade configurations, etc. The superintendent said the board could also consider the recommendations one by one. Board members expressed an interest in seeing the groupings of recommendations. The president said it's okay to see the groupings, however, it has been announced to the public that the recommendations would be considered one by one, and the board should go through the individual items. Mr. Burton called for point of order and said he has read the proposed plan and he is ready to vote.

Mr. Brooks moved, seconded by Mr. Burton and Mr. Mims, to consider the recommendations one by one. Mr. Powell asked what would the board be voting on, and the president said board members would be voting on the information that was received through the mailout. Mr. Powell said the grouping would minimize the 69 recommendations and would put them into categories. Mr. Brooks said he has studied the plan and he wants the board to consider the items one at a time. Mrs. Pugh said in keeping with a CPSB pattern, motions are provided for the board's consideration on each agenda item, and if the superintendent has a grouping, then she would like to review it. Mrs. Boykin said she didn't object to seeing the grouping, however, she believes the recommendations are worthy to be considered and discussed singularly. Mr. Mims concurred and said he read the document and feels the board should go through each item. Mrs. Armstrong said each item should stand on its own merit and the items are worthy of individual consideration. Mr. Milam encouraged the board to consider the grouping and said if there is disagreement a motion could be made to pull the item from the grouping. Dr. Hitchcock said he is prepared to vote on the recommendations individually; however, he would like to dispatch the recommendations by groups, if possible. Regardless of what the board decides, he suggested that perhaps board members could organize the discussion with each board member expressing their thoughts on the items, and then vote rather than discuss the items individually. Mr. Powell said it would be nice for the board to have full information before a vote is taken. Mr. Guin cautioned board members about the possible position they could be put in if they aren't careful in their consideration of the recommendations and this might not be good for the whole district. Following more debate on the manner in which the board should consider the recommendations, the president called for the vote on the motion. Mrs. Pugh asked if passage of this motion would negate the opportunity for her to see the grouping, and the president said no. Vote on the motion carried with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong. The president asked the superintendent to share the grouping of motions with CPSB members. Mr. Thibodeaux reminded board members that they do not need anyone's permission to get a copy of the superintendent's grouping of motions.

**Recommendations 1-5.** Mr. Guin moved, seconded by Mr. Brooks and Mr. Burton, approval of recommendations 1-5 of the superintendent's Strategic Plan for Educational Reform and Facilities Utilization with one amendment per recommendation to eliminate all words including and following *contingent* on each of the five recommendations. Recommendations: (1) Effective SY 2001-2002, designate Herndon Elementary School as an elementary fundamental magnet school. (2) Effective SY 2001-2002, designate Herndon Elementary Magnet School's attendance zone to be identical to the established Herndon Middle Magnet attendance zone. (3) Effective SY2001-2002, establish the admissions requirements at Herndon Elementary Magnet School to be similar to other district, fundamental magnet schools. (4) Effective SY 2001-2002, grandfather rising 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade currently enrolled elementary students at Herndon Elementary School into Herndon Elementary Magnet School. (5) Effective SY2001-2002 and annually thereafter at Herndon Elementary Magnet School limit the incoming kindergarten enrollment to 60 students [3 classes] per year. Mr. Powell called for point of information and requested clarification about how the board would proceed because it just passed a motion to consider items one by one. The president said the board would review all recommendations one-by-one.



Mr. Guin restated his motion, seconded by Mr. Brooks, that the CPSB approve recommendation number one with one amendment, that it would eliminate all words including and following the word *contingent* in that recommendation. The superintendent said Herndon Elementary School has not officially been designated as a fundamental magnet school. He said the attendance boundary is simply the area bordered by Oil City, Mooringsport, Northwood, Hosston and Vivian area. He said if recommendation number one is not passed, then staff would have to enforce the attendance boundaries which would mean that school's enrollment would drop by approximately 80 to 85 percent. This makes for the board to recognize Herndon Elementary as an elementary fundamental magnet school. The reason for the contingencies of 9, 10, 11, 12 was to base that action on the fact that there are other magnet schools that are being looked at in a holistic way throughout the district (southeast, central, western) as well as to bring that school's middle school segment into compliance to be within the parameters of the Consent Decree. The action that the board would be taking here if approved would formalize Herndon Elementary School as an Elementary Fundamental Magnet School. The superintendent said if the board chooses to vote this down, staff would be forced to implement the attendance boundaries and that school would have to operate as a neighborhood school as it should have been operating for 18 years and serving only the community component of students residing in Belcher, Dixie, and Gilliam.

Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Milam, that the wording of the motion add contingent on the approval of recommendations 9, 10, 11, 12, 19, 45, 67 and 69. Dr. Hitchcock said the amendment restores the motion to the form that the superintendent is recommending and it ties the creation of the magnet schools all together. Mr. Guin said as the motion stands now it ties it to another recommendation that comes in later and this is in making the school an inclusive middle school and a magnet component as opposed to a stand alone magnet school and he encouraged the board to defeat the amendment. Mrs. Pugh asked for clarification of the passage of this motion, that it would give the school the designation of a fundamental school, magnet school, elementary and middle school. The superintendent said this addresses the Herndon Elementary School as elementary fundamental magnet school. Mrs. Pugh said the board would be creating an elementary magnet school, which is not there at this time, and the superintendent said this is correct. Mrs. Pugh said under the Consent Decree, the neighborhood children were given the opportunity to attend the neighborhood component and it was left there because the community and people in the area wanted that opportunity. She said the board would now be closing the neighborhood elementary school to the neighborhood children in the Herndon community. She said she is opposed to this unless legal counsel could assure her that the Justice Department is aware of what has transpired and the CPSB has not been in compliance with what was supposed to have been done in that school. Furthermore, it should be made clear that when the board passes this motion it is saying to the Justice Department that the CPSB wants to create a magnet school where there has not been a magnet school. She asked if she is correct with this thought and the superintendent answered *yes*. Vote on the amendment failed with board members Thibodeaux, Powell, Milam, and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Pugh, Mims, Vance, Brooks, Boykin and Armstrong.

Mr. Powell asked if this motion stands, what is the superintendent's recommendation at this point. The superintendent said his recommendation is to take the whole notion of magnet schools in a holistic fashion for the whole district. The reason for the other contingencies is conditional on number six to bring Herndon to more closely reflect the parameters of the Consent Decree by acting without the contingency to include this, numbers 9, 10, 11 and 12, then at this point there would not be a solution to the Herndon population being out of balance. Including 9, 10, 11 and 12 would satisfy the requirements for staff to bring the school to 50 percent +/- 20 percent. The projection for next year is 81 percent white and 19 percent black. He said if the motion passes without the contingencies, then the board would be addressing the creation of one fundamental elementary school without addressing the related issues that stand for the middle school. He recommended strongly the need for Herndon to have a fundamental elementary school but the solution for that does not provide a solution for the middle school as it is written. Mr. Powell asked if 19 has to do with adding two gifted teachers to the school. The superintendent said this has more to do with the middle school and encouraged the board that if the solution of addressing the student composition at the middle school is not going to be approving 9, 10, 11 and 12, then staff has to come up with a solution for addressing the problem of racial balance at Herndon Middle Magnet School. Dr. Hitchcock asked if he votes for Mr. Guin's motion for recommendation number one, if there is a danger if recommendations 9, 10, 11, 12, 13 fails, then the board has created the situation

that recommendation number six is amended. He called board members' attention to the alternate motions that he is recommending. The superintendent said his recommendation is for the board to go back and address the recommendations in a grouping as previously suggested so that staff could accommodate each of the related issues associated with the recommendations. Mr. Guin asked if the board could go back and readdress the grouping as proposed by the superintendent. Legal counsel advised that if Mr. Guin was on the prevailing side, then he could make a motion to reconsider the motion.

Mr. Guin made a substitute motion, seconded by Mr. Powell, that the CPSB reconsider the motion that originally passed on how the board would deal with the recommendations to consider recommendations item by item. Mr. Brooks asked if passage of this motion would eliminate the original motion. Legal counsel said it would if the substitute motion is adopted. Following more discussion, Mrs. Pugh expressed concern that, in some instances, the board attempts to implement or modify recommendations because it will be the superintendent and his staff who will be implementing the plan. She said at some point, the board needs to be sure whether or not the recommendations could be implemented. The president called for the vote on the substitute motion that carried with Mr. Mims opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Milam, Vance, Brooks, Powell, Boykin, Armstrong and Dr. Hitchcock.

Legal counsel advised that the board would need to vote on the original motion to consider the items one by one. The president asked the secretary to read the original motion that was made by Mr. Brooks, seconded by Mr. Burton and Mr. Mims, to consider the recommendations one by one. Mr. Powell requested clarification of what the board is attempting to do at this point. Legal counsel said a *no* vote means that the board would not be bound to consider only item by item; *yes* vote says the board would consider only item by item. Vote on the motion to reconsider carried with Mr. Mims supporting the motion. Board members opposing the motion were Guin, Burton, Thibodeaux, Pugh, Milam, Vance, Brooks, Powell, Boykin, Armstrong and Dr. Hitchcock.

**Recommendations 1-6.** Mr. Guin moved, seconded by Mr. Burton, approval of: **Recommendation 1 (approved).**— Effective SY 2001-2002, designate Herndon Elementary School as an elementary fundamental magnet school. **Recommendation 2 (approved).** – Effective SY 2001-2002, designate Herndon Elementary Magnet School's attendance zone to be identical to the established Herndon Middle Magnet attendance zone. **Recommendation 3 (approved).** - Effective SY 2001-2002, establish the admissions requirements at Herndon Elementary Magnet School to be similar to other district, fundamental magnet schools; **Recommendation 4 (approved).** - Effective SY2001-2002, grandfather rising 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade currently enrolled elementary students at Herndon Elementary School into Herndon Elementary Magnet School. **Recommendation 5 (approved).**- Effective SY2001-2002 and annually thereafter at Herndon Elementary Magnet School limit the incoming kindergarten enrollment to 60 students (3 classes) per year. **Recommendation 6 (approved).** - Effective SY2001-2002, require the middle school segment of Herndon's enrollment to more closely reflect the parameter of the Consent Decree by requiring the racial composition of the incoming 6<sup>th</sup> grade class in SY2001-2002 to bring the Herndon Middle School to an overall student enrollment with a 50% +/- 20% balance.. Vote on the motion carried unanimously.

**Recommendation 7 (approved).** Mr. Guin moved, seconded by Mr. Thibodeaux, that Effective SY2001-2002, establish Oil City Elementary as the attendance zone school for students who reside in Belcher and Gilliam. Vote on the motion carried unanimously.

**Recommendations 8-12.** Mr. Guin moved, seconded by Mr. Burton, approval of recommendation 8 with one modification to eliminate contingent on approval of recommendation #19. Also move approval of recommendation #9 as amended and the amendment being to delete Herndon and substitute Vivian and to delete all of the words after contingent. Also recommend approval of #10 as amended to delete Herndon and substitute Vivian and to delete all words after contingent. Dr. Hitchcock asked Mr. Guin if he means including contingent, and Mr. Guin said he would leave the words in recommendation #10. Also move approval of recommendation #11 as stated; and approval of recommendation #12 as amended to pre k-8 instead of pre k-6 and delete all words after contingent. Mrs. Pugh asked Mr. Guin if he had any concerns about the grade levels. Mr. Guin said he had discussed this; schools are far apart in the area; communities are tied to schools in the area; and by moving the 7<sup>th</sup> and 8<sup>th</sup> grade, it enables the 6<sup>th</sup> grade to remain at Oil City and fortify the numbers. He said the way that programs are structured, they do not feel it is a negative impact on

either side. Mrs. Pugh expressed concern that this is suppose to be a Caddo Parish district and a youngster should be able to move from any portion of the parish to another and be a part. She said if k-5 is being used as the elementary structure, 6<sup>th</sup> to 8<sup>th</sup> middle schools, then the structure should be unified throughout the parish. Mrs. Pugh said recommendations #9 and #11 should be addressed in this regard. The superintendent said what is being proposed by the board member is to create one elementary school in the parish that would not be pre k-5, it would be pre k-6. He further noted that it would be creating a school with a different grade configuration than others. The flip side of it is it is a school in a pre k-6 environment that is not unusual for a rural district and also as an effort to stabilize the school's population. Mrs. Pugh said the district should have a transition formula that would allow any youngster to move from one school to another in the parish. The superintendent said it would be his added provisal that a student who would be eligible and able to choose would not be restricted because of that. Mr. Powell asked if the plan spoke to enhancement programs involving the environment, and the superintendent answered in the affirmative (recommendations #13 and #14). Mr. Powell asked if the enhancements would be as or more beneficial to a 6<sup>th</sup> grader than a 3<sup>rd</sup> or 4<sup>th</sup> grader. He asked if there is a programmatic value to having the program. The superintendent said if the board passes recommendations #13 and #14 it would be a benefit for 6<sup>th</sup> graders. Furthermore, if the CPSB approves another recommendation, it would continue such a program into grade seven at Vivian. For clarification, Mr. Powell asked Mr. Guin if he was reading F2, F3, F4 and F5 alternate on the motions. Mr. Guin answered in the affirmative, with the exception of k-6 on #11 and the 7<sup>th</sup> and 8<sup>th</sup> grades on #9 and #10. Dr. Hitchcock asked the superintendent how would the modified motions fit with the revised strategy for the northern area. The superintendent said the board is getting there if the rest of the plan is approved and he recommends motions 7-12 as before the board now. The president called for vote on the motion which carried unanimously.

**Recommendation 8 (approved).** Effective SY2001-2002, establish Vivian Elementary as the attendance zone for students who reside in Hosston, Ida and Mira. **Recommendation 9 (approved).** Effective SY 2001-2002, establish Vivian as the middle school (grades 7 and 8) for students residing in the Oil City attendance zone. **Recommendation 10 (approved).** Effective SY2001-2002, establish Vivian as the middle school for students (grades 6, 7 and 8) residing in the Vivian attendance zone. **Recommendation 11 (approved).** Effective SY2001-2002, establish Oil City as an elementary school serving grades pre k-6. **Recommendation 12 (approved).** Effective SY 2001-2, establish Vivian as an elementary/middle school serving grades pre k-8.

**Recommendations 13, 14, 15, 16, 17.** Mr. Guin moved, seconded by Mr. Burton and Mr. Brooks, approval of recommendation #13 as recommended by the superintendent with the addition of *and Discoveries* at the end of environmental science. Also, to eliminate the word contingent and those following. Mr. Guin moved that the CPSB adopt recommendation #14 with the elimination of the word contingent and those following. Mr. Guin moved approval of #15 as recommended; approval of #16 with the elimination of the word contingent and those words following; and, approval of #17 with the amendment of Vivian Elementary/Middle School and eliminate the word contingent and those words following.

The superintendent said by taking out the contingency of #19, there is no way to fund the recommendations. He said the contingency of #19 is included because of the savings accrued by the action of #19, the conversion of Hosston from an elementary school to an alternative site yields the savings needed in order to implement numbers 14, 16, and 17. Otherwise the recommendations put forward would add what staff and principals think would be outstanding programmatic enhancements and magnet opportunities at Oil City and extended programs at Vivian. He said he would recommend this but without adding the contingency or action on #19, then the board is in the position of having an unfunded mandate. He urged the board to include the contingency of #19.

Mr. Milam moved to make an amendment, seconded by Mrs. Pugh and Mr. Powell, that the CPSB add recommendation #19 back into the formula. Mr. Milam said there is a way to fund the recommendations without taking funds from other districts. Dr. Hitchcock called board members' attention to recommendation #8 and by passing this recommendation he said the CPSB created a building at Hosston with no students, and the students have been zoned out of the district. He said recommendation #19 is the consequence of the action previously taken. The superintendent concurred. Dr. Hitchcock said approval of recommendation #8 with the amendment to zoning, the CPSB in effect sealed recommendation #19. He urged board members to support the amendment.

Mr. Powell spoke in favor of the amendment and said it is necessary for the board to be able to pay for programs. Mr. Guin said Hosston has become a school of choice and serving students from all over the parish. He said schools need an opportunity to address funding before closing. Mr. Brooks said he would like to see Hosston remain as a school. He also expressed concern that very little funding has been spent in the northern part of the parish and urged the board to defeat the amendment. Dr. Hitchcock asked the superintendent how would he administer a school district with an elementary school and no attendance zone and informal procedure that allows some students to go to the school and some to others. The superintendent said staff is attempting to correct the problem that accrued over the years by students who have bypassed schools that they are zoned into and going to others, thus, violating the attendance boundaries. He said if Hosston was to continue operating as an elementary school and with the enforcement of attendance boundaries, staff would be looking at fewer than 60 students next year at a cost higher than what is being stated. Dr. Hitchcock asked the superintendent if he has previously stated that a part of the solution to overcrowding would be for him to direct staff to vigorously enforce attendance zones, and the superintendent answered in the affirmative. Dr. Hitchcock encouraged board members to do the things stated in Mr. Guin's motions, pay the price to do them, and be consistent. Mr. Brooks asked if he votes yes if he would be voting for the closing of Hosston, and the superintendent answered *no*. Dr. Hitchcock said Mr. Milam made a motion to attach item #19 as a part of Mr. Guin's original motion in the form of an amendment. The vote now is to attach the superintendent's recommendation for #19 to the original motion. The superintendent clarified that recommendation numbers 13-17 is on the table for approval with the amendment that is contingent upon #19. Mr. Powell called for point of order and said there is a difference between adding the language contingent upon #19 than what Dr. Hitchcock referenced in saying recommendation #19 would be part of the main motion if the amendment passes. He also requested clarification. Mr. Milam said, with what Mr. Guin has put forth, his motion would include recommendations 13, 14, 16 and 17. The superintendent said contingent upon #19. Mr. Milam said this is the source of funding. Mr. Brooks said by bringing #19 back into the formula, it means Hosston would be closed and the funds would be used to fund the other programs. Legal counsel said Mr. Milam's amendment is adding the contingency based on the approval of #19. The board would still have to vote separately on recommendation #19.

Dr. Hitchcock made a substitute motion, seconded by Mr. Milam, that item #19 of the superintendent's recommendation be appended to the main motion. Mr. Burton commented that he has been hearing for some time that the CPSB doesn't have any available money and the closing of schools would generate funds. He said little thought is given as to how this would affect the community and whether the dollars saved would be beneficial to the board after creating chaos in the areas. Mr. Burton said he is still unclear as to how money would be saved, and it is concerning to him that it appears that the burden of funding the school system is always put on the backs of schools with minorities particularly in the northern and inner-city areas. The superintendent reviewed the financial savings by closing Hosston. Mr. Brooks encouraged the board to redraw the district lines for the school and leave the school intact. Mr. Burton inquired about funding for utilities, salaries, etc. if the school is closed. The superintendent elaborated on plans whereby teachers and other certified and classified employees would be absorbed into other schools and on operational costs, transportation, etc. Following more debate the president called for the vote on the substitute motion which failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong.

Mrs. Boykin requested point of information and asked if the wording of Mr. Milam's amendment would make the other motions contingent on approval of recommendation #19, and the superintendent answered *yes*. Mr. Brooks asked if the approval of the amendment would close Hosston. Legal counsel said not on this one, it says the adoption of the particular motions would be contingent on the passage of recommendation #19. The board would have to vote on #19. The president called for the vote on Mr. Milam's amendment, which failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong.

The superintendent said by statute as the chief financial officer for the school system, he could not, therefore, recommend approval of recommendation 13, 14, 15, 16 and 17. He said it would be financially disadvantageous to the board to encumber it with this kind of money in light of where it

is sitting with MFP, sales tax revenues, rising costs of healthcare benefits, etc. He said to add new programs without a funding source identified would not be fiscally prudent. Dr. Hitchcock spoke in support of the superintendent's recommendations, however, he said he could not support the aforementioned recommendations now that there is no source of funding. He urged the board to defeat the motions. Mr. Powell said likewise, that he would like to support the recommendations, but he needs to know where the money is coming from. Discussion followed on the savings to be realized by closing Hosston and on other programs that would be housed at Hosston if converted into an alternative site. Mr. Milam asked Mr. Guin where does he intend the money to come from now that Hosston has been eliminated from the formula. Mr. Guin asked the superintendent how much money is staff projecting to be put into the budget surplus by the end of this year. The superintendent said staff is looking at enough money to be able to consider a raise for teachers or to be able to pay for the increase of about 19 percent of healthcare benefits for next year. That figure would be between \$3 and \$4 million so that staff would not have to cut current programs. The superintendent said the fund balance is built to absorb the annual operating cost for the district for five years. Mr. Milam said he could not support the recommendations without knowing the source of funding. Mr. Thibodeaux said if the motions pass, the funding has to come from somewhere and he does not want funds coming out of district four. He said the northern part of the parish would be missing a tremendous opportunity if the original motion fails and he doesn't understand why board members would want to jeopardize this opportunity. He said Hosston would be open but no students would be assigned to the school as a result of passing recommendation #8. Mrs. Pugh concurred with Mr. Thibodeaux's comments and said if board members review recommendation #8, the board has established an attendance zone and there are no children at the building. The president called for the vote on the original motion, which carried with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong.

**Recommendation 13 (approved).** Effective SY2001-2002, add a magnet program at Oil City Elementary School with the academic focus on environmental science and Discoveries.

**Recommendation 14 (approved).** Effective SY2001-2002, expand the school year by 4 weeks (198 school days) at Oil City for students in the magnet program. **Recommendation 15**

**(approved).** Effective SY2001-2002, enhance and expand the research-based, whole school reform model, Core Knowledge at Vivian Elementary School. **Recommendation 16 (approved).**

Effective SY2001-2002, add an extended day technology, performing arts and foreign language program to the Vivian Middle School. **Recommendation 17 (approved).** Effective SY2001-2002, add a full time Gateway program at Vivian Elementary/Middle School.

**Recess.** The president called for a ten-minute recess at approximately 8:10 p.m. The board reconvened at approximately 8:26 p.m.

**Recommendation 19.** Mr. Guin made the following motion in the place of recommendation #19, seconded by Mr. Brooks, to place Hosston Elementary School on the monitoring watch for the year 2001-2002; Hosston Elementary School would become a pre k-6 school of choice for students residing north of Caddo Lake; written objectives and goals will be given to the staff at Hosston with the tools necessary to accomplish these objectives and goals. If significant headway is not attained by end of school year 2001-2002, the board will revisit the possibility of alternative uses of this facility and the merging of students into Vivian and/or Oil City Elementary School. Mr. Guin said it will be a major challenge for Hosston to get above the 200 student enrollment mark; the alternative uses for the facility are very viable and needed; however, he believes that given the effort of parents, students, and staff to improve test scores, they have earned the opportunity to address this problem. Mr. Thibodeaux asked what is *significant headway* and who would determine if significant headway was accomplished. Mr. Guin said his interpretation would be showing that the goals have potential of being met and the superintendent would make the call based on written objectives. Mr. Powell inquired about the staffing level and student enrollment level for next year. The superintendent said student enrollment would be zero with a staffing level of zero. Mr. Powell asked about staffing plans for next year and he asked what would the alternative program be. The superintendent said he did not know and he did not know how much it would cost. Mr. Powell inquired about transportation cost for transporting students from across north Caddo to Hosston. The superintendent said he could not answer and he does not see operating the school as feasible for next year. More discussion followed on declining student enrollment, quality of instructional program for the school, and allocation of funds for programs at the school.

Dr. Hitchcock made a substitute motion, seconded by Mr. Milam, that the CPSB effective SY2001-02 close Hosston as an elementary school and convert Hosston to an alternative school site. Relocate the ISS from North Caddo to Hosston; relocate the Harville Center currently housed at the North Caddo site to Hosston; establish a literacy and parent center, and designate classroom space to house Caddo Head Start program. The president called for the vote on the substitute motion which failed in a tie vote with board members Guin, Vance, Mims, Brooks, Boykin and Armstrong opposed. Board members supporting the motion were Burton, Thibodeaux, Pugh, Milam, Powell and Dr. Hitchcock.

Dr. Hitchcock made a substitute motion, seconded by Mr. Powell, that the CPSB effective SY2001-02 convert Hosston to an alternative school site; relocate the ISS from North Caddo to Hosston; relocate the Harville Center currently housed at the North Caddo site to Hosston; establish a literacy and parent center, and designate classroom space to house Caddo Head Start programs. Mr. Burton called point of order and said it is the same motion with the same intent. Legal counsel said the motion does not include the language to close Hosston as an elementary school. Dr. Hitchcock said in recommendation #8 students were taken from the school. Without going through the process of closing the school, Dr. Hitchcock said he is now proposing that given that no students are assigned to the school and the board has no plan for the use of the school, he is trying to offer an alternative approach. The recommendation is the same as proposed by the superintendent and his staff. Mr. Powell said there is a fundamental difference in the substitute motions. He said if the motion is passed the school would be converted into an alternative school site and there is nothing that would limit the ability if there were an alternative program that could be created and housed at that site. Mr. Powell said this is a compromise because it does not close an elementary school, but the CPSB would convert the school into an alternative school site and relocate certain assets to the school. It does not foreclose the possibility of attempting to do what Mr. Guin's original motion would have done. Mrs. Armstrong asked if the school has already been designated a school of choice for students in the area. The superintendent said he would prefer not to classify the school as one of choice. He recapped student enrollment at the school (from Plain Dealing, Rodessa, etc.) and said there are other associated reasons why students are being encouraged to attend the school or are placed at the school. He said the school has the highest special education population and this has placed the school system out of compliance. Furthermore, the school has become predominantly one raced. Mrs. Armstrong asked if the students have IEPs. The superintendent answered in the affirmative and said about 31.5 percent of the student population is categorized as special education. More discussion followed on the type of classes being offered, and the president called for the vote on the substitute motion, which carried with board members Guin, Mims, Brooks and Armstrong opposed. Board members supporting the motion were Burton, Thibodeaux, Pugh, Milam, Vance, Powell, Boykin and Dr. Hitchcock. **Recommendation 19 (approved).** Effective SY 2001-02, convert Hosston to an alternative school site; relocate the ISS from North Caddo to Hosston; relocate the Harville Center currently housed at the North Caddo site to Hosston; establish a literacy and parent center, and designate classroom space to house Caddo Head Start programs.

**Recommendations 18 and 20.** Mr. Guin moved, seconded by Mr. Powell, that effective SY2001-2002, convert the old library to a professional development center for the northern area. Further move effective SY2001-2002, expand the Gateway program at Herndon Middle Magnet School comparable to the Caddo Middle Magnet offerings. Dr. Hitchcock suggested that #19 that was passed earlier by the CPSB is not the #19 that referenced in the plan. He suggested that the board should eliminate the word contingent and following words. Mr. Guin agreed to the elimination of the word contingent and the following words in both recommendations 18 and 20. Other board members accepted the suggestion and the superintendent recommended approval of both recommendations. The president called for the vote on the motion, which carried unanimously.

**Recommendation 18 (approved).** Effective SY2001-2002, convert the old library to a professional development center for the northern area. **Recommendation 20 (approved).** Effective SY2001-02 expand the Gateway program at Herndon Middle Magnet School comparable to the Caddo Middle Magnet offerings.

**Recommendations 21, 41, 42, 43, 44, 50, 52, 53, 54, 63, 64, 65 and 66.** Mr. Milam moved, seconded by Mr. Powell, that the CPSB adopt recommendations 21, 41, 42, 43, 44, 50, 52, 53, 54, 63, 64, 65 and 66 to adjust attendance boundaries so as to better utilize facilities, to respond to the changing demographics in the parish and enrollment shifts in the district affecting some schools be

approved. It is noted that to implement these recommendations it does not require savings accrued from closing/merging of schools. Mr. Milam said the recommendations are germane to each other and he believes it is a wise move. Mr. Powell said it does not require any savings accrued from closing/merging schools. Further, they predominantly deal with attendance boundaries. Mr. Milam said all items are included in the grouping except #7. Mr. Burton made a motion to amend recommendation #21 of the motion, seconded by Mr. Milam, to delete Pine Grove from the school of choice. The superintendent said his only concern with the amendment is that there would be students zoned into an area and denied the opportunity to choose a school. He said this would be unfair to the children. Mr. Burton and Mr. Milam asked to withdraw the amendment and board members expressed no objection. Mrs. Boykin said these recommendations had nothing to do with specific changes to schools and there is an adjustment in attendance boundaries (63, 64, 65, 66). Mrs. Boykin said she has some concerns about these recommendations and asked that they be excluded from the motion. Mr. Milam requested the superintendent to review each recommendation for clarification. Mr. Brooks asked if Midway Middle School is going to be closed. The superintendent said *no*; it would become an elementary school. Discussion ensued on attendance zones for Walnut Hill, Forest Hill, Summerfield (Burgundy Oaks and Deep Wood subdivisions), and the superintendent and Clay Slagle, technology manager, reviewed the proposals for reconfiguring student enrollment in these areas.

Mrs. Boykin moved, seconded by Mrs. Armstrong, to divide the question and remove recommendations 63, 64, 65 and 66 from the question and consider them separately. Mr. Burton made a substitute motion, seconded by Mr. Brooks, to first take items 21 - 54 and consider recommendations 63, 64, 65 and 66 separately. Legal counsel said Mr. Burton is attempting to put order to the recommendations for the board's consideration. The president said the board would consider the motion to divide the question. Mr. Burton said he attempted to group items. Following more debate, Mr. Burton withdrew his substitute motion, and board members expressed no objection. Mrs. Pugh questioned whether the geographical area west of I-220 indicating that all 6<sup>th</sup> graders from Hillsdale would go to Bethune would be the appropriate arrangement for those youngsters west of I-220. She expressed concern for the youngsters west of I-220 being zoned out of their normal geographical area (Turner and Huntington). The superintendent said staff's rationale was to relieve Turner of the overcrowding. Mrs. Pugh said the natural arrangement for those youngsters would be between Timmons and Hillsdale, and as middle school youngsters they would be zoned into Turner or Walnut Hill. The superintendent said he understands the progression, and he does not disagree with it, but staff was attempting to find a solution for students living to the eastern most sector of Turner in order to absorb the growth in the western corridor. Mrs. Pugh asked if transportation staff concurred, and the superintendent answered in the affirmative. Mrs. Pugh asked how many sixth graders are there west of I-220 and the superintendent said 53 located in the quadrant who are rising sixth graders next year that would be affected. The president called for the vote on the motion to divide the question, which carried with board members Powell and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Boykin and Armstrong.

The president called for the vote on approval of recommendations 21, 41, 42, 43, 44, 50, 52, 53 and 54. Vote on the motion carried unanimously. **Recommendation 21 (approved).** Effective SY2001-2002, adjust attendance boundaries at Cherokee Park Elementary School so students residing in homes west of Market Street would attend their choice of school at Newton Smith, Pine Grove, or Northside Elementary School. **Recommendation 41 (approved).** Effective SY2001-2002, adjust attendance boundaries for Creswell and Barret Elementary Schools. **Recommendation 42 (approved).** Effective SY2001-2002, adjust attendance boundaries for Turner Elementary and Westwood Elementary School, Turner Middle and Bethune Middle. **Recommendation 43 (approved).** Effective SY2001-2002, adjust attendance boundaries for Westwood and Sunset Acres Elementary School. **Recommendation 44 (approved).** Effective SY2001-2002, adjust attendance boundaries for Atkins and Westwood Elementary School. **Recommendation 50 (approved).** Effective SY2001-2002, expand the attendance boundary for Bethune Middle School to include the Midway attendance zone. **Recommendation 52 (approved).** Effective SY2001-2002, adjust attendance boundaries for Turner Middle and Bethune Middle School. **Recommendation 53 (approved).** Effective SY2001-2002, adjust attendance boundary of Turner Middle School so all rising Hillsdale sixth grade students from Hillsdale attend the same middle school. **Recommendation 54 (approved).** Effective SY2001-2002, convert Midway to an

elementary school, grades pre k-5. Redistrict attendance lines of Turner, Hillsdale, Oak Park, Werner Park and Sunset Acres.

**Recommendations 63, 64, 65 and 66.** Mrs. Boykin expressed concern about the distance for transporting students from Keithville to the Texas State Line, and she said she would vote against the recommendations. Mrs. Armstrong said she could not support changes in the attendance boundaries in these recommendations. Dr. Hitchcock urged board members to support the recommendations as presented by the superintendent. He expressed concern about overcrowding at Walnut Hill Elementary/Middle School and said this is a fine school and one of the fastest growing areas, yet, every child cannot attend the school. He said if something isn't done, in five years, the enrollment at Walnut Hill could be 2000 students. He said more wings cannot be constructed at Walnut Hill and leaves Keithville under utilized. The superintendent said the demographics are critical and this is why the recommendations are being made. The president called for the vote on the motion to approve recommendations 63, 64, 65 and 66, which failed with board members Thibodeaux, Powell, Pugh, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton Mims, Vance, Brooks, Boykin and Armstrong. **Recommendation 63 (failed).** Effective SY2001-2002, adjust attendance boundaries in the southwestern sector affecting Walnut Hill Elementary/Middle School, and Keithville Elementary-Middle School.

**Recommendation 64 (failed).** Effective SY2002-2003 and 2003-2004, adjust the southwestern attendance boundaries of Walnut Hill and Keithville until the western boundary of Keithville extends along the Springridge Texas line to the Texas border. **Recommendation 65 (failed).** Effective SY2002-2003 adjust attendance boundaries that lie contiguous to Summerfield and Keithville, Summerfield, and Forest Hill. **Recommendation 66 (failed).** Effective SY2001-2002 adjust attendance boundaries at Walnut Hill and Summerfield Elementary schools for newly enrolled students. Mr. Milam asked if the board could go back and divide these recommendations and legal counsel said this has already been done.

**Recommendations 22, 23, 24, 26 and 28.** Mr. Burton moved, seconded by Mr. Mims, to approve recommendations 22, 23, 24, 26 and 28 with the deletion of the word contingent and the following words in each recommendation. Mrs. Armstrong asked Mr. Burton if he thinks establishing a magnet of performing arts at Green Oaks is the best magnet program for the school. Mr. Burton said the community requested the magnet concept. Mr. Powell asked how much would approval of this recommendation cost and the superintendent said approximately \$400,000. Mr. Powell asked how much would closing the two schools yield, and the superintendent said it would be \$988,000. He said the extended year at Newton Smith, Linear, Pine Grove, transportation; factor in Direct Instruction at Northside would be close to \$500,000. Mr. Powell said 22, 23, 24 reference Northside, Newton Smith and Pine Grove, and he asked the superintendent how does recommendation 25 relate to these three. The superintendent said 25 inter-relates because including Direct Instruction, extended day and extended year at the schools provide distinct choices for the parents and students. He said recommendation 23 includes the civilian corps program at Linear as well as 20 additional days of instruction. Mr. Powell said the dollar amounts are starting to mount and the programs are good, but the board needs to be accountable and able to fund the programs. Mr. Powell asked the board to defeat the motion to the extent that the board is taking away the funding source, until the board can specifically attach a funding source. Mrs. Boykin said the motion does not determine whether the board intends to close one of the schools, it just asks to remove one of the contingencies as done on the other recommendations. Mrs. Boykin asked about the Direct Instruction program at Northside and she asked if staff plans to fund the program from General Fund and the superintendent said *no*. Mrs. Boykin said in another document to the board, the superintendent said it has been done and the program would be implemented in SY2001-2002. The superintendent said staff has identified schools that they would like to implement the program in and there is a limited amount of money from the Tobacco Settlement that has been applied for under the Education Excellence Grant. He said if the grant is awarded, schools identified for the program would get the program. Mrs. Boykin said implementation of Direct Instruction is one of the school system's goals and a part of the Master Plan. She also questioned the calendar for the school. The superintendent said Newton Smith and two other schools run 178 days but have 20 fewer days of instruction prior to the state test. He said the proposed plan would put Newton Smith on the same calendar as other schools but would add 20 additional full school days during the month of June. Mrs. Boykin asked what are the savings by reducing the calendar, and the superintendent said there would be savings of \$46,400.



Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Thibodeaux, to add recommendations 29 and 49 to the original motion for approval. Mr. Thibodeaux said he would like to vote for the improvements but without funding sources, he would not be able to support the motion. Mr. Powell made a substitute motion, seconded by Mr. Thibodeaux, that the following recommendations by the superintendent as contained within the Strategic Plan for Educational Reform Facilities Utilization numbers 22, 23, 24, 25, 28, 29, 30, 31, 32, 33, 34, 46, 49 and 62 to provide educational program improvements and enhancements be approved. Mr. Powell said there are other items proposed by the superintendent that would be contingent on the same two schools closing and to move the process forward, he made the substitute motion which includes the contingency of the two school closings. He also added recommendations 29 and 49 because it says it's contingent on concurrent approval. Mr. Powell said this is a good comprehensive plan and he urged the board to support the motion. The superintendent reviewed each recommendation as presented in the plan. The president called for the vote on the substitute motion, which failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong. Vote on the amendment failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong.

Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Powell, that recommendation 29 be appended to the original motion and considered with the items defined in the original motion. Vote on the motion failed in a tie vote with board members Guin, Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Burton, Mims, Vance, Brooks, Boykin and Armstrong.

Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Powell, that recommendation 49 be appended to the original motion and considered with the items defined in the original motion. Vote on the motion failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong.

Dr. Hitchcock made a motion to amend the motion, seconded by Mrs. Pugh, that all of the items that were mentioned in the original motion be contingent upon approval of recommendations 29 and 49 and that the approval of all of those items be specifically contingent upon approval of those two. Mr. Burton made a substitute motion, seconded by Mr. Mims, to approve recommendation 22 without the contingency; 23, 24, 26 and 28 without the contingencies and to not support number 25. Dr. Hitchcock called for point of order and said this is the original motion. Mr. Burton said 25 is not in his original motion and Dr. Hitchcock said the recommendation was left out of the original motion. Legal counsel said he understood Mr. Burton to say excluding 25 and that would in fact be his original motion. The president ruled that Mr. Burton's substitute motion is out of order. Mr. Powell encouraged board members to keep their focus on items that float with other recommendations. He said school board members have to make hard decisions but there are benefits that flow from the decisions. The president called for vote on the motion, which failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the amendment. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong.

Mr. Thibodeaux asked if the maker of the original motion has an alternate source of funding for the programs. Mr. Burton said he is quite sure that funding could be found for the programs through school board staff and he is interested in enhancing and implementing programs in inner-city schools. Mr. Thibodeaux said he previously asked the superintendent to provide board members with a per student cost in each school and if it's anything like it was when the report was presented, the cost per student is much higher in inner-city schools than other. He emphasized that if board members want something, they should be willing to give something else up in order to have the funding. Mr. Powell asked to view the map for the areas referenced. He asked the superintendent what is his recommendation if the board approves the \$500,000 of funding without identifying the source. The superintendent said as the financial officer of the district and as the chief executive officer he could not recommend or support implementing these programs without a direct funding source. More discussion followed on census numbers, student enrollment, and instructional programs and enhancements for schools in the referenced recommendations.

Mr. Mims moved, seconded by Mr. Burton, to call for the question. The president called for the vote and legal counsel said it takes two-thirds vote to pass the motion. Mrs. Pugh expressed concern that the president didn't know there were other speakers on the board waiting to speak. Mr. Powell called for point of order and said this motion is not debatable. The president again called for the vote. Vote on the motion to end debate carried with board members Brooks, Powell, Milam and Dr. Hitchcock opposed the motion. Mrs. Pugh registered three votes (*yes, no, abstain*), and board members Guin, Burton, Thibodeaux, Mims, Vance, Boykin, and Armstrong supported the motion. Mr. Powell called point of order and said a board member has voted all the way across the board and he suggested that that vote not be counted which would make the vote 7/4 and this would not be two-thirds. Legal counsel suggested that the president should again call for the vote. Vote on the motion to end debate carried with board members Brooks, Powell, Milam and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Vance, Boykin and Armstrong. The president called for the vote on the original motion, which carried with board members Vance, Thibodeaux, Powell, Milam and Hitchcock opposed. Board members supporting the motion were Guin, Burton, Pugh, Mims, Brooks, Boykin and Armstrong.

Mr. Powell called for point of information and asked if student appeal hearings are scheduled for tonight's meeting. He suggested that at some point the CPSB might want to stop and deal with the hearings. Mr. Brooks suggested that the board should cut off all discussion on the plan and the board could come back at a later date. The president said the students need to be in school tomorrow and he asked the board to respond. Mr. Burton said he would like to table discussion of the strategic plan until after it hears the students' hearings. Mr. Powell moved, seconded by Mrs. Pugh, that the board suspends the rules in order to modify the agenda and at this point move up the students' appeals, and then when complete return to this agenda item. Dr. Hitchcock expressed objection to the motion and said he does not want to see the board make decisions of the magnitude that it is about to make in the wee hours of the morning. He said for that reason, he wants the people who have elected to stay and hear the action on the plan to be able to stay because the public needs to know the outcome of the decisions that are going on and see the process. The superintendent said staff gave the option to the students and folks to know that the hearing would be after completion of the normal agenda or schedule the hearings on March 6. The information was given that they chose to wait until the end of the agenda. The president said a two-thirds vote is required and he called for the vote on the motion to suspend the rules, which failed with board members Burton, Thibodeaux, Pugh, Mims and Hitchcock opposed. Board members supporting the motion were Guin, Milam, Vance, Brooks, Powell, Armstrong and Boykin.

**Recommendation 22 (approved).** Effective SY2001-2002, implement the research-based, whole school reform model, Direct Instruction Reading Program at Northside Elementary School.

**Recommendation 23 (approved).** Effective SY2001-2002, expand the school year by four weeks at Newton Smith Elementary School. **Recommendation 24 (approved).** Effective SY2001-2002, augment the extended day program for students at Pine Grove Elementary School.

**Recommendation 26 (approved).** Effective SY2001-2002 expanded the school year by four weeks and add the C4 Program at Linear Middle School. **Recommendation 28 (approved).** Effective SY2001-2002, establish a magnet program of performing arts at Green Oaks High School.

**Recommendation 27.** Dr. Hitchcock moved, seconded by Mr. Powell, to place Green Oaks High School on a monitoring watch for school years 2001-2003. Mr. Burton expressed concern about placing the school on a monitoring watch and he asked if there are other high schools on monitoring watch at this time. The superintendent said *no*, but there will be others recommended for monitoring watch. Mr. Burton said he believes this wording should be deleted from the motion. Mr. Brooks spoke against placing Green Oaks on monitoring watch and encouraged school board members to defeat the motion. The president called for the vote on the motion, which carried with board members Vance, Burton, Mims, Brooks and Armstrong opposed; Mrs. Boykin was absent for the vote; and board members supporting the motion were Guin, Thibodeaux, Pugh, Milam, Powell, and Dr. Hitchcock. **Recommendation 27 (approved).** Place the Green Oaks High School on a monitoring watch for the school years 2001-2003.

**Recommendation 25.** Dr. Hitchcock moved, seconded by Mr. Powell, effective SY 2001-2002, implement controlled choice for parents whose children attend Northside, Newton Smith, and Pine Grove. Dr. Hitchcock expressed concern for funding. Vote on the motion failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board

members opposed were Guin, Burton, Mims, Vance, Brooks, Armstrong and Boykin.

**Recommendation 25 (failed).** Effective SY2001-2002, implement controlled choice for parents whose children attend Northside, Newton Smith, and Pine Grove. Mrs. Armstrong called for point of order and asked if recommendation 26 was deleted from a group of motions previously considered with recommendations 23, 24, etc. Board members noted that 26 has already been considered and passed.

**Recommendation 29.** Dr. Hitchcock moved, seconded by Mr. Powell, that the CPSB effective SY2001-2002 designate the Hendrix School facility for the Caddo Head Start Program and redefine the boundaries for Ingersoll and Central Elementary Schools. Dr. Hitchcock said he deliberately left out the word closing because the board is changing that school and designating it as a head start facility. Mr. Powell encouraged school board members to support the motion. Mr. Powell encouraged board members to consider the motion. He said with the facility being designated a head start center, it could serve as a feeder to the other area schools. Mrs. Armstrong asked what type of agreement has been reached with Caddo Head Start program. Ron Festavan, assistant superintendent for support services, said staff has been in consultation with representatives from Caddo Head Start and they would like to secure the site for use. The superintendent said Head Start is currently renting 14 classrooms at Bethune and now they want to rent another site to increase their enrollment. Mrs. Armstrong asked if the facility is a multi-story building and staff answered in the affirmative. She asked if pre-school youngsters would be housed on the third floor, and staff said they are not working with the same requirements as the CPSB, but at this time, they have not made a decision about placement of students. Mrs. Armstrong asked about financial lease arrangements with the agency and Mr. Festavan said the CPSB would be receiving what is being received now or more. The facility is rented per square feet per room. Mr. Mims said Caddo Community Agency is not a part of the Caddo Parish School System and in order for the school system to rent the entire facility to the agency, a different zoning might be required. The superintendent said to his understanding, as long as the use of the building is not changed, and it is a designated school use building, then a zoning change is not necessary. Mr. Mims encouraged staff to check for proper zoning before leasing the facility. Mr. Milam said it was referenced that George P. Hendrix could go into corrective action and he asked the superintendent to elaborate on the details. The superintendent said when a school falls below the lowest test score of 29.9, it falls into the category of a school needing corrective action. Staff has to work to reconstitute the school, to bring it to a level or ultimately have the state step in. Staff, as a team, would enter the school and work with the school's staff to reconstitute the school. Mr. Brooks said Community Action board members have said that Hendrix is not conducive for the Head Start program because of the school's climate, nearby liquor stores, dope establishments and construction of the school itself. Mrs. Pugh said Ingersoll was the only school of choice in the area and it is underutilized. She said Ingersoll's principal is retiring this year and now is the time to bring the program into study and bring in new leadership from Hendrix maybe into Ingersoll. She encouraged the board to support the superintendent's recommendation. Mr. Mims informed the board that once the CPSB ceases operating Hendrix as a school, no other school would be able to enter and operate from within the building because there is a liquor store nearby. Dr. Hitchcock said the board is changing the nature of the school facility; it is not closing it. Furthermore, the board is giving this neighborhood an opportunity to bring in a program that might allow schools to be grown. The president called for the vote on the motion, which carried with board members Burton, Mims and Brooks opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock.

**Recommendation 29 (approved).** Effective SY2001-2002 George P. Hendrix be designated as a facility for Caddo Head Start Program, and redefine the attendance boundaries for Ingersoll and Central Elementary Schools.

**Recess.** The president called for a seven-minute recess at approximately 11:05 p.m. The board reconvened at approximately 11:24 p.m.

**Agenda Items 30, 31, 32 and 34.** Dr. Hitchcock moved, seconded by Mr. Thibodeaux, that effective SY2001-2002, implement controlled choice for parents whose children attend Central and Ingersoll Elementary schools; that effective SY2001-2002, expand the school year at Ingersoll Elementary School by four weeks; that effective SY2001-2002, implement the research-based, whole school reform model, Direct Instruction Reading Program, and establish a 20:1 staffing formula for grades pre k-5 at Ingersoll Elementary School; and, effective SY2001-2002, implement the research based, whole school reform model, Direct Instruction Math Program, and establish a

20:1 staffing formula for grades pre k-5 to Central Elementary School. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock. **Recommendation 30 (approved)**. Effective SY2001-2002, implement controlled choice for parents whose children attend Central and Ingersoll Elementary schools. **Recommendation 31 (approved)**. Effective SY2001-2002, expand the school year at Ingersoll Elementary School by four weeks. **Recommendation 32 (approved)**. Effective SY2001-2002, implement the research based, whole school reform model, Direct Instruction Reading Program, and establish a 20:1 staffing formula for grades pre k-5 at Ingersoll Elementary School. **Recommendation 34**. Effective SY2001-2002, implement the research based, whole school reform model, Direct Instruction Math Program, and establish a 20:1 staffing formula for grades pre k-5 at Central Elementary School.

**Recommendations 35, 36, 37, 38, 39, 40, 48, 51, 55, 56, 58, 59, 60, 61**. Mr. Thibodeaux moved, seconded by Mr. Milam, that recommendations by the superintendent as contained with the Strategic Plan for Educational Reform and Facilities Utilization numbers 35, 36, 37, 38, 39, 40, 48, 51, 55, 56, 58, 59 and 61 to provide educational program improvements and enhancements, be approved. Mr. Thibodeaux noted that to implement these recommendations it does not require savings accrued from closing/merging of schools. Mr. Mims moved to amend the motion that recommendation 58 be pulled from the list of recommendations. The president said the motion dies for lack of a second. Mr. Mims made a substitute motion, seconded by Mr. Brooks, that effective SY2001-02 the educational programs at Fair Park, Woodlawn and Booker T. Washington High School with a focus on career academies would be conducted by the CPSB. Mr. Thibodeaux said this is not a substitute motion because it does not state that magnet program would be offered by any other program than the CPSB. Mrs. Boykin made a motion to amend the motion, seconded by Mr. Mims, that the programs are wholly administered or operated by the Caddo Public School System. The specific programs, once fully developed by the schools, would be individually approved. After more discussion on deleting recommendation 58 from the grouping, Mr. Thibodeaux and Mr. Milam asked that the board allow them to withdraw recommendation 58 from the original motion. Board members expressed no objection and recommendation 58 was withdrawn from the original motion. Mr. Burton made a motion to amend the motion, seconded by Mr. Guin, to remove recommendation 60 from the motion because of the wording *monitoring watch*. Mr. Thibodeaux and Mr. Milam agreed to withdraw #60 from the grouping. The president called for the vote on the motion noting that recommendations 58 and 60 were withdrawn from the grouping. Vote on the motion carried unanimously. **Recommendation 35 (approved)**. Effective SY2001-2002, re-establish Stoner Hill as an active laboratory school in partnership with Centenary College as part of the Pre k-16 Initiative of *Blue Ribbon Professional Development Schools*. **Recommendation 36 (approved)**. Effective SY2002-2003, require the Stoner Hill Laboratory School enrollment to be within the parameters of the Consent Decree (maintain a student composition of 50 percent B/W, +/- 20 percent). **Recommendation 37 (approved)**. Effective SY2001-2002, require the Caddo Middle Magnet School enrollment to be within the parameter of the Consent Decree (maintain a student composition of 50% B/W, +/- 15 percent). **Recommendation 38 (approved)**. Effective SY2001-2002, implement the research based, whole school reform model, Direct Instruction Reading Program at Caddo Heights Elementary School, contingent upon the availability of funds from the Educational Excellence Grant (Tobacco Settlement). **Recommendation 39 (approved)**. Effective SY2001-2002, implement the research based, whole school reform model, Direct Instruction Reading Program at Hillsdale Elementary School, contingent upon the availability of funds from the Educational Excellence Grant (Tobacco Settlement). **Recommendation 40 (approved)**. Effective SY2001-2002, implement the research based, whole school reform model, Direct Instruction Reading Program at Westwood Elementary School, contingent upon the availability of funds from the Educational Excellence Grant (Tobacco Settlement). **Recommendation 48 (approved)**. Effective SY2002-2003 implement controlled choice for parents whose children attend the following schools using Direct Instruction (Caddo Heights, Atkins, Creswell, Barret, Central, Ingersoll, Westwood, Sunset Acres, Lakeshore, Queensborough, Werner Park and Hillsdale). **Recommendation 51 (approved)**. Effective SY2001-2002, redesign the educational programs at Bethune with an emphasis of exploratory/elective programs paralleling the magnets/career academies to be established at Booker T. Washington, Fair Park, and Woodlawn High Schools. **Recommendations 55 (approved)**. Effective SY2001-2002, implement the research based, whole school reform model, Direct Instruction Reading Program at Midway Elementary School. This is contingent upon the availability of funds from the Educational Excellence Grant (Tobacco Settlement). **Recommendation 56 (approved)**. Effective SY2001-2002 establish

Midway Elementary School in partnership with LSU-S as part of the pre k-16 initiative of *Blue Ribbon Professional Development Schools*. **Recommendation 59 (approved)**. Effective SY2002-2003 implement a choice program for the incoming 9<sup>th</sup> grade students eligible to attend Woodlawn, Booker T. Washington and Fair Park so they have the choice of selecting an academy, the school, and attend the school on a full time basis. Students from other high schools would also have the option of attending the magnets (shared time basis) or selecting one of the academies and attend on a full time basis. **Recommendation 60 (approved)**. Place Woodlawn and Booker T. Washington High School on a monitoring watch for the school years 2001-2003. **Recommendation 61 (approved)**. Effective SY2001-2002 redesign the educational programs at J. S. Clark Middle School consistent with the specifics of the Consent Decree.

**Recommendation 58**. Mrs. Boykin moved, seconded by Mr. Brooks, effective SY2001-2002, restructure the education programs at Fair Park, Woodlawn, and Booker T. Washington High School with a focus on career academies (schools-within-schools), and new or expanded magnet programs would be wholly administered or operated by the Caddo Public School System. Once the specific programs are fully operated by the schools, they would be individually approved by the board. Vote on the motion carried unanimously. **Recommendation 58 (approved)**. Effective SY2001-2002, restructure the educational programs at Fair Park, Woodlawn, and Booker T. Washington High Schools with a focus on career academies (schools-within-schools), and new or expanded magnet programs would be wholly administered or operated by the Caddo Parish School System. The specific programs, once fully developed by the schools would be individually approved.

**Recommendation 60**. Mr. Burton spoke in opposition to this recommendation because of the wording *monitoring watch* in the recommendation. Dr. Hitchcock moved, seconded by Mr. Powell, that the CPSB places Woodlawn and Booker T. Washington High Schools on a monitoring watch for the school years 2001-2003. Mr. Guin asked what was done on the previous recommendation for Green Oaks. Mr. Powell said the recommendation (27) for Green Oaks passed and this action is consistent with what was done at Green Oaks. Mrs. Pugh inquired about curricula offerings at the high schools that would aid students in attaining scholarships. The president called for the vote on the motion, which carried with board members Burton, Mims, Brooks, Boykin and Armstrong opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Milam, Vance, Powell and Dr. Hitchcock. **Recommendation 60 (approved)**. Place Woodlawn and Booker T. Washington High schools on a monitoring watch for the school years 2001-2003.

**Recommendation 49**. Mr. Burton moved, seconded by Mr. Mims, that Laurel Street ECE remains open as an early childhood education facility. Dr. Hitchcock made a substitute motion, seconded by Mrs. Pugh, that CPSB effective 2001-2002 school year establish ECE classes to serve students at Laurel Street in select Title 1 school and/or at the Mooretown Early Childhood Education Center and that the CPSB designate the Laurel Street facility for Caddo Head Start programs. Dr. Hitchcock said this motion has merit for this school and surrounding schools. It gives the board a chance to put Head Start programs in this school, use it as a feeder for the community, and build up enrollment at other schools in the area. Mr. Thibodeaux asked for clarification of the referenced school year in the substitute motion. Dr. Hitchcock said 2001-2002. Mr. Powell encouraged the board to support the motion because it allows for children to attend the center closer to their homes and by taking this step the number of children served would be increased. Mr. Burton asked board members to defeat the substitute motion because he doesn't see a reason for closing the center. Mrs. Boykin asked if the substitute motion would reduce the number of classes that are currently at Laurel Street. The superintendent said it would augment the classes. Vote on the substitute motion failed with board members Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Vance, Brooks, Boykin and Armstrong. Mrs. Pugh cautioned the board that in the restructuring process board members should give the superintendent the opportunity to implement and to bring about change where it could effectively be done. She said the administrative overhead at Laurel Street should be high with low teacher/support staff. She said it is unfair and the board has an opportunity to correct this and examine how cost effective the board is in its decision making process. Discussion ensued on spending per child at Laurel Street from the General Fund. Mr. Powell said the school board is spending twice as much per student at Laurel Street because of low enrollment and he encouraged board members to examine how the board conducts its spending.

Dr. Hitchcock made a substitute motion, seconded by Mr. Powell, that the CPSB effective 2002-2003 designate the Laurel Street facility for Caddo Head Start programs and establish ECE classes to serve eligible students in select Title 1 schools and/or at Mooretown ECE Center. Dr. Hitchcock said he is attempting to give these students a longer transition period. Discussion ensued on financial savings, operational costs, commitments from Head Start staff, etc. Mr. Burton urged board members to defeat the substitute motion and support the original motion. He also inquired about the overhead expense for staff that is currently housed at Laurel Street ECE Center. Janis Parker, director of Title I, elaborated on ECE program offerings, ISS, housing, students being served, and funding. Mrs. Armstrong inquired about the in-school suspension program at Laurel Street; asked if the center is an alternative site for students from other schools; and, inquired about salaries being paid staff at the school. The superintendent said no other students are brought into Laurel Street. Mr. Brooks inquired about a waiting list of students for enrollment at Laurel Street and about available classroom space. The president called for the vote on the substitute motion that failed with board members Guin, Thibodeaux, Pugh, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Burton, Mims, Vance, Brooks, Boykin and Armstrong. Vote on the original motion failed with board members Burton, Mims, Boykin, Brooks and Armstrong supporting the motion. Board members opposed were Guin, Thibodeaux, Pugh, Milam, Vance, Powell, and Dr. Hitchcock. **Recommendation 49 (failed)**. Move that Laurel Street to remain open as an ECE Center.

**Recommendations 45 and 46**. Mr. Mims moved, seconded by Mr. Brooks, that Fairfield Elementary continue to remain as a neighborhood school and continue the Direct Instruction program with no change in attendance zones. Mr. Mims said Fairfield has made great strides and the school should be given a chance to continue improving. The superintendent capsulized the growth in this area and said staff is attempting to develop another option for parents in the area on the southeastern corridor that would attract parents to select another magnet school and relieve some of the pressure at University Elementary. The plan would also address the low enrollment at Fairfield, which is also a one-race school. The superintendent said there is improvement at the school but the facility is currently 120 students below capacity and 35 of those students do not live in the attendance zone. He said the recommendation would allow staff to create 180 new slots for students; establish a very fine racial balance within the school; provide students and parents with another option of a fundamental magnet; and, relieve the over crowding at University.

Mr. Powell made a substitute motion, seconded by Mr. Milam, that effective SY2001-2002, convert Fairfield Elementary School to a fundamental magnet school. Grandfather students currently attending and residing within the Fairfield attendance zone rising to grades 2, 3, 4, 5 in SY2001-02 and those rising 1<sup>st</sup> graders eligible to attend a fundamental magnet school. Create openings for eligible magnet students (@ 180). Mr. Powell and Mr. Milam encouraged board members to support the substitute motion. Mr. Mims said he favors the plan for upgrading Fairfield if it wasn't so biased. He said for 2001-2002 the board would grandfather students at Fairfield into Fairfield and then move them to Arthur Circle. The superintendent said when students are grandfathered into the school they are in the school until such time that they move to the middle school. Mrs. Boykin asked if there are waiting lists for the three existing fundamental schools. The superintendent said there is no more space at Claiborne; Judson has no waiting list; and, there are 80 students for Eden Gardens and South Highlands on a current waiting list. Mrs. Boykin asked if the plan for this area is the best plan and how would it impact other schools. She also asked if the programs at Fairfield would be equal to other fundamental programs and if transportation would be provided. The superintendent reviewed boundary zones and growth patterns for the area and staff said they would have to evaluate and establish transportation zones. Mr. Powell clarified that when the board says it is grandfathering students, it is identifying grades in the school year that children would be grandfathered in; that they would continue to be in the school until such time that they would move to the middle school. Mr. Guin asked Mr. Mims if he would support the motion if the students weren't sent to Arthur Circle who are presently attending Fairfield. Mr. Mims said if every student, and faculty in tact, is allowed to remain at Fairfield, then he would be supportive. He expressed concern about the numerous changes that have already occurred at the school. Mr. Guin said if the board approves the motion, then the board would hold the superintendent and staff accountable for implementing the plan as approved. Mrs. Armstrong asked what type of programs are being planned for the fundamental magnet and why wasn't it a consideration to rezone some of the students who are entering University into Fairfield and use the Direct Instruction program with them. The superintendent said staff realized that the areas that are zoned there now are not attending the school

and to extend the attendance boundary would not make it an attraction or option for parents to enroll their children in the school. Furthermore, the program at the school is working well and staff wants to expand the program. Mrs. Armstrong asked if it was ever a consideration to establish a magnet within the school. The superintendent said there was never a proposal to put a school within a school for Fairfield. More discussion ensued on current student enrollment at the school, the possibility of expanding University or building another school five years out, the level of staffing for the school, transportation, curricula, feeder patterns and attendance boundaries. Debbie Brown, principal at Fairfield, summarized the programs that have been designed by staff to accelerate student learning. Mr. Mims asked if the Direct Instruction program would remain in tact at Fairfield, and the superintendent said it would. Furthermore, staff is looking for ways to enhance the program by adding dimensions to customize the program for students who are accelerated. Mr. Mims said the superintendent has publicly stated that staff would enhance programs at Fairfield, anyone who would qualify to attend Fairfield would be allowed to do so, and the students currently enrolled at Fairfield would remain at the school. He asked if a new classroom wing would be constructed at Fairfield. The superintendent said this is a part of the 2002-2003 building plan. Mr. Mims said if staff doesn't leave the neighborhood component in tact, then the school would lose the health clinic at Fairfield. The superintendent said the CPSB has a good, strong partnership with Christus Schumpert and staff is cognizant of this. Following more discussion, Mr. Mims said in light of what has been discussed, he would withdraw his motion and support the substitute motion, if there is no objection from the board. Board members expressed no objection. Mrs. Boykin strongly encouraged that there be a commitment of some sort as to attendance for the purpose of transportation boundaries. Mrs. Armstrong asked if the substitute motion addresses recommendations 46 and 47. The president said it addresses 45. Mrs. Armstrong asked if the substitute motion could also include 46 and 47. Mr. Powell said he would be happy to include recommendation 46 and 47; recommendation 47 deals with attendance boundaries and recommendation 46 expands the school year by two weeks. Mr. Powell said as the maker of the substitute motion and with the permission of the CPSB, he said he would incorporate recommendations 46 and 47 in the substitute motion. Following more discussion, Mr. Mims said he would like to have recommendations 45 and 46 considered at this time. Board members expressed no objection. The president said the board would vote on the motion for recommendations 45 and 46 and he called for the vote, which carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock. **Recommendation 45 (approved).** Effective SY2001-2002, convert Fairfield Elementary School to a fundamental magnet school. Grandfather students currently attending and residing within the Fairfield attendance zone rising to grades 2, 3, 4,5 in SY2001-02 and those rising 1<sup>st</sup> graders eligible to attend a fundamental magnet school. Create openings for eligible magnet students (@ 180). **Recommendation 46 (approved).** Effective SY2001-2002, expand the school year by two weeks at Fairfield Elementary School.

**Recommendation 47.** Mr. Powell moved, seconded by Mr. Milam, that effective SY2001-2002 adjust the attendance boundaries for Fairfield and Barret, Fairfield and Arthur Circle and Fairfield and Atkins. Board members reviewed the maps of the attendance boundaries for the referenced schools. Mrs. Boykin asked if siblings would be allowed to attend magnet programs and she asked if this would be continued. The superintendent answered in the affirmative. Mrs. Boykin asked if siblings of students who are grandfathered would be allowed to attend the magnet school and the superintendent asked staff if a precedent has been set for other magnets. Mr. Mims asked about students of faculty members being able to attend the school. The superintendent said the siblings could attend if they qualify. Vote on the motion carried with board members Vance and Brooks opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Powell, Milam, Boykin, Armstrong and Dr. Hitchcock. **Recommendation 47 (approved).** Effective SY2001-2002, adjust attendance boundaries for Fairfield and Barret, Fairfield and Arthur Circle, Fairfield and Atkins.

**Recommendation 57.** Mr. Mims moved, seconded by Mrs. Armstrong, that a study be done on Hollywood Middle School and its magnet school component giving the cost to implement for equipment and new staff, etc. Mr. Mims said he is concerned about the cost to implement the proposed recommendation. Mrs. Armstrong said this is a worthy opportunity, however, she would like to see, in writing, a mission statement, the proposed curriculum, course work, technology plans, staffing plans, etc. She said she would like for the superintendent to provide the board with this information before it takes action on this recommendation. The superintendent said the board is aware of the opportunities and variety of technical, high-tech and vocational areas that lead to high

paying jobs, and staff at the Caddo Career and Technology Center would be partnering with teachers at Hollywood. Mrs. Armstrong said the superintendent has verbally responded to most of her concerns but she would like to have more details on implementation plans and what staff plans to do with it. Mrs. Boykin asked if there is any implementation plan for 2001-2002 school year. Mr. Mims said it is late in the school year and administrators are already recruiting for next year. The superintendent said he sees this as a challenge and this is an opportunity for staff to address the issue. He said the CPSB has state of the art equipment and required staff to implement the program. Discussion ensued on start-up plans involving sixth graders, the offering of dual programs in one school, attendance zones for Hollywood Middle, etc. Dr. Hitchcock asked the superintendent how long would it take for him to respond to the requests of other board members to provide them with a comprehensive report on cost, mission, curriculum and staffing. The superintendent said one week. Dr. Hitchcock asked if the board could receive the report by the March regular school board meeting, and the superintendent said a report could be provided by the March 6 meeting. Dr. Hitchcock suggested that item 57 be adopted as contained in the plan contingent upon the superintendent making that report to the board, at least by the March board meeting, and the CPSB establish an agenda item and if there is anything in the report that requires adjustment that the board makes the adjustment at that time.

Dr. Hitchcock moved, seconded by Mr. Powell, that effective SY2001-2002 convert Hollywood Middle School from a zoned middle school to a magnet middle school of choice, as the Hollywood Middle Career Center. Grandfather rising 7<sup>th</sup> and 8<sup>th</sup> graders, who currently attend. Those incoming 6<sup>th</sup> grade students who choose not to attend Hollywood would be zoned into Linwood, J. S. Clark, or Bethune, the school geographically closest to their homes. Furthermore, that the superintendent be directed, not later than the March board meeting, to provide the board with information on cost, mission, curriculum, and staffing for the school; and, that the board has an opportunity at that meeting to ask questions, reconsider this motion, or take any other action it needs to. Mrs. Boykin asked if it would be possible to remove the word magnet from the proposal when it comes back to the board and that it be named Caddo Middle Careers and Technology. She also requested information on cost and plans for transportation assignments. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock. **Recommendation 57 (approved).** Effective SY2001-2002 convert Hollywood Middle School from a zoned middle school to a magnet middle school of choice, as the Hollywood Middle Career Center. Grandfather rising 7<sup>th</sup> and 8<sup>th</sup> graders, who currently attend. Those incoming 6<sup>th</sup> grade students who choose not to attend Hollywood would be zoned into Linwood, Clark, or Bethune, the school geographically closest to their homes.

**Recommendation 62.** Mr. Powell moved, seconded by Mr. Burton, that in SY2001-2002 implement a Caddo Civilian Cadet Corps (C4) Program at Linwood Middle School. Vote on the motion carried with Mr. Brooks absent for the vote. Board members Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Powell, Boykin, Armstrong and Dr. Hitchcock supported the motion. **Recommendation 62 (approved).** In SY2001-2002 implement a Caddo Civilian Cadet Corps (C4) Program at Linwood Middle School.

**Recommendation 33.** Mr. Burton moved, seconded by Mr. Powell, that effective SY2001-2002, implement an extended day program for performing arts at Central Elementary School (4 days per week, grades 3-5). Vote on the motion carried unanimously. **Recommendation 33 (approved).** Effective SY2001-2002 implement an extended day program for performing arts at Central Elementary School (4 days per week grades 3-5).

**Recommendation 25.** Dr. Hitchcock raised point of order and said the correct motion would be to reconsider the action of the CPSB that it took on recommendation 25. If the motion passes, then the board would revote the item. The president passed the gavel to 1<sup>st</sup> Vice President Milam and moved, seconded by Mr. Guin, that the CPSB reconsider the board's action on recommendation 25. Vote on the motion to reconsider carried unanimously. Mr. Vance moved, seconded by Mr. Guin, effective SY2001-2002 implement controlled choice for parents whose children attend Northside, Newton Smith, and Pine Grove. Vote on the motion carried with Mrs. Armstrong opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Powell, Boykin and Dr. Hitchcock. **Recommendation 25 (approved).** Effective SY2001-



2002 implement controlled choice for parents whose children attend Northside, Newton Smith, and Pine Grove. The president resumed chairing the meeting.

**Recommendations 67 and 68.** Dr. Hitchcock moved, seconded by Mr. Thibodeaux, that CPSB effective SY2002-2003 convert Summer Grove Elementary School to a magnet school. Establish the admissions requirements similar to other district, fundamental magnet schools. Maintain students rising to grades 1, 2, 3, 4, 5 in SY2002-03 who meet the admission standards. Also effective SY2002-03 adjust the attendance boundaries for Summer Grove for incoming kindergarten students and those students who may not be eligible for a magnet school to Summerfield Elementary School, Southern Hills Elementary School, and Forest Hill Elementary School. Dr. Hitchcock said he would like to see students in the western and southwestern end of the parish have a magnet school that would be an option, an alternative that addresses and enhances utilization of facilities in that area. Mrs. Armstrong said every elementary school in the area is progressing in all areas of the testing and addressing the needs of the areas served. She said she does not believe these recommendations are best for the area at this time. Mrs. Boykin said south Shreveport is not West Shreveport and schools in the area do not have declining enrollment. She said establishing magnets in the area does not address the problems in West Shreveport and these recommendations would displace students from their neighborhood schools. The superintendent said magnet schools were requested at the forum at Keithville and demographics were discussed. He said there is a need and Summer Grove provides the flexibility to adapt to the magnet proposal. Discussion continued on student enrollment, options to parents and students, growth in the western part of the parish, implementation timetable, etc. Mrs. Boykin said the magnet program is not supported in South Shreveport. The neighborhood schools do not support the concept of bringing in a magnet at Summer Grove. Vote on the motion failed with board members Thibodeaux, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Pugh, Mims, Vance, Brooks, Boykin and Armstrong. **Recommendation 67 (failed).** Effective SY 2002-2003 convert Summer Grove Elementary School to a magnet school. Establish the admissions requirements similar to other district, fundamental magnet schools. Maintain students rising to grades 1, 2, 3, 4, and 5 in SY2002-2003 who meet the admission standards. **Recommendation 68 (failed).** Effective SY2002-2003 adjust attendance boundaries for Summer Grove for incoming kindergarten students and those students who may not be eligible for a magnet school to Summerfield Elementary School, Southern Hills Elementary School, and Forest Hill Elementary School.

**Recommendation 69.** Mrs. Armstrong moved, seconded by Mr. Brooks, that effective SY2002-2003 that an academic magnet component within the middle school be established at Keithville Elementary/Middle School. This component will be supported with staffing, technology, and funds to provide a curriculum with options and choices. In addition admission requirements similar to Caddo Middle Magnet School will be established. Mrs. Armstrong said declining enrollment at Keithville needs to be addressed as well as offering options for Walnut Hill and a possibility of drawing some of those students. She said serving an accelerated stream of students would help address that issue and she believes staff could hold the students at Keithville and draw students from the 5<sup>th</sup> grades in five other schools to draw into a magnet component that is academically well founded and based. She said given the same staffing and requirements as required of Caddo Middle Magnet it would serve to alleviate some problems previously addressed. Mrs. Armstrong encouraged board members to support the motion. Mr. Brooks said Keithville is overdue for a magnet program. Mr. Powell said the motion is adding to the superintendent's recommendation and he asked the superintendent to respond. The superintendent said he thinks magnet schools are necessary in the western sector and the same rationale is being applied. He said he would need more information on defining a curriculum with options, choices, and technology. He said he has not seen a proposal on this. Mr. Powell said he would like to get more information. The superintendent said his plan is to establish a magnet program and staff would develop a proposal since they would have a year and half to work through it. He said the motion is unclear to him when it talks about options and choices. More discussion followed on transportation provisions, population growth, a waiting list for Caddo Middle Magnet, etc. In light of the discussion, Mrs. Armstrong said she would be willing to remove the stipulations she cited in her motion.

Dr. Hitchcock made a substitute motion, seconded by Mr. Powell, that the CPSB effective SY2002-2003 establish a magnet component at Keithville Middle School and that the superintendent be directed to develop a full plan of implementation and present that plan to the board. Dr. Hitchcock said passage of this motion would give the board an opportunity to review the plan. Mr. Brooks said

staffing would not be a problem for the magnet school. Mrs. Pugh said she wants to support the concept and she understands that the superintendent would bring a plan to the board whereby attendance zones would be established, budget included, and implementation guidelines outlined. Mrs. Armstrong said the wording of the substitute motion is different from that in the original motion and it would need to be changed to make sure that it says a magnet component. Dr. Hitchcock and Mr. Powell agreed to change the word *program* to *component* as written in the substitute motion. Vote on the substitute motion carried with Mr. Mims opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Milam, Vance, Brooks, Powell, Boykin, Armstrong and Dr. Hitchcock. **Recommendation 69 (approved)**. Effective SY2002-2003 establish a magnet component at Keithville Middle School and that the superintendent be directed to develop a full plan of implementation and present that plan to the board.

Mr. Powell asked staff to provide board members with a package of the approved recommendations.

**Recess.** The president called for a ten-minute recess at approximately 3:20 a.m. and reconvened at approximately 3:31 a.m. Mr. Burton and Mr. Thibodeaux retired from the meeting at approximately 3:25 a.m.

Mr. Powell moved, seconded by Mr. Milam, to suspend the rules and advance the executive session on the agenda to the next item of consideration. Vote on the motion to suspend the rules and advance the item carried with Dr. Hitchcock absent for the vote. Board members supporting the motion were Guin, Pugh, Mims, Milam, Vance, Brooks, Powell, Boykin and Armstrong.

## **EXECUTIVE SESSIONS**

**Students' Appeal Hearings.** Mr. Powell moved, seconded by Mr. Milam, for the CPSB to go into executive session for up to 30 minutes to hear a student's appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 3:25 a.m. The board reconvened at approximately 4:05 a.m. Mr. Milam moved, seconded by Mr. Powell, for the CPSB to uphold the recommendation of staff. Staff recommended that *Melvin D. Salone*, student at Huntington High School, be suspended from Huntington for the remainder of the school year for participating in a group fight and that he be assigned to Hamilton Terrace effective February 6, 2001. Vote on the motion failed in a tie vote with board members Vance, Mims, Boykin, Brooks and Armstrong opposed. Board members supporting the motion were Guin, Pugh, Milam, Powell and Dr. Hitchcock. The president said the student would return to the school and he asked staff to visit with the parents and explain the action of the board.

Mr. Powell moved, seconded by Mrs. Pugh, for the board to go into executive session for up to 30 minutes to hear a student's appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 4:08 a.m. The board reconvened at approximately 4:28 a.m. Mr. Powell moved, seconded by Mr. Milam, to uphold staff's recommendation. Staff recommended that *Avery Black* be suspended from Southwood High School for the remainder of the school year for participating in a group fight. Furthermore, that Avery be assigned to Hamilton Terrace effective February 6, 2001. Vote on the motion carried unanimously.

Mr. Brooks excused himself from the remainder of the meeting at approximately 4:30 a.m.

Mr. Powell moved, seconded by Mr. Guin, for the board to go into executive session for up to 30 minutes to hear a student's appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 4:30 a.m. The board reconvened at approximately 5:00 a.m. Mr. Milam move, seconded by Mr. Powell, to uphold staff's recommendation. Staff recommended that *Tobias McCray* be suspended from Southwood High School for the remainder of the school year for participating in a group fight. Tobias was assigned to Hamilton Terrace effective February 6, 2001. Vote on the motion carried unanimously.

Mr. Powell moved, seconded by Mrs. Pugh, for the board to go into executive session for up to 30 minutes to hear a student's appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 5:02 a.m. The board reconvened at approximately 5:14 a.m. Mr. Powell moved, seconded by Mr. Guin, to uphold staff's recommendation. Staff recommended that

*Joshua Richardson* be suspended from Southwood High School for the remainder of the school year for participating in a group fight and that he be assigned to Hamilton Terrace effective February 6, 2001. Vote on the motion carried unanimously.

**Employee's Appeal.** Shannan Hicks, assistant to the superintendent/policy/personnel/legal, informed the board that Patrick Landreth, assistant custodian at Blanchard Elementary School, requested an open hearing. She also introduced other staffers/witnesses who were present from the maintenance department. Miss Hicks said Mr. Landreth was terminated from his position, on the recommendation of Principal Jan Becken. Board members were provided a hearing brief on the case as presented and summarized by David Barr, director of classified personnel. Mr. Landreth's termination was due to *deliberate improper repair of equipment on more than one occasion; refusal to perform or not performing specific job-related tasks when and/or as requested; and, inability to work courteously and harmoniously with other employees and members of the public.* Pat England, president of Caddo Association of Educators (CAE), represented Mr. Landreth at the hearing and said the appeal is being made because Mr. Landreth believes that he has not seen all of the documents that were used in the decision to terminate him. Furthermore, he has not been given an opportunity to respond in writing to what might be in the documents, and he has satisfactory job evaluations. Mrs. England said Mr. Landreth does not feel that he has been given a fair opportunity to address all issues, which apparently led to his termination. She also noted that Mr. Landreth's annual evaluations have excellent ratings and he does not believe that progressive disciplinary action was used. Mr. Landreth requested that he be returned to work on a probationary status. Mr. Powell questioned Mr. Landreth, at length, about his duties, work performance, understanding of the charges for his termination, counseling sessions with school and central/office administrators, his attitude and response to his supervisor, etc. Mrs. Pugh questioned Mr. Landreth about his behavior, evaluations, and work experience. She also questioned the principal about her conference with Mr. Landreth's father. Mr. Milam raised questions about proper documentation of incidents and counseling sessions and asked why board members were not provided with copies of the documents. Board members also heard from Principal Becken regarding alleged incidents involving Mr. Landreth and visitors on campus, his work performance, behavior and relationship with coworkers, and ratings of his annual evaluations. Board members also inquired about written documentation of incidents and charges brought against Mr. Landreth. Following lengthy discussion, Mrs. Boykin inquired about documents from the coordinator of the Employee Assistance Program, and suggested that from the reports given, grounds for termination seems to be more in line with insubordination. Mrs. Boykin said it is concerning that administrators have no written documentation of incidents where Mr. Landreth willfully failed to comply with the request of his supervisor or received counseling about his performance. Mr. Powell expressed concern about the lack of documentation by administrators. The superintendent said when the case was brought to him and it was explained what was experienced by staff, (Mr. Landreth's response and inability or unwillingness to work with his supervisor and others), it became clear to him that on the recommendation of the department head and board policy, that he had the authority to warn, dismiss, demote, commute or suspend the employee for just cause. He said Mr. Landreth had gone through, and it was clear from statements from his supervisors, principal, director of classified personnel, that they believed they had adequate reason to determine that Mr. Landreth would not and did not work in a way that would be appropriate for the school. He was not performing the job-related tasks and the situation was not being rectified at the school. He supported his staff's recommendation. Legal counsel said there is no excuse for staff not including documentation in the employee's personnel file. He said no documentation has been introduced to back up the reasons given for the termination and this is concerning that nothing was presented to the employee neither placed in his file. Legal counsel said there are accountability laws, intensive inservice and other assistance given to principals and in cases of willful neglect and absolute insubordination, the courts do not require employers to put employees through intensive assistance. Legal counsel said staff was confronted with absolute insubordination and action was taken based on this. He said it would have been better if the employee had received written charges and given an opportunity to respond. Following more discussion, Mr. Milam moved, seconded by Mrs. Pugh, that the employee be put on probation through June 30, 2001 at another location. Vote on the motion carried with Mr. Powell opposed. Board members supporting the motion were Guin, Pugh, Mims, Milam, Vance, Armstrong. Staff was instructed to meet with Mr. Landreth and explain to him the board's action.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** The superintendent reported that the monthly update on construction projects was included in the mailout.

## **UNFINISHED BUSINESS**

**Judson's Sign.** Mrs. Pugh asked Ron Festavan, assistant superintendent for support services, to correct the spelling of her name on the sign at Judson Fundamental Elementary School.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Strategic Plan for Educational Reform and Facilities Utilization.** Mr. Powell requested a complete draft of the board's action taken tonight on the Strategic Plan for Educational Reform and Facilities Utilization. The superintendent said a report would be in the *Friday Letter*.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Milam seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:35 a.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President

**March 12, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at 4 p.m. on Monday, March 12, 2001, with President Johnny Vance, Jr. presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell, III, Mildred B. Pugh and Michael J. Thibodeaux. Also present was Robert E. Schiller, secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

#### **INTERVIEW CANDIDATES FOR THE DISTRICT TEN CPSB VACANCY**

The president said the CPSB would proceed with interviews of candidates for the District Ten vacancy. He outlined the format that the board would follow as described: *Candidates would be considered in alphabetical order; interviews would be up to ten minutes per candidate; each candidate would present an opening statement, address his or her reasons desiring to serve as interim board member from District Ten, relate his or her special skills or experience to offer as a board member from District Ten, describe his or her perspective on the role of a board member; and, give a summary statement.* The president also announced that Candidate Larry E. Ramsey, Sr., called and informed staff that he was aware of today's meeting, but it is impossible for him to be in attendance since he is out of town this week on company business. Mr. Ramsey wants board members to know that he is still very much interested in filling this vacancy and would appreciate the board's consideration.

The following candidates were interviewed: Patsy LaVonne Dunn (932 Chimney Rock Place); S. L. Slack (2127 Crabapple Drive); Jeannine C. Wisinger, Ed.D. (1234 Manor Place); and Wanda J. Wright (9463 Blom Boulevard). John Lorick (9413 Garfield) and Larry E. Ramsey, Sr. (9006 Marlow Drive) were absent.

#### **APPOINTMENT OF INTERIM CPSB REPRESENTATIVE TO FILL THE DISTRICT TEN VACANCY**

The president informed board members that each candidate's name would be announced and board members would have one vote. Mrs. Pugh expressed concern that board members were not given an opportunity to interview the candidates. She requested the president to ask the candidates if they would also be candidates for the special election in October. The president polled Mrs. Dunn and she said she expects to be a candidate in the special election. Mr. Burton called for point of order and asked if this line of questioning would have any value on board members' votes. He said the format for interviews was established and this question was not a stipulation of the CPSB. The president said the point of order is well taken. Mrs. Pugh said the president had proceeded with asking the question and this is a question that is normally asked in any such situation. She said he proceeded with one candidate and is entitled to ask the others. The president acknowledged that he made a mistake in following this line of questioning and he sought legal counsel's advice in this regard. Legal counsel said the interview procedure was established and if the board wants to override the process then it would be the board's decision. Dr. Hitchcock moved, seconded by Mr. Powell and Mr. Burton, that the CPSB discontinue this interview and that the board proceed with the vote. The president called for the vote, which carried with Mrs. Pugh not casting a vote. Board members Guin, Burton, Thibodeaux, Mims, Milam, Vance, Brooks, Powell, Armstrong and Dr. Hitchcock supported the motion. Again, the president announced that each board member would cast one vote and as he announced each candidate's name, the following votes were cast: Mrs. Dunn (0); Mr. Lorick (0); Mr. Ramsey (0); Mr. Slack (10); Dr. Wisinger (0); and Mrs. Wright (0). Mrs. Pugh did not cast a vote for any candidate. The president announced that Mr. Slack would fill the interim term and he thanked other candidates for their interest, concern, and commitment to the children of Caddo Parish. Legal counsel gave Mr. Slack the *oath of office*, after which CPSB members welcomed Mr. Slack to the District Ten seat on the board's platform.

#### **CALL FOR A SPECIAL ELECTION TO FILL THE DISTRICT TEN CPSB VACANCY**

The president recognized the board's secretary who read aloud the proclamation calling for a special election to fill the remainder of the unexpired term for the District Ten CPSB vacancy. The special primary election shall be held on Saturday, October 20, 2001; and the special general election shall be held on Saturday, November 17, 2001. The dates for qualifying for the candidates in the special

election shall be Wednesday, August 8, 2001 to 5:00 p.m. on Friday, August 20, 2001. Mr. Powell moved, seconded by Mr. Burton, approval of the proclamation calling for a special election. The president acknowledged Dr. Hitchcock who said he sought the floor, prior to the motion being made, to offer Mr. Slack the opportunity to make the motion. Mr. Slack moved, seconded by Mr. Powell, approval of the proclamation calling for a special election to fill the District Ten vacancy. Vote on the motion carried unanimously.

**APPROVAL OF A FUNDAMENTAL MAGNET COMPONENT FOR VIVIAN MIDDLE SCHOOL (Guin)**

Mr. Guin moved, seconded by Mr. Burton, that the CPSB effective SY2001-2002 approve the establishment of an academic magnet component within the middle school at Vivian Elementary/Middle School and that the superintendent be directed to develop a full plan for implementation and that the superintendent present that plan to the board. Dr. Hitchcock asked the superintendent for his recommendation. The superintendent said the motion is his recommendation. He said the decision by the CPSB to locate 7<sup>th</sup> and 8<sup>th</sup> grade students from Oil City into Vivian for SY2001-02, as well as cap the enrollment at Herndon Middle School, creates an opportunity for staff to strengthen Vivian Middle School. He said staff is in the mode to provide another option for students in the northern area who choose not to attend Herndon, but want a challenging magnet program. Staff also wants a drawing card to provide an opportunity for Caddo to recruit students back from McLeod, Texas schools. The superintendent said at this point in time staff is recruiting students for magnet programs throughout the parish. Moreover, he believes that approval of this motion, making it a programmatic magnet (fundamental magnet school within a school) would be the smart, prudent, and educationally sound way to go. Mr. Brooks asked the superintendent if this is his recommendation and the superintendent answered *yes*. Mr. Brooks encouraged school board members to review their mailout documents prior to board meetings, thus, eliminating lengthy board meetings. The president called for the vote on the motion, which carried unanimously.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Brooks seconded the motion, which carried and the meeting adjourned at approximately 6: 12 p.m.

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Robert E. Schiller, Secretary

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Johnny Vance, Jr., President

**March 20, 2001**

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 Tuesday, March 20, 2001, with President Johnny Vance, Jr. presiding and the following school board members present being a quorum: Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, S. L. Slack and Michael J. Thibodeaux. Ginger Armstrong arrived at approximately 4:35 p.m. and Mildred B. Pugh arrived at approximately 4:36 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE FEBRUARY 20, 2001 AND MARCH 12, 2001 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the minutes of the aforementioned school board 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 agenda and "*Consideration of Employee's Substitution of Sick Days*" (Milam/Mims), "*Approval of Revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy*," and "*Executive Session(s): Personnel Matter – Tenure Hearing for Certified Employee*" were withdrawn. The president said the policies are currently under review by legal counsel and would be presented at a later meeting. The superintendent said the executive session is being continued.

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions.

**"Yes I Can" Award.** Dumarkus Gilliam, student at Shreve Island Elementary School, is the winner of the Louisiana "*Yes I Can*" award. Exceptional students are recognized for achievement in their lives and Dumarkus won in the independent living skills category which includes achievement in mastering activities for daily living. Dumarkus's dad and aunt were recognized, as well as Pauline Cockerham (special education teacher), Gretchen Boggs (special education supervisor), Dr. Kerry Laster (principal) and Dr. Jeanette Taylor (director of special education).

**Louisiana School Boards Association Artwork Winner.** Malone Lorence, second grade student at South Highlands Elementary Magnet, placed second in the student art contest sponsored by the Louisiana School Boards Association. He did an oil pastel of the Louisiana Wetlands. The framed artwork will be displayed for one year on the walls of the LSBA office in Baton Rouge, Louisiana. Malone's parents, Judy Ball Johnson (teacher) and Pam Byrd (principal) were recognized. Henry Price is the art supervisor for Caddo Parish public schools.

**Super Student Regional Winner.** Kraft Foods and Brookshire's sponsored the *Super Student* contest and four Caddo students were winners. Thirty students from over 1,000 entries in grades K-12 in Louisiana, Texas, and Arkansas were chosen. In addition to presenting essays the students were judged on academic excellence, extracurricular activities, positive attitude toward school and learning, and being a role model for other students. Caddo's student winners are Nicholas Taylor (South Highlands), KaDavien Baylor (South Highlands), Justin Dean (Caddo Middle Magnet) and Joshua Neeson (Caddo Magnet High). Each student received a plaque and a \$1,000 savings bond. Parents, other relatives, and Principals Pam Byrd, Kay Robinson, and Mary Rounds were recognized.

**Outstanding High School Scholar-Athlete Award.** Austin Lash, senior at C. E. Byrd High School, is recipient of the Outstanding High School Scholar-Athlete Award by the National Football Foundation and College Hall of Fame. Austin is one of six selected from Districts One and Two. His parents and Principal R. Lynne Fitzgerald were recognized.

**Prudential Spirit of Community Award.** This national awards program recognizes young people for outstanding community service. Shannon Shea, senior at C. E. Byrd/Math Science Magnet, is a

distinguished finalist and one of Louisiana's top youth volunteers. From Prudential, she received an engraved bronze medallion. Shannon's parents and Principal Fitzgerald were recognized.

**The Trumpet Award.** Dr. Barbara Hollis, assistant principal of instruction at Booker T. Washington High School, is a Trumpet awardee. This award highlights vital contributions of African Americans to society and reaffirms the continuing struggle to make equal justice and equal opportunity the right of every American. The Trumpet Award is to inspire, educate, stimulate and enlighten human minds to the reality that success, achievement, and respect are void of color and gender. The award was presented to Dr. Hollis at a ceremony held in Atlanta, GA in January. Curley White is the principal at Booker T. Washington High School.

On behalf of the CPSB, the president and superintendent congratulated the honorees and presented them with framed certificates of recognition.

## **VISITORS**

Bob Guth, former CPSB member, representing the North Caddo Health Center, expressed concern about the need for best educational opportunities for children in the area. He said citizens in North Caddo feel that there is a flaw in the district's restructuring plan in terms of what should be accomplished and what is best for the community. He asked the board to reconsider its plan.

Reverend Robert T. Green said citizens are not pleased with the restructuring plan and the way that things have worked out for schools in the northern area of the parish. He expressed concern that children in the area don't have a fair opportunity to compete in educational activities. Furthermore, he expressed concern that the history of Herndon School has been erased, there appears to be a desire on someone's part to make Herndon a private school that is operating with public funds, and all schools should be equal across the board.

Ernie Avra, representing the Vivian Economic Development Corporation and Ward II, informed the board of the negative affect that the district's restructuring plan is having on Vivian and Oil City schools and on economic development in the area.

Betty Cook Williams, member of the Vivian City Council, expressed her displeasure with the decision that was made relative to the restructuring plan for Caddo public schools. She said citizens need programs that would help and improve communities; programs that are fair to everyone. She asked the board to reconsider its plan.

Julie Taylor, parent, read a letter that was drafted by Vivian citizens. They expressed concern that Caddo's restructuring plan is one that was not approved or shared with the affected community; that the concerning issue is for programmatic equity which was offered in the initial plan but was not the end result of the action of the elected officials. She read that an alternative school is desperately needed in the area and must be implemented in the 2001-02 school year. Mrs. Taylor said the citizens are hopeful that the remaining schools in the northern area could work together to achieve a common goal of educational equity and performance in area schools to support economic growth and community development.

Dr. Stephen G. Taylor said the restructuring issue is really about the community. He shared data on student enrollments/compositions in schools in the northern area and said there appears to be a big disparity in educational offerings as compared to schools in the city. He said the initial plan disappeared and a new plan was considered and approved by the CPSB on February 20. He said the plan adopted by the CPSB has left the racial disparities in place and the challenge is too great for students to overcome. He asked the board to reconsider the needs of students in North Caddo.

Sybil Walker, former CPSB member, said citizens in the northern part of the parish want equality. Mrs. Walker said staff sought input from the citizens and it was provided. However, the promises that were made to them at the public meetings were changed. Mrs. Walker said North Caddo is not the stepchildren of the parish and they want and ask for equality. She asked the board to help the children in North Caddo.



Gail McCulloch, parent, asked the board to allocate funds for the construction of a performing arts center at South Highlands Elementary Magnet School in the 2001-02 budget. She pointed out the advantages to programs at the school if funding is allocated and the center is constructed.

Becky Billingsley, parent, spoke in support of the construction of a performing arts center at South Highlands. She said there is a real need for the building and asked the board to include the project in its budget for 2001-02.

Ken Latin, parent, said he supports the construction of a performing arts center at South Highlands. He noted that the school is tops in the state and deserves a state-of-the-arts facility. Mr. Latin said parents support the school and students should be rewarded for their successes. He asked the board to consider the construction of the center a priority when adopting a budget for next year.

Gif Gillen, parent, said he supports the construction of a performing arts center at South Highlands and asked that the project be included in next year's budget. He said the school is a very important aspect of the parish and community.

Sheila Edwards, parent and local/state PTA officer, asked the board and staff why the integrated science program that was presented from the University of Alabama was not approved for Vivian. Also, why the core programs are not set for a three-year period as promised. Mrs. Edwards asked board members to give students in North Caddo the same chance to come to the top as at other magnet schools.

Regina Grundy, parent, encouraged the school board to provide the necessary tools for students to achieve academically. Also, to provide funding for implementing the best curricula and work with schools' staff to improve each school.

Dr. John Haynes, M.D., said school board policies are destroying rural communities and everyone needs to be on a level playing field. He asked the board to help schools in the northern part of the parish to be equal to those in the city. He said Caddo needs to return to the concept of neighborhood schools and he encouraged school board members to look into their souls and hearts and help children in the northern area. He also expressed concern about the number of buses that are required to bus children in the area.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, informed the board of: a) the progress being made in the special session of the Legislature relative to funding for teachers' pay raises; b) the federation's request of the CPSB to make support personnel a priority and keep teachers competitive with other districts; c) the need to address salaries for band directors; d) the need to develop a permanent pool of substitute teachers; e) the need to compensate teachers and other employees when they are used to perform other duties; and f) the need to be specific in defining the proposed professional conduct clause *i.e.*, provide a mission statement, define professional, address system/administrators' errors that could be involved, re-evaluate effectiveness of EAP program and listen to employees.

Mike McCoy, Ph.D., president of Caddo Association of Educators, said CAE is pleased with the budget's projected ending balance and encouraged the board to use the revenues to provide salary increases for all educational support personnel and to keep the teachers' salary scale first in the state. He also asked board members to continue networking with area legislators in seeking passage of appropriate legislation to increase teachers' salaries.

James T. Sims, alderman for Oil City representing the Economic Development Board and minister, said the citizens are not convinced that the decisions that are being made by school board members for schools in the North Caddo area are in the best interest of all students in the area. He said quality schools and quality students are important and it's concerning that the initial restructuring plan presented to the citizens was revised and is now a disadvantage to the community. Mr. Sims said their fight is not against Herndon, but he is appalled with the school system for allowing one school to become great while others fall by the wayside. He also expressed concern that the population in one area is being allowed to dictate what other areas can or cannot do. He asked the board to elevate the other schools.

## CONFIRM THE CONSENT AGENDA

Mrs. Pugh moved, seconded by Mr. Burton and Mr. Thibodeaux, 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 -A

**Personnel Recommendation(s).** The superintendent recognized John Dilworth, chief operating officer, who recognized and presented the following personnel recommendations: 1) Kevin Guerrero be appointed supervisor of attendance and census. Mr. Guerrero is currently the principal at Huntington High School and will remain in this position until a new principal is appointed. 2) Phyllis S. Criner be appointed counselor of Oak Terrace/J. B. Harville Alternative School (a lateral reassignment). She is currently a counselor at Huntington High School and Principal Guerrero is willing to release her on April 12, 2001. Both employees will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

The superintendent reported that three high school principalships are becoming vacant and staff will be searching for replacements. Wilmer Godfrey (Green Oaks) has notified him of his retirement; Kevin Guerrero (Huntington) is moving to the Attendance Department; and, R. Lynne Fitzgerald (C. E. Byrd) has announced her retirement.

**Requests for Leaves.** No requests for leaves were presented for the board's consideration.

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contracts for a New Counselor.** No promotional appointment contracts for a new counselor was presented for the board's consideration.

### Agenda Item No. 10-A

**Approval of Bids.** Staff recommended approval for: Spectrum Industries totaling \$18,048 for the purchase of computer furniture; 2) Lind Paper Company totaling \$11,570.95 and Long's Preferred totaling \$95,993.80 for the purchase of paper and supplies for Child Nutrition Programs; 3) Aluminum Athletics totaling \$369.00, Barber Athletic totaling \$3,118.65, Grundmann's Athletic totaling \$7,646.71, Moore-Sigler Sports World totaling \$10,834.09, Riddell All American totaling \$4,835.21 and Steadman Sports totaling \$358.60 for the purchase of middle school and 9<sup>th</sup> grade athletic equipment; and 4) Barber Athletic totaling \$1,153.90, Grundmann's Athletic totaling \$1,075.00, Moore-Sigler Sports World totaling \$287.10 and Steadman Sports totaling \$491.70 for varsity athletics. A copy of the bid tabulation sheets marked "*Exhibit A, nine pages, March 20, 2001*" is filed in the official papers of the board.

**Approval of Revisions of 2000-2001 General Fund Budget.** Staff recommended that the 2000-2001 General Fund Budget revision, as included in the mailout, be approved. The revision includes MFP and tax revenue adjustments. Expenditure adjustments reflect all board-approved changes to date and others as noted. The revised projected ending balance is \$11,201,399.

### Agenda Item No. 12

**Approval of the Allocation of Caddo Educational Excellence Funds.** Staff recommended that the recommendation of the Caddo Educational Excellence Fund (CEEF) Committee for allocation of CEEF interest to schools be approved as indicated in the mailout. The total interest earned in 2000 was \$304,610.52. The following three-tiered approach, which increases by \$500 per tier, was used: 1) schools with up to 600 student population - \$4,022.68 per school; 2) schools with 601-1200 student population - \$4,522.68 per school; and, 3) schools with over 1200 student population - \$5,022.68.

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

#### **Approval of Resolution Authorizing Advertising for the Sale of General Obligation Bonds.**

Staff recommended that the resolution authorizing advertising for the sale of \$8 million in general obligation bonds be approved. After board approval of the resolution, the CPSB's bond counsel will arrange for advertising in the *Caddo Citizen* and in the financial publication, *Daily Journal of Commerce*. Bids will be received and awarded by the CPSB on April 17. A copy of the resolution is filed in the official papers of the board.

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

#### **Approval of Revision of 2000-2001 Capital Projects Fund Budget.** Staff recommended that the 2000-2001 Capital Projects Fund Budget Revision, as included in the mailout, be approved.

Explanation of the revisions are: 1) increase in property tax revenues \$221,200; 2) increase tax collection fees \$7,000; and 3) adjustment for new telephone system – Net \$0.

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

**Consideration of Approval of the 2001-02 Capital Projects Plan Totaling \$1,600,000.** Staff recommended approval of revised Capital Projects Plan totaling \$1,600,000 as indicated in the mailout. The projects were selected from the requests submitted by school principals, and the Capital Projects Committee supported the recommendations.

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

**Approval of Professional Services, Part II.** Staff recommended approval of the Design Professionals as included in the mailout. The architects and engineers are recommended based on their qualifications and experience with similar projects.

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

**Approval of 2001-2002 Revised Partial Capital Construction Plan and 2001-2002 Capital Construction Approval of Professional Services.** Staff recommended approval of schools and architects for classroom wings for the 2001-2002 Capital Construction Plan and Professional Services as listed in the mailout. The recommendation of a classroom wing addition is for two schools (Southern Hills \$2,538,000.00 and Westwood \$1,451,000.00) that are located in areas of the city where population growth indicates the wings will be needed. The architects, as identified in the mailout, are also recommended.

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

#### **Approval of 8(g) High Schools that Work and Adult Education – One Stop Center Budgets.**

Staff recommended approval of the 8(g) High Schools that Work and Adult Education – One Stop Center Budgets as indicated in the mailout. Copies of the documents are filed in the official papers of the board.

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

**Approval of Revisions of 2000-2001 Pupil Progression Plan.** Staff recommended approval of the revised *Section Two, IV* and *Section Four* of the Caddo Parish Pupil Progression Plan for substitution into the 2000-2001 Plan. All other policies remain the same. A copy of the revisions is filed in the official papers of the board.

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

**Approval of New Electives: Shakespeare I and II.** Staff recommended approval of the locally designed courses entitled *Survey of Shakespeare I* and *II* for one-half unit of elective credit. The electives will give students an in-depth coverage of selected Shakespearean sonnets, tragedies, histories, comedies and romances.

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

**Adoption of Elementary Reading Textbook.** Staff recommended approval of the Harcourt Collections, 2001 edition, and Open Court Reading, 2000 edition, as the adopted reading textbooks for Caddo Parish. The adoption of these two reading textbook series, with Direct Instruction which is currently in use, will give principals and their teachers three program options from which to choose.

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

**Adoption of English Language Arts 2001 Textbook 9-12.** Staff recommended approval of the following textbooks as the adopted texts for Caddo Parish: *Language Network* by McDougal Little, 2001 edition for grade 9 language arts; *Elements of Language* by Holt, Rinehart and Winston, 2001 edition for grades 10-12 language arts; *Journalism Today* by NTC, 2001 edition of journalism; and *Speech for Effective Communication* by Holt, Rinehart and Winston, 1999 edition for speech. The 9-12 English Language Arts Committee 2001 recommends the adoption of the series.

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

**Approval of Program Proposal for Caddo Middle Career and Technology Center at Hollywood.** Staff recommended approval of the program design for the Caddo Middle Career and Technology Center at Hollywood as presented at the March 6, 2001 meeting. As requested, a revised budget to increase the amount of funding for fieldtrips and transportation was submitted, as well as a request for an additional guidance counselor.

### **Agenda Item No. 30**

**Approval of Addendum to Superintendent's Contract Regarding the Setting of District Goals and Objectives for School Year 2001-02.** The CPSB approved the addendum to the superintendent's contract regarding timelines for the development of district goals and objectives for school year 2001-02. The date for the setting of district goals and objectives for the 2001-2002 school year changes from April 1 to May 30<sup>th</sup>.

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

**Approval of Superintendent's Recommendation Regarding Participation of School Groups in Mardi Gras Parades (Milam).** The board approved Mr. Milam's motion that school sponsored groups of any Caddo Parish school will not be allowed to participate in the Mardi Gras parades of Centaur, Gemini, nor any Mardi Gras parade outside Caddo Parish.

### **APPROVAL OF REVISIONS TO LEASE AGREEMENT: CPSB-LSUS**

Referencing *Section 3-3* of the lease agreement, Mrs. Armstrong asked what is the approximate cost for relocation of the displaced soccer field and will it be done by staff or bids taken. Ron Festavan, assistant superintendent for support personnel, said the CPSB has a financial commitment to this project of \$125,000 and all commitments in this lease would fall under this cap. He said staff is working with the school, and maintenance staff will do the things that they would do for any other field. Staff does not plan to go beyond the \$125,000 cap. Mr. Powell moved, seconded by Mrs. Armstrong and Mr. Thibodeaux, approval of staff's recommendation on agenda item 18 – *Approval of Revisions to Lease Agreement: CPSB – LSUS*. Vote on the motion carried unanimously.

### **APPROVAL OF REVISIONS TO CPSB POLICIES GCPA-R AND GCBD**

Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the revisions to policies GCPA-R and GCBD as identified in the mailout and recommended by staff. The changes are necessary because of recent changes to the organizational structure of central office. A copy of the revised policies is filed in the official papers of the board.

## **APPROVAL OF REVISION OF POLICY IGDA (STUDENT ORGANIZATIONS)**

Mr. Burton moved, seconded by Mrs. Armstrong, approval of the revisions to Policy IGDA as identified in the mailout and recommended by staff. The revision pertains to cheerleaders and danceline selection/election. A copy of the revised document is filed in the official papers of the board.

## **APPROVAL OF PROFESSIONAL CONDUCT CLAUSE**

Mike McCoy, CAE president, said CAE supports a well-developed workplace violence policy but the document included in the board's mailout and on today's agenda could not be considered to be a policy addressing workplace violence. He said CAE has serious concerns regarding the *professional conduct clause* and staff's recommendation that it be added to all job descriptions. Concerns cited are: 1) Louisiana already has laws that address illegal actions of staff; 2) the language is too vague and ambiguous in that it does not define professional conduct, unethical/ethical behavior, inappropriate actions and failure to professionally communicate; 3) how will a determination be made whether someone's personal actions interfere with the employee's assigned duties and responsibilities; 4) the language in the proposed clause, "*or any other conduct which is seriously prejudicial to the school system,*" goes beyond vague and ambiguous in that it could mean anything to anyone and is totally unacceptable; and 5) will supervisors be in-serviced on how to communicate professionally with those they supervise. He said CAE urges the school board to vote against the recommended change to the employees' job descriptions. Also the association recommends that the board direct the staff to organize a committee including school-based employees and others for the purpose of developing a workplace violence policy to present to the board.

Mrs. Pugh moved, seconded by Mr. Burton and Mrs. Armstrong, that the *professional conduct clause* be remanded to staff for further review and to have legal review by the board's attorney. Mrs. Pugh said her concern is it appears that what is being addressed is similar to what the board operates under by the code of ethics. She said this might be what the board would want to have presented. Mrs. Pugh also stated that the proposed clause leaves much to be desired and if a committee is pulled together to develop a code of ethics for employees to follow, then she would be able to act on a code of ethics. Mr. Burton said Dr. McCoy cited several valid points and he would like for the clause to be reviewed by staff with focus on the points stated by Dr. McCoy and Mrs. Lansdale (CFT/SP). Mr. Mims said he has grave concerns about what is put before the board at this time and he would like to see the issue sent back to staff for further consideration. Dr. Hitchcock asked if the school board's attorney has reviewed the proposed clause as so stated in staff's February 28, 2001 memo to board members. The superintendent said legal counsel has reviewed the clause, and it is not a policy. Dr. Hitchcock asked if legal counsel approved the wording in the clause and the superintendent answered in the affirmative. Legal counsel clarified that he approved the wording that is in the *professional conduct clause*, but not the wording of the memo.

Mr. Powell asked the superintendent if he has any thoughts or recommendations regarding comments that were made by Dr. McCoy and other board members. The superintendent said it is not a workplace violence policy and the clause does not speak to private lives. He noted that the clause speaks to the employee maintaining a high standard of professional conduct. Breaches of professional conduct include but are not limited to: *willful neglect of duty, dishonesty, engaging in acts that are unlawful (as included in LA R.S.17-54)* or contrary to CPSB policy or any other conduct which is prejudicial to the school system which is the exact wording in the contract between the board and superintendent. The superintendent said staff is attempting to establish a level of professional expectation in that from time to time staff encounters, with employees, issues that are not of a tenure hearing or dismissal. Neither do the issues fall within the purview of willful neglect of duty or dishonesty or unlawfulness; but fall within a level of what is the expected, accepted level of professional behavior or action, which may or may not reflect inappropriately on the school system. The superintendent said staff is attempting to have this clause as a part of the job description so that everyone understands that there is a code of expected professional behavior and if there are violations, then it will be brought to the individual's attention and appropriate action would be taken. Mr. Powell said he thinks board members believe that there should be an expectation of professionalism, and teachers establish, as a role model in the classroom, an appropriate level of behavior. He said there are standards for disciplining children in the school and at the same time the board has to have an expectation of professionalism in staff. Mr. Powell said at some point the

board could come back and establish a policy within the policy for workplace violence. He said board members don't need to lose focus of the issue in talking about responsibility and accountability of professionalism of staff. Mr. Powell said everyone (board members, staff, superintendent, teachers, custodians, etc.) must be accountable and responsible as adults. The CPSB should send a clear message that says there is an expectation of professionalism as the board works hard to raise the level of benefits/salaries and tries to recruit the best. Mr. Powell asked legal counsel, if after reviewing the language in the clause, if he believes that it would be legally sufficient and would withhold any type of challenge as what has been suggested today. Legal counsel said he examined the clause and he believes it is legal and is adequate to include on job descriptions. Mr. Powell said he believes it would be good for the board to take a hard look at workplace conduct with regard to violence.

Mrs. Pugh said the words in the clause brought her back to a request that she previously made of the superintendent for the line of communication for the new organizational structure, but never received. She said she is concerned as to who is in charge when people are communicating with their superior and how they are being dealt with. She said the manner in which some things are handled are concerning to employees and they need to know what is expected of them. If it is not in writing or if the chief person in charge cannot communicate clearly, then there will be some confusion. Mrs. Pugh said there is a need for a policy or guidelines and she asked to which CPSB policy would this clause be coded. She said the CPSB has a remediation policy and asked about the remediation process. Mrs. Pugh also asked who would determine when an employee has not acted professional. She informed the board of a personal prejudicial experience that she was caught in when she was employed at Woodlawn High School. She emphasized that she is against the clause and a lot of things could happen to people as a result of the clause being added to job descriptions. Mr. Brooks said the language of the professional clause bothers him and there are other issues that the CPSB should be addressing. He said the proposed professional clause is deplorable and adding it to job descriptions would be taking away employees' rights. Mr. Brooks said employees should be happy at work and approving this clause would create problems because enforcement would be of double standards. Mr. Guin asked if an employee does something unbecoming that does not fall in a firing situation, would they be disciplined. The superintendent answered *yes*, but in terms of actions taken the board needs a cause. He said every issue does not rise to the level of coming before the board to recommend a tenure hearing and he cited examples of such incidents. Mr. Guin said the proposed professional clause does not supersede any CPSB policy or tenure law; that it basically is only stating the unsaid. Mr. Burton said there is too much subjectivity in the clause when defining professionalism. He said the CPSB has policies in place and he does not see any reason to invoke something that is already stated. Mr. Burton said the board needs to focus on addressing more pressing issues *i.e.* concerns for programs at schools in the northern part of the parish. Mr. Slack asked if it is staff's intent to deal with disciplinary actions that are short of termination or if it includes termination. The superintendent said it deals with actions that are short of termination. Mr. Milam said if the clause is part of what is expected by the board, then it is expected of all employees. He said if principals are found not to be following the professional conduct clause, then the board should be made aware; but the board and staff could come to an agreement on what is professional. Mrs. Pugh said the clause stops at the superintendent level and the CPSB would have nothing to do unless the grieved person makes an appeal. She said board members should be aware that if it approves the clause, then it becomes the superintendent's muscle and it would not come to the board unless an appeal is made. Legal counsel said there is no way staff could discipline a tenured employee without written and signed charges and action before the board. Mr. Brooks said CPSB members don't need to deal with this issue and he encouraged board members to use policies that are already on the books. He said this issue should be voted down.

Mr. Brooks made a substitute motion, seconded by Mr. Mims, that the CPSB disapprove agenda item 27 (*Approval of Professional Conduct Clause*). Dr. Hitchcock made a second substitute motion, seconded by Mr. Powell, for approval of the *professional conduct clause* as included in the mailout and recommended by staff. The president called for the vote on the second substitute motion, which carried with board members Burton, Pugh, Mims, Brooks and Armstrong opposed. Board members supporting the motion were Guin, Thibodeaux, Milam, Vance, Powell, Slack and Dr. Hitchcock.

**Recess.** The president called for a ten-minute recess at approximately 6:29 p.m. The board reconvened at approximately 6:48 p.m.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The monthly update on CPSB construction projects was included in the mailout.

**Update on Census Figures.** The superintendent said the data generated out of the 2000 census report has been compared to data used by staff in developing the strategic plan. He said the data confirms some trends and indicates other trends and realities. He recognized Clay Slagle, technology manager, who presented a correlation study between staff's projections and the census data. Mr. Slagle reported: a) the student enrollment figure as of today is 44,820; b) projected enrollment is down to 44,567 and this includes 1,200 early childhood education children; c) MFP funding at the end of the year will fall below 44,000 students; d) on the correlation between populations (age 0-17 years) that was estimated out of SCAN US data and the census data; e) on census tract areas of significant growth and decline. Mr. Slagle said four years in the future, there will be further loss in the northern area (below Caddo Lake, Mooringsport, along the Texas line) and the central part of the city. Mr. Slagle said the 2000 census data supports the board's action to close Hosston and transfer Oil City 7<sup>th</sup> and 8<sup>th</sup> grade students to Vivian. Mr. Slagle highlighted other areas with measurable growth/decline and referenced the association to the strategic plan. Mr. Powell publicly commended Mr. Slagle and his staff for their hard work in compiling the data. He said the information was valuable to the board and he also thanked the superintendent for his efforts to bring accurate information to the board.

## **UNFINISHED BUSINESS**

**Letter.** Mr. Thibodeaux said board members received a letter from T. Jay Ray, manager of Drinking Water Revolving Loan Program, stating that all school board members have to attend a meeting in Minden next Tuesday. He asked legal counsel to find out and communicate to board members how accurate the information is in the letter and if board members really need to attend the meeting. He said on a day-to-day basis, the board has nothing to do with the matter. Legal counsel said he would follow through.

**Instructional Programs.** Mr. Guin asked the superintendent if based upon the decision made a week ago yesterday that the CPSB could expect to see a presentation in April as to the program itself that would be the magnet program. The superintendent said a proposal would be presented for the entire magnet program. Mr. Guin inquired about the funding timeline for Core Knowledge, and the superintendent said the program was implemented two years ago. It is a supplement to the basal, a supplement to the curriculum, a workbook of definitions of core knowledge that one would want students to be aware of. He said the program is assisting students to a higher level of performance and there is no time limit affixed to the program. He asked the principal to provide him with comparative data of the program from two years before the program was implemented. Mr. Guin asked if implementation plans and workings have begun for establishing the alternative middle and high school setting as well as in school suspension (ISS) at Hosston. The superintendent said planning has started and Dr. Jeanette Taylor, director of special education, is involved.

**Magnet Programs and Funding.** Mr. Powell asked the superintendent if it is his intention to bring to the board the fully developed plan for the fundamental magnet at Vivian and to have a program that is fully funded at the level of any fundamental component. The superintendent said absolutely, that any program approved by the CPSB would be comparable to other programs throughout the district. Mr. Powell asked if Oil City would get full funding and necessary resources to be successful. The superintendent said that is staff's commitment and nothing has changed.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Building Six.** Mrs. Pugh said somewhere in the record and at the time that Building Six was acquired, it was stated that children would be involved in the use of the facility. She said the building has a limited number of youngsters there and she asked if it is staff's intent to continue

housing special education youngsters with drug or weapon violations there. The superintendent said he has asked Dr. Taylor and staff to determine to what extent housing at the building is serving the students' needs. Also, to determine if there is a violation of any particular requirement for least restrictive environment. Furthermore, whether the students should be segregated from the rest of the student population. Dr. Taylor informed the board of the development of plans by staff to serve the needs of the students at the Interim Alternative Education Setting (IAES) program in Building Six. Staff will be meeting on tomorrow and submitting a plan to the superintendent by the end of the week. Mrs. Pugh said she wants the new administration to be aware that the building was acquired with the understanding that students would be housed at the site at some point. She said if an action is coming forth, the board needs to justify what is being done and why. Mrs. Pugh said she does not believe that the board was of the frame of mind to invest in a facility where there would be no intake procedure conducted at the site. She said Building Six is no longer an educational center for special education children and staff, but it is an office site. The superintendent said there are aspects at Building Six with the pre-k program and other cases whereby children are being accessed. He said he would research the intent of the board, and determine the extent to which students who are there are being served effectively and within the intent and demands of the law. The superintendent said the isolation of the students in the non-school environment is problematical. He invited input from the board of its intention and purpose of having the facility serve students.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Powell seconded the motion, which carried unanimously, and the meeting adjourned at approximately 7:12 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President



**April 3, 2001**

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, April 3, 2001, at 4:30 p.m. President Johnny Vance, Jr. presided with Phillip R. Guin present being a quorum. Mark Milam arrived at approximately 4:45 p.m. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Alvin Mims, Mike Powell, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Guin gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**Alliance for Education.** The superintendent introduced Dr. Phillip Rozeman who founded the Alliance for Education in Caddo Parish and said significant achievements have been made during the year. Jim Connerly, interim executive director for the Alliance, accompanied Dr. Rozeman. Dr. Rozeman gave a brief overview of the Alliance's activities. He reported that their mission is for the community and educators to work together to improve schools. Dr. Rozeman said the Alliance for Education: 1) realizes the importance of building relationships with schools and educators; 2) wants to show teachers and principals that the community cares about them; and, 3) has raised nearly half-a-million dollars for research and development for school improvement. He highlighted the Alliance's achievements and/or desires as listed: a) promote the spirit of creativity and invention in the school system; b) be active at the system level, the school itself, and in the classroom; c) advance the belief that schools are learning organizations (created the *Leadership Institute*); d) work with the *Good Neighbor* project (professional development of teachers); e) look at practical ways to help with teacher certification efforts; f) involve the community in recognizing schools for improvement (*Path to Excellence Program*); g) pilot a project that deals with character counts and conflict resolution in elementary schools (Werner Park, Caddo Heights, Atkins, Queensborough, Cherokee Park, Creswell and Barret); also, sought funding from churches in the community; h) pilot the after-school academy (enrichment for fourth graders); g) utilized funds to award mini-grants (Caddo Public Education Foundation with matching funds from the Board of Elementary and Secondary Education) to teachers for use in schools. Mr. Brooks asked Dr. Rozeman to include churches in the black community in the pilot project that deals with character and conflict resolution. The superintendent thanked Dr. Rozeman for the presentation and for all that he is doing for the community.

**Third Quarterly Financial Report.** The superintendent asked Ben Wreyford, director of finance, to report on the system's financial matters. Mr. Wreyford advised that the CPSB remains in strong financial condition and at the March 20, 2001 CPSB meeting, the board approved revisions to the General Fund Budget that reflected a projected ending balance of \$11.2 million. He said the CPSB is almost \$3 million higher than last year for the same period of time. Mr. Wreyford said staff continues to monitor accounts to ensure that staff is spending within board approved limits. He also noted that at budget preparation time, staff analyzes the accounts looking for variances as well as make projections to see if there would be positive or negative variances in each account. Mr. Wreyford said the good financial position came about primarily due to the increase (approximately 6%) in local sales taxes, increase in property taxes (about 2%), and a one time MFP appropriation increase of \$1.8 million. He cautioned the board that the CPSB should not be comfortable with the projected ending balance because in preparing the budget, staff is seeing increases in utilities, skyrocketing fuel cost, the need to heat and cool additional spaces (new classroom wings), and increases in health care costs. Mr. Wreyford said because the CPSB is in a financial favorable position, staff is recommending the advance appropriation for the purchase of buses. He said if staff's recommendation is approved, the buses could be ordered no later than June and they should be delivered earlier in the fall. Mr. Wreyford said the Legislature, in a recent special session, identified a source of funding for raises for teachers. However, it is now in the hand of the Legislature to approve the MFP formula that would actually include the pay raises. He said the state did not separately fund the entire teacher pay raise of \$2,000, and it has mandated that the district use its entire MFP growth (projected \$3.7 million) next year plus an additional \$3 million to fund the raises. Mr. Wreyford said staff would not know the final outcome until late June. Mr. Wreyford informed the board that it would be asked to act on the final portion of the sale of \$8,000,000 of General Obligation School bonds at its April 17, 2001 meeting. He said a preliminary and official statement concerning the bond issue was placed at board members' stations for their perusal and bond counsel would be in attendance at the April 17 regular CPSB meeting. Mr. Brooks asked what is the source of funding for pending lawsuits against the CPSB. Mr. Wreyford said there is a budget line item to cover litigation. Mr. Guin asked for clarification of staff's recommendation for the

**April 3, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 6:40 p.m. on Tuesday, April 3, 2001, with President Johnny Vance, Jr. presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Mark Milam, Alvin Mims, Michael E. Powell, III, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. Miles Hitchcock, Sc.D., was absent. Also present were Robert E. Schiller, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

The purpose of the special session was for the CPSB to take action on personnel recommendations and entertain a motion to go into executive session to hear students' expulsion appeals. The president said the superintendent has requested that another executive session be added to the agenda for the board's consideration of a response from the U. S. Justice Department regarding Caddo's educational reform plan. Mr. Milam moved, seconded by Mr. Powell, to suspend the rules to add to the agenda an executive session to discuss pending litigation in *Jones vs. CPSB, No. 11055 United States District Court*; and *LAE, Et Al vs. CPSB, No. 457,294, First Judicial District Court*. Vote on the motion carried with Mr. Brooks absent for the vote. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Powell, Slack and Armstrong.

### **PERSONNEL RECOMMENDATIONS**

The superintendent advised the CPSB that John Baldwin has indicated his intention to return to the district for the 2001-2002 school year. At this time, staff's plan is to assign him back to Hamilton Terrace. The superintendent also advised the board that Priscilla Pullen, principal at Newton Smith Elementary, has applied and has been selected to be the principal of Midway Elementary School. This is a transfer for Mrs. Pullen. He also noted that staff from LSUS and Caddo's administrators feel that her qualifications and abilities make for a good match for this new Professional Development School. In addition, the superintendent announced that Lucy Becken, principal of Westwood Elementary School, has notified him that she plans to retire at the end of the 2000-01 school year.

The superintendent acknowledged John Dilworth, chief operating officer, who made the board aware of the following personnel recommendations. Staff recommended that Charles Lowder be appointed principal of EBW Stoner Hill Elementary Laboratory School and that Mary Nash Robinson be appointed principal at Green Oaks 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. Mr. Burton moved, seconded by Mr. Powell, approval of staff's recommendations. Mr. Thibodeaux expressed concern that staff did not seek input from the community relative to the selection of a principal for EBW Stoner Hill Elementary Laboratory School. He said he believes the citizens would be in agreement with the individual chosen, however, he encouraged staff to follow the board's established selection process in the future. The superintendent took full responsibility for the oversight and said this would not happen again. Mr. Powell emphasized that it is important that the community be informed and that citizens be given an opportunity to provide input. Mr. Brooks said he thinks that the superintendent and staff also need to consider the history of schools when selecting principals and it is important for the board and staff to do the right thing and receive public input. The president called for the vote on the motion, which carried with Mr. Brooks voting in opposition. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Powell, Slack and Armstrong. Mr. Dilworth recognized and introduced Mr. Lowder and Mrs. Robinson to the board and audience.

**Recess.** The president called for a ten-minute recess at approximately 6:50 p.m. The board reconvened at approximately 7:11 p.m.

### **EXECUTIVE SESSIONS**

**Student Expulsion Appeal Hearing.** Mr. Powell moved, seconded by Mr. Milam and Mr. Thibodeaux, for the CPSB to go into executive session for up to 20 minutes to hear a student expulsion appeal hearing. Vote on the motion carried with board members Brooks, Pugh, and Mims absent. Board members supporting the motion were Guin, Burton, Thibodeaux, Milam, Vance, Powell, Slack and Armstrong. The board went into executive session at approximately 7:12 p.m.

and reconvened at approximately 7:35 p.m. Mr. Milam moved, seconded by Mr. Powell and Mr. Thibodeaux, to uphold staff's recommendation. Ronnie Baylor, Jr. was suspended from Southwood High School on February 28, 2001 for being guilty of immoral/vicious practices. Staff recommended that Ronnie be placed at Hamilton Terrace for the time period of March 15, 2001 – January 7, 2002. Vote on the motion carried with board members Mims and Brooks abstaining; Mrs. Pugh was absent for the vote; and, board members Guin, Burton, Thibodeaux, Milam, Vance, Powell, Slack and Armstrong supported the motion.

**Pending Litigation.** Mr. Powell moved, seconded by Mr. Thibodeaux, for the CPSB to go into executive session for up to 20 minutes to discuss pending litigation in *Jones vs. CPSB, No. 11055 United States District Court*; and *LAE, et al vs. CPSB, No. 457,294, First Judicial District Court*. Vote on the motion carried unanimously. The board went into executive session at approximately 7:36 p.m. and reconvened at approximately 8:50 p.m.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Thibodeaux seconded the motion, which carried, and the meeting adjourned at approximately 8:50 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President

advance purchase of 40 school buses; if staff would be double dipping for the purchase of buses or if the money is just being used to make earlier purchases. The president said this item is on the proposed agenda for the April 17 school board meeting and he asked Mr. Guin to hold his inquiries until such time that the line item is addressed.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE APRIL 17, 2001 CPSB MEETING**

The superintendent reviewed the proposed agenda for the regular April school board meeting.

**Resolution Providing for Opening of Sealed Bids Received for the Purchase of \$8,000,000 of General Obligation School Bonds.** The superintendent said the board and staff would be working through the process so that bond counsel could review incoming bids for the \$8,000,000.

**Personnel Transactions Report.** The superintendent said personnel recommendations and other transactions would be presented.

**Bids.** The superintendent reported that staff is in the process of opening bids and information would be included in the April 10 mailout.

**Approval of Resolution Accepting Lowest Bid for the Purchase of \$8,000,000 of General Obligation School Bonds and Approval of Resolution Authorizing the Incurring of Debt and Issuance of \$8,000,000 of General Obligation Bonds.** The superintendent said once the board approves the resolution to open the sealed bids, then staff would come back to the board with bond counsel to seek the board's approval of the lowest bid received. Also, staff would seek board approval of the resolution authorizing the incurring of debt and issuance of bond.

**Approval to Purchase School Buses from 2000-2001 General Fund Ending Balance.** The superintendent said staff has evaluated the systems fiscal position, looked at the market, and recognizes that the CPSB is on a multi-year plan to replace buses. Staff recognizes that by the time bids are written, put out, and orders filled, Caddo is competing at the same time as other school systems. The superintendent said staff has recommended that \$1,900,000 be placed in the budget for FY2001-02 for the acquisition of 40 buses. He noted that a lot of bus maintenance costs was incurred due to aging buses and bad weather. Because the specs for bids are good at this time, staff believes it would be wise to seek bids now given the turn down of the economy and due to the healthy financial position of the system. Staff is now recommending including the \$1,900,000 item into the current year's General Fund balance for the purchase of the buses. This schedule would result in new buses being delivered in the fall of 2001 rather than in the spring of 2002. Ron Festavan, assistant superintendent for support services, said staff is attempting to get buses earlier and approval of staff's recommendation would just fast track the replacement of buses. The superintendent said he would like for staff to start looking at this matter in January to stay ahead of the cycle. Mr. Guin said staff's comments answered his question; that staff is establishing a different time frame for purchasing buses.

**Approval of the Advanced Budget for Teachers' Signing Incentives.** The superintendent said systems are finding it difficult to staff positions in critical subject areas (math, science, special education, and music) and last year the CPSB allocated \$150,000 for incentives in recruiting teachers for Caddo Parish. He reported that recruiting efforts have been stepped up and staff would be asking the board to consider increasing the amount of money dedicated to incentives. Staff would like to strategically use the money to attract qualified and certified teachers in specific areas for specific schools. The superintendent said staff is recommending that new hires in the area of high school and middle school math/science, foreign language and music, would receive \$1,200. If they teach in a designated middle or high school they would receive an additional \$800. New hires in designated elementary schools can receive an additional \$1,000. New hires in special education would receive \$1,200; and if they teach in a designated middle or high school, they could receive an additional \$800, in a designated elementary school an additional \$1,000. The superintendent also noted that staff would like to implement a performance incentive program that would be developed in consultation with employee groups. Teachers would develop a portfolio for assessment with a variety of indicators for consideration *i.e.* teacher attendance, student test scores (ITBS, LEAP, 9 week tests), periodic evaluation of student work samples, observations and annual

evaluation, professional development activities, parent contacts, special achievements and recognitions. Performance incentives for Midway Elementary School would be up to \$2,000. The superintendent said staff would be requesting approval of \$225,000 (an increase of \$75,000) in advance of the FY2002 budget approval in May so that they could advertise for and recruit new teachers. Mr. Burton expressed concern that certified teachers in inner city schools would be taken from those schools and assigned to Midway or other designated schools in order for them to receive the monetary incentive. Observing that experienced teachers are needed in inner-city schools as opposed to all new hires fresh out of college, Mr. Burton said he does not believe that offering incentives would be of benefit to students in inner-city schools. He said the safeguard would be removed from teachers who are already involved in teaching the children if they are reassigned to designated schools. The superintendent said teachers assigned to Midway would be an open transfer or open new hire from any school. Furthermore, staff would be offering incentives for teachers to go to low-performing schools as well. Mrs. Armstrong asked if teachers being recruited in the area of music would be covering vocal and instrumental music. The superintendent said teachers would be recruited for all areas of music. Referencing staff's recommendation for the development of portfolios at Midway and the inclusion of students' test scores, Mrs. Armstrong asked what period of time is being referenced for test scores. The superintendent said year one would be more difficult in a new school for the actual test scores, however, staff receives individualized student printouts and staff could build classes and baseline data so that they could go from test results this June to test results next June. He said there should be multiple indicators. Mrs. Armstrong asked how would the proposal interlace with the projections and recommendations being brought forth by LSUS. The superintendent said he has shared the idea of doing something to enhance salaries of teachers taking on the challenge of a new school, and LSUS would be a part of the group that would be developing the specifics. Mr. Powell asked for clarification of the incentives to sign. The superintendent said the incentives would be for designated low-performing schools at all levels. Mr. Powell asked how many schools are identified and the superintendent said there are seven schools whose performance scores are below 40. Mr. Powell asked if this is part of the continuation that started with board discussion in January starting with the superintendent and moving downward with performance rewards and incentives. The superintendent said this is part of the discussion and this year it was implemented at the level of directors and above. He said the plan is working well, staff would like to expand it, and staff should recognize that the people who are relied on the most to deliver services to students are the ones that focus should be on to improve their lot. Mr. Powell asked the superintendent to clarify *new hires* for Midway. The superintendent said *new hires* would be anyone who would be going to Midway; whether they are currently employed or new to the system. Considering the attendance zone for Midway, Mr. Powell asked if there is any way for staff to get some idea to quantify what the test scores would have been, based on prior year test scores going into Midway to have some comparison. The superintendent said he has a visit planned with the State Department in the very near future because with the number of consolidations, he wants to discuss with them how they would compute or re-compute school performance scores. He also noted that he would talk with staff in house to determine what could be done. Mr. Powell asked if it is the understanding of the board from the superintendent that he is in the process of making sure that the consolidations, the effect they have on accountability, that the CPSB would get some relief from the State as far as establishing benchmarks so that schools with different attendance zones last year would not be rewarded or penalized. The superintendent said the reason for his visit with the State Department is to talk through accountability so that the CPSB does not handicap a school. Mrs. Pugh asked if the length of the teacher's commitment would be considered. The superintendent said staff is seeking a two-year commitment as part of the contract. Mrs. Pugh asked if the performance base would continue from year one and continuously. The superintendent said he would like to evaluate it after year one and if staff is pleased with the progress he would like for it to be continued. If not, staff would modify it and come back to the board to cancel it. Mr. Brooks spoke in support of the superintendent's plan for a performance incentive program at Midway. Mr. Milam inquired about the amount of money spent for sign-on incentives last year and the superintendent said \$150,000 was allocated last year. Mr. Milam asked how many teachers received the incentive last year as compared to the number anticipated for the upcoming year. Penny Claudis, director of certified personnel, reported that last year the CPSB paid out 82 awards at \$1,000 each and 31 awards at \$2,000 each for a total of 113 awards totaling \$144,000. Mr. Milam asked how many additional awards (over the 113) would the \$75,000 cover. Mrs. Claudis said staff has not worked this figure out at this time. Mr. Milam questioned if \$75,000 is enough and said he would discuss this issue with the superintendent.

**Approval of Change in Circular 665 Hiring.** The superintendent said six years ago the CPSB approved, under the provision of Circular 665 which governs teacher education programs and hiring, that individuals could be hired if they had completed an approved teacher education program but lacked one or more parts of the PRAXIS/NTE exam(s). He said the state permits hiring people under Circular 665 if they have a degree in areas like math, science, music and special education but have not taken the exams. The superintendent said Caddo is facing a critical shortage in recruiting people in these areas and staff would be asking the board to consider approving some changes so that staff could go out and recruit highly qualified and trained people in these areas. He said he would be asking the board to reconsider its hiring practice and called board members' attention to a copy of the Circular 665 document. Mrs. Claudis said 665 teachers have graduated from a teacher education institute but have not passed all parts of the PRAXIS/NTE. A non-education 665 person is someone who has a degree in math or science but no education degree and no thought of taking the PRAXIS/NTE. Mrs. Claudis said these are people who know the content areas and staff would like to be able to hire them. Marlene Ritter, general education director, said other districts hire teachers under the provisions of Circular 665 and staff could provide professional development that they would need in order to become better teachers. Mr. Brooks asked if Caddo has any teachers presently employed who are certified in math but are teaching elementary subjects. The superintendent said he is unaware of anyone doing this but he would ask staff to scan certification and he would make a report to the board in the *Friday Letter* if there are any exceptions. Mrs. Pugh asked if the employee would immediately start their academic work to earn the required six hours to complete certification within five years. Mrs. Claudis answered in the affirmative and said the employee would have a prescribed plan and must enroll in an accredited institution.

**Approval of Request for Use of School Buses by Southern University – Shreveport and Approval of Request for Use of School Bus by LSU-S LaPREP.** The superintendent reported that Southern University has requested the use of four buses and drivers for local field trips to be scheduled during June 11 - July 12, 2001. LSU-S has requested use of a school bus for field trips during the period June 4 - July 20, 2001 and LaPREP will pay the related expense. Mr. Festavan said these are long-standing partnerships and information would be included in the mailout.

**Approval of Even Start Literacy Program Grant.** The superintendent said staff anticipates funding in the amount of \$137,378.72 for the school year 2001-02. Funding comes to the district through the Louisiana Department of Education and staff would be requesting approval of the application.

**Approval of Stewart B. McKinney Homeless Education Grant.** The superintendent said information would be included in the mailout and staff would be asking for the board's approval of the grant.

**Approval of Grants.** The superintendent said a series of other grants would be presented for the board's consideration and he asked Mrs. Ritter to briefly review the grants. Mrs. Ritter said staff would be seeking authorization to apply for the following grants: 1) *Tuition Exemption Basic Program – 8(g) Funding.* Mrs. Ritter said Dr. Rozeman referenced this grant in his presentation earlier today and Caddo and Bossier Parish have identified as a cohort, teachers who are employed in the district but do not possess a standard Louisiana teaching certificate. The grant would assist these teachers in becoming certified, including passing the PRAXIS. Also a course entitled "*Effective Teaching Strategies*" will be taught by LSUS and funded through the grant. Funding from the grant would include the payment of the university tuition for cohort members. 2) *Comprehensive School Reform Demonstration (CSR) Program – Federal Grant.* This grant provides competitive grants to school districts to aid them in adopting comprehensive reforms to help students reach high standards. Staffs at Atkins, Barret, Linwood and Queensborough would like to apply for funding through CSR and if funded they would implement Direct Instruction in the area of mathematics. Linwood would implement the Middle Start Initiative, which emphasizes goals that include academic achievement, healthy development, and social equity. Each school is eligible for funding not to exceed \$51,800 per year for a maximum of three years. 3) *21<sup>st</sup> Century Community Learning Center* provides grants to rural and inner-city public schools to enable them to plan, implement, or expand projects offered in the after-school hours. The Caddo Career and Technology Center, Bethune, Donnie Bickham and Hollywood would seek funding through the grant in a project entitled *Children and Adults Using Schools Everyday for Success (CAUSE)*. Multiple partners (*Biomedical Research Foundation, Lightspan, Sci-Port Discovery Center,*

*Shreveport Green, Volunteers of America, Shreveport Regional Arts Council, YWCA, D.A.R.E, etc.)* are involved in CAUSE and the grant request is projected at \$800,000 per year not to exceed three years. 4) *Approval of Class Size Reduction Grants.* Wanda Gunn, director elementary schools Southeast Cluster, reported that these federal funds are used for the addition of teachers (kindergarten – third grade) and is part of the Consolidated Budget that will be forthcoming. Mr. Brooks commended staff for their efforts to get grants for Caddo schools. Mrs. Pugh asked if staff has provided any assistance to Fair Park to attain a grant for the Community Learning Center. Mrs. Ritter said she is unaware of this endeavor. Mrs. Pugh asked staff to follow-up. She also said someone called her about this matter during the holidays and when she attempted to contact an administrator at central office, no one was available. She asked the superintendent what administrator is left in charge and on site at central office during vacation. The superintendent said someone is covering in every department on a specific date. Mrs. Pugh asked the superintendent to provide board members with the name of the person who is left in the administrative capacity when the system is closed.

**Approval of IDEA and Preschool Part B Application.** The superintendent said staff would be asking the board to consider approval of the IDEA and Preschool Part B application. He said the application is on target and a copy of the full document is on file for board members' review. The superintendent recognized Dr. Jeanette Taylor, director of special education, who gave a brief summary of the application. Staff also provided CPSB members with a working draft of the document. She apprised board members of the upcoming Special Education Advisory Committee meeting on April 5, 2001 as well as submission of the application to the superintendent's office for review. A public meeting will be held on April 11, 2001. Dr. Taylor gave a capsulation of: a) the goals and objectives to be achieved; b) the total tentative allocation for IDEA Part B Application (\$5,103,526.00); c) the Pre-School tentative allocation (\$293,792.00); d) target growth of students for next year; e) racial composition of students enrolled in special education in Caddo Parish; and f) referral procedures and evaluation tools. Dr. Taylor introduced special education administrative staff members who were seated in the audience. Mr. Brooks congratulated and thanked the special education staff for the services that they are providing and for the good job that they are performing. The superintendent said the special education team, in consultation with directors and principals, is beginning to address some of the real systemic problems that staff has encountered in educating students with disabilities. Referencing the listing of purchases with project funds that are outlined in the application draft (IDEA Application Part B) that was shared with CPSB members, Mr. Powell requested clarification of the number of computers being purchased and staff's basis for distribution to schools. Dr. Taylor explained that principals submitted inclusion plans; 18 schools responded; from the 18 applications, four were selected for elementary schools which is in line with staff's efforts to concentrate the bulk of resources to the early grades to ensure appropriate intervention. She also noted that those principals agreed to replicate the inclusion models at Shreve Island and Newton Smith as these schools have a heavy technology component. Dr. Taylor said other schools receiving technology would receive equipment to replace outdated equipment. Also, consideration is being given to placing technology in classrooms where staff knows it would be used and teachers have attended training sessions. Dr. Taylor said staff looked overall at the services that would be provided to students. Mr. Powell requested clarification of staff's reference to replicating student outcome, if this is a specific reference to special education and not schools with declining test scores. Dr. Taylor and the superintendent said the reference is just to special education students. More discussion ensued on the number of computers to be distributed to schools, as included in the application.

**Approval of Special Education Advisory Council Members.** Dr. Taylor reported that the Special Education Advisory Council has met several times over the course of the school year, however, they have not had the level of participation desired. She reported that a letter was submitted to parents and community-service agencies soliciting involvement. From the solicitation, staff received 11 applications with representation from parents, a university, a disabled individual and community-service agencies. Dr. Taylor said staff would be seeking the board's approval of the nominees, which will be identified in the mailout document.

**Approval of Revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy and Consideration of Employee’s Substitution of Sick Days (Milam) (Mims).**

The superintendent informed the board that he met with legal counsel today to review drafts of these policies. If the review is completed prior to the April 17 school board meeting, then something would be included in the mailout for the board’s consideration.

**Additions to the Proposed Agenda.** The superintendent requested that “*Acceptance of the Donation of an Automobile*” be added to the proposed agenda. He reported that an individual wishes to donate an automobile to the Caddo Career and Technology Center.

Mr. Burton requested that “*Funding for a New Gym for Booker T. Washington*” and “*Status of Air Conditioning of the Cafeteria at Cherokee Park (Informational)*” be added to the agenda. Mr. Burton said a proposal was made in 1998 regarding funding for the new gym, but staff has not followed up. The president asked if this item could be given to the superintendent for him to address in the *Friday Letter*. Mr. Burton said the item could be put to a vote and he would like for it to be listed on the agenda for consideration on April 17. The president said these two items would be placed on the agenda under the superintendent’s report.

Mr. Powell requested that “*Report on CPSB Counselors*” be added to the agenda. The report should include information on the present staffing allocation of counselors in the elementary schools, identification of elementary schools which do not have either a second coordinator or counselor, a present job focus of counselors in elementary schools, average time allocation for duties (specifics) and the description of role involvement in testing (IOWA, LEAP and reading). Also provide information on the cost for each additional counselor at a school and the liability of sharing counselors between small schools.

Mr. Brooks said he would like to speak with John Dilworth about an issue before leaving today. He said a decision would be made afterwards as to whether or not he should add an item to the agenda.

Mrs. Armstrong asked staff to provide her with a report on the criteria that staff is using to approve professional leave days. In her written request, Mrs. Armstrong expressed concern that the CPSB employs therapists who must have continuing education in order to maintain their licenses. She said it is her understanding that the days are no longer approved for this purpose.

Mr. Mims requested, in writing, a response from staff as to why employee organizations are being excluded from the job fair. If the statement is true, he asked if a pattern of exclusion is being established. Mr. Mims said the CPSB and staff should take every opportunity to be inclusive.

**Update on CPSB Construction Projects (Informational).** The superintendent asked Steve White, director of new constructions and capital projects, to give an update on the construction projects.

Mr. White reported that last week staff received authorization to move into Forest Hill and University. University received an unconditional certificate of occupancy from the fire marshal and Forest Hill received a temporary certificate of occupancy. More work is to be done at Forest Hill relative to the separation of the corridors from the classrooms. This work will be done during the summer months. Furniture has been moved into both areas and students are presently occupying the new wing at Forest Hill. Mr. White informed board members of an error in the mailout document under the Broadmoor heading. He said the *dirt work* began on March 22, 2001 instead of *ductwork*.

**Relocation of Transportable Buildings.** Mrs. Pugh asked what is the status of staff’s efforts to reduce the number of transportable buildings on school campuses. Mr. White said staff is beginning to remove the buildings as students are being moved into the new classroom wings. He informed board members that for every project completed, the school principals have been making requests to keep the buildings. Mrs. Pugh said the board couldn’t allow staff to get the CPSB in trouble in that the board has stated to the public that the buildings would be removed. She said the classroom wings are being constructed with the understanding that transportable buildings would be reduced on school campuses. The superintendent said he recently sent a memo to board members regarding the removal of transportable buildings and seeking a directive from the CPSB. He said there are expansion issues and programs in schools and many principals want to maintain the buildings. Mr.



Festavan said staff knows the board's commitment and what was said to the taxpayers. However, as soon as a classroom wing is completed, a request from the principal is received asking to keep the transportable building. Mr. Festavan said some requests are legitimate and it might not be in the best interest of the school to remove the transportable buildings. He said the requests should be evaluated. Mrs. Pugh said she just wants the board to be aware that a commitment was made to the public, it's on record, and the city could come back on the CPSB and it could possibly be fined.

**Response From Justice Department Regarding the Educational Reform Plan.** The superintendent said legal counsel has received a communication from Attorney Laverne Younger in the U. S. Department of Justice, Civil Rights Division, regarding the Strategic Plan for Educational Reform and Facilities Utilization Plan that was adopted by the CPSB. He said the response is limited to the request for additional information in three areas: 1) Information on the enrollment and statistics for the Mass Communications program at Booker T. Washington High School for the past five years; 2) Definition or explanation of what it means that several schools are being placed on a monitoring watch; what does *monitoring watch* mean; and, 3) an explanation of the restructured educational program at Green Oaks, Fair Park, Booker T. Washington and J. S. Clark. He said the information will be prepared and given to legal counsel to be forwarded to the Justice Department. Mr. Brooks asked what is the deadline for responding to the request. The president said Mr. Brooks would receive an answer to his question very shortly in that the board would entertain a motion, very shortly, for it to go into executive session to hear the whole issue.

**Consent Agenda.** The president proposed that agenda items 10 (A-D), 11 (A, B, and C), 14, and 16-23 be categorized as consent agenda. Mr. Guin moved, seconded by Mr. Milam, approval of the consent agenda. 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 items for the April 17, 2001 CPSB regular meeting.

**Circular 665.** Dr. Phillip Rozeman said the concept that the CPSB is considering to bring on board individuals who have degrees and content knowledge in specific areas (math, science, etc.) and teaching them how to teach is a real possibility to bring strong teachers into the school system. He spoke strongly in favor of the concept.

**Assignment of New School Buses.** Mr. Burton asked what is the procedure for assigning new school buses to employed drivers. Don Toppett, director of transportation, said an internal policy is in place and the procedure is to: a) look at buses that travel more than 2,000 miles a month; b) secondly look at buses that are driven over 1,500 miles a month; c) look at buses that are driven 1,000 miles a month; d) look at magnet school routes; and, e) seniority. Mr. Toppett said he is not in full agreement with the policy and staff would be reviewing the document for future presentation to the board for its consideration. Mr. Toppett said staff also takes into consideration the maintenance of school buses; how well the driver takes care of the bus. Mr. Brooks asked if the age of the bus is a consideration. Mr. Toppett said old buses are retired and replaced with new buses. Also, sometimes because of the policy that is in place, staff might end up giving a driver a new bus that has a 30-minute route and then the bus sits the rest of the time. He said this is not good utilization of the equipment. Mrs. Pugh said this is her concern because she has observed new buses that are parked all day in the city and the older buses are traveling in the rural distances. She said the policy should be revised. The president asked the superintendent and staff to review the policy and try to bring something for the board's consideration at its next meeting. Mr. Milam said if staff has suggestions on how new buses could be better assigned, then this information should be presented before the new buses come in and are assigned.

Mr. Milam moved, seconded by Mr. Guin, approval of the proposed agenda with the consent agenda for the April 17, 2001 CPSB meeting. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Guin moved for adjournment. Mr. Milam seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:40 p.m.

**April 17, 2001**

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 Tuesday, April 17, 2001, with President Johnny Vance, Jr. presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh and S. L. Slack. The president announced that Michael J. Thibodeaux had called him and said he would be attending a memorial service for a former student this afternoon and would be arriving at the meeting late. He arrived at approximately 4:48 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Powell gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE MARCH 20, 2001 AND APRIL 3, 2001 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Brooks, approval of the minutes of the aforementioned school board meetings. Vote on the motion carried unanimously.

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

The president announced that with school board members' approval, "*Approval of Revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy*" and "*Consideration of Employee's Substitution of Sick Days*" (Milam) (Mims) would be deferred until the May 2001 CPSB meeting. Mr. Burton asked if the recommendation for the use of substitute teachers for homebound students is on today's agenda. The president answered *no*. Mrs. Armstrong asked if "*Approval of Change in Circular 665 Hiring*" could be deferred until the May meeting. The superintendent said staff would be having the teacher hiring fair on May 5 and recruiting at that time. He urged the board to discuss the matter tonight and determine if the matter is ready for approval or denial. The superintendent said deferring the item would delay staff's recruitment efforts. Mrs. Armstrong requested that the item be removed from the *consent agenda* for discussion.

### **RESOLUTION PROVIDING FOR OPENING OF SEALED BIDS RECEIVED FOR THE PURCHASE OF \$8,000,000 OF GENERAL OBLIGATION SCHOOL BONDS**

Ben Wreyford, director of finance introduced C. Grant Schlueter, bond counsel of Foley & Judell, L.L.P., who advised the school board as to what action was necessary in order to proceed with the reception of bids and sale of the bonds. He said this is the final admission of the bonds authorized by the voters and the first order of business was to open the four bids that were timely submitted. Also, it would be in order to consider the first resolution authorizing the opening of the bids and approving the official statement that was distributed to prospective purchasers nationwide. Mr. Milam moved, seconded by Mrs. Pugh and Mr. Slack, that the bids be opened. Vote on the motion carried unanimously. Mr. Schlueter read the bids into the record: 1) Syndicate headed by *Salomon Smith Barney* (true interest cost at 4.92 percent); 2) Syndicate headed by *Morgan Keegan and Company* (true interest cost at 4.850443 percent); 3) Syndicate headed by *Stephens, Inc.* (true interest cost at 4.850758 percent); and 4) *Bank I* (true interest cost at 5.125 percent). Mr. Schlueter and Mr. Wreyford retired from the boardroom to check the bids for mathematical accuracy and compliance with the bidding specifications. Later in the meeting, they would report back to the board for further consideration of the sale of the bonds in accordance with the low bid.

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

The superintendent announced that prior to today's meeting, a reception was held in Room 1 for the recipients and their guests, and he expressed appreciation for the nice turnout. On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions.

**Miss Louisiana.** Mrs. Anderson reported that in October 2000, the CPSB asked that Miss Faith Jenkins, Miss Louisiana and a graduate of C. E. Byrd High School, be honored at one of the school board meetings. Miss Jenkins' rigorous schedule would not allow her to be present on a school board meeting day; therefore, the board seized the opportunity to recognize her last week. Mrs. Anderson circulated a print of the presentation that was made to Miss Jenkins from the CPSB.

**Cooperative Office Banquet.** On Thursday, April 12, 2001, during the Cooperative Office Annual Banquet, the CPSB received an award for being actively involved in the program and for being an employer of Caddo students for 35 years. She circulated the plaque that was awarded to the CPSB. Don Fritz is the director of the Department of Career/Adult/Alternative Programs and Lena Leviston is the supervisor of Vocational Education.

**Hollywood Middle School – “Down on the Bayou”.** On Wednesday, April 11, 2001, at the Louisiana State Museum, Hollywood Middle School also made a presentation to the president and the CPSB at its annual Louisiana Festival event. A picture of all of the students attending Hollywood Middle School will be placed on the plaque. Curtis Hooks is the principal at Hollywood Middle School and Dottie Bell is the seventh grade teacher/originator of the annual festival.

**Title I Special Interest Reading Council’s Young Author’s Winner.** Jessica Jones, fourth grade student at Creswell Elementary, won the silver medal at the state level of The Young Authors Contest, which was sponsored by the Title I Special Interest Reading Council, an affiliate of the Louisiana Reading Association and the International Reading Association. The title of Jessica’s entry was “*A Day in Tyler Zoo.*” Twenty-four parishes competed at the state level. Jessica’s parents were recognized as well as Principal Marilyn Johnson and Title I Director, Janis Parker.

**Louisiana Arbor Day Poster Winner.** Allison Sauls, fifth grader at South Highlands Academic and Performing Arts Elementary Magnet, won the state and national Arbor Day Poster Contest. She won a \$10,000 savings bond, a framed poster of her work and other goodies. Allison, her parents, and art teacher (Judy Ball-Johnson) will be flown to Washington, D. C. for the new national tree unveiling and a banquet at the U. S. Senate. They will then be flown to Nebraska where Allison will be recognized as the National Poster Contest winner; and she will serve as the Grand Marshal in the Arbor Day Parade. Pam Byrd is the principal at South Highlands.

**All State Academic Scholar Athlete Award.** These young men are outstanding athletes and scholars, they were awesome on the football field, and all five young men are academically and athletically competitive and talented. The recipients of the All State Academic Scholar Athlete Award from C. E. Byrd High School are: 1) Rodney Hill – offensive player; 2) James Bradford, Jr., offensive honorable mention; 3) Jonathan Lowe, offensive honorable mention; 4) Andrew Thompson, defensive player; and 5) Austin Lash, defensive player and one of six selected from Districts One and Two. Parents, other relatives/supporters, and Principal R. Lynne Fitzgerald were recognized.

**National Future Educators of America Speaking Award.** Tenille Terry, student in the Green Oaks High School Teaching Profession Magnet Program, won second place in the impromptu-speaking category at the 2000-2001 National Future Educators of America Conference held in New Orleans in February. Tenille competed against students from 28 schools from across the nation. Tenille’s parents, Principal Wilmer Godfrey, and Emma Farmer, coordinator of the Teaching Magnet Program, were recognized.

**HOSTS (Helping One Student to Succeed) Mentoring Program Exemplary Site Awards.** Five of Caddo’s elementary schools with HOSTS mentoring programs received recognition as state and national exemplary sites at the national convention held in Dallas, TX. The program helps at-risk youngsters struggling with academic and self-esteem obstacles to find their niche with the guidance of dedicated community volunteers and school personnel. Caddo honored sites are: 1) Atkins Elementary – Patricia Johnson, principal; Rebecca Taylor, HOST teacher; and Brenda Harrison, HOSTS aide; 2) Southern Hills Elementary – Janie Moran, principal; Midge Rech, HOSTS teacher; and Jennifer Ardoin, HOSTS aide; 3) E. B. Williams Stoner Hill Elementary Laboratory – Charles Lowder, principal; Erma Adams, HOSTS teacher; and Tonya Bertrand, HOSTS aide; 4) West Shreveport Elementary – Shirley Pierson, principal; Jackie Bennett, HOSTS teacher; and Jacqueline Williams, HOSTS aide; 5) Werner Park Elementary – Connie Rogers, principal; Wanda Jones, HOSTS teacher, and Janis Parker is the Title I Director.

**HOSTS Betty Scharff Memorial Winners.** The Betty Scharff Memorial Award is the highest individual honor given by the HOSTS Corporation to those who go the extra mile to help children to succeed. Two persons from Caddo Parish received the honor this year and they are: 1) Rebecca S.

Taylor, Language Arts teacher at Atkins Technology School; and 2) Charles B. Landry, a HOSTS mentor for two children at Atkins Elementary. Pat Johnson is the principal at Atkins.

**2001 Louisiana Mudbug Team Coaches.** Shreve Island Adaptive Physical Education teacher Penny Potter and Physical Therapist Kay Hummel served as coaches for the 2001 Louisiana Mudbugs team. The Mudbugs are young athletes with physical or visual disabilities representing Louisiana at the Windsor-Ontario International Indoor Games for the physically disabled. As members of the team, the coaches received a trip to the games that were held in Canada, courtesy of the Louisiana Department of Education, Division of Special Olympics – GUMBO Project. Dr. Kerry Laster is the principal at Shreve Island.

**Louisiana Presidential Award for Excellence in Mathematics and Science Teaching Finalists.** Each year the National Science Foundation recognizes outstanding elementary and secondary mathematics and science teachers by awarding them the *Presidential Award for Excellence in Mathematics and Science Teaching*. Louisiana had six finalists and three of them were from Caddo Parish. They are Fran Myers Procell, math teacher at C. E. Byrd High; Letitia Daniels Hoaas, science teacher at Riverside Elementary; and Judy Pratt, science teacher at Shreve Island. As state finalists, they received a \$750 grant and will go on to compete at the national level. Spouses, other relatives, and special guests were recognized. Also recognized were Principals R. Lynne Fitzgerald (C. E. Byrd), Dr. James Gillespie (Riverside), and Dr. Kerry Laster (Shreve Island); Supervisors Patsy Latin (Science) and E. Jean Ware (Mathematics); and Marlene Ritter, Director of General Education.

**National 4-H Wildlife and Fisheries Adult Volunteer.** John T. Webb, a mechanic in the CPSB transportation Department, is a 2000 National 4-H Wildlife and Fisheries adult volunteer winner. He has been a 4-H volunteer leader for six years and was honored for his exemplary volunteer leadership in 4-H Wildlife & Fisheries educational programs. He received the award at the North American Wildlife and Natural Resources Conference in Washington, D. C. Mr. Webb's wife, son and mother were recognized. Louise McDonald was present from Caddo 4-H and Don Toppett is Director of Transportation for CPSB.

**Louisiana Mathcounts Regional Winner.** Caddo Middle Magnet's Mathcounts Team placed 4<sup>th</sup> in state competition held in Baton Rouge last month. Mathcounts is sponsored by the Louisiana Engineering Society. Mathcounts team members are: Roxie Randle, Katelyn Ullmer, Glenn Ye, Stephen Goebel, and Andrew Williamson. T. Willie Moore is the coach and Kay Robinson is the school's principal.

**Academic Pentathlon Sweepstakes Winner.** Caddo Middle Magnet's Academic Pentathlon seventh and eighth grade teams scored big in the competitions. The teams received the following awards: Overall sweepstakes award, highest seventh and eighth grade team score, overall seventh grade individual scores (Charles Dyer placed second and Neal Blackman placed third), and overall eighth grade individual score (Stephen Goebel placed second). Seventh grade team members are: Danielle Stafford, Rachel Scott, Neal Blackman, Lisa Sun, Charles Dyer, Jonathan Taylor, Andrew Canfield, Krystal Frazier, Andrew Snow, Audrey Smith, Justine Ho and Kaleisha Lister. Eighth grade team members are: Christopher Martin, Stephen Goebel, Abby Keiper, Katelyn Ullmer, Alex Dayton, Greg Glass, Chris Kim, Justin Williams, Owen Carr, Prashant Sastry, Scott Dotting and Jordan West. Team sponsors are Geraldine Banks and Pam Eakin; Coaches are Barbara Just, Nancy Nix, Susan Ray, Judy O'Dell, Randy Smith, April Saint, Terri Raschke, Kathy Pickett, Linda Porter and Carol McKneeley. Kay Robinson is the principal at Caddo Middle Magnet.

The president and superintendent congratulated each recipient/team and presented them with a framed certificate of special recognition. Honorees were photographed accepting the certificates.

**Recess.** The president called for a brief recess at approximately 5:07 p.m. The CPSB reconvened its meeting at approximately 5:26 p.m.

## **APPROVAL OF RESOLUTION ACCEPTING LOWEST BID FOR THE PURCHASE OF \$8,000,000 OF GENERAL OBLIGATION SCHOOL BONDS**

Mr. Schlueter and Mr. Wreyford returned to the meeting and provided each board member and the superintendent with a bid tabulation sheet. Mr. Schlueter said the bids were checked and the low bid is that submitted by *Morgan Keegan* at 4.850443 percent and meets all of the bidding specifications. He noted that when the process was started to issue the third series and final \$8,000,000 bond by the voters, the superintendent recommended that the CPSB should accelerate the sale of the bonds because interest rates had dipped substantially. Mr. Schlueter said they attained 71 basis points (75 basis points is three-fourths of a percent) and this saves the CPSB nearly \$800,000 that the superintendent had previously indicated. He said it is the lowest rate of the three bond sales that the board has had for the \$48,000,000. Mr. Schlueter said another factor that contributed to the low rates is the school board's bond rating, which is the highest rated system in the state of Louisiana. Also, the CPSB qualified with all four of the national bond insurers for bond insurance that was made available to the bidders. The low bidder purchased the insurance (FSA insurance), there is no cost to the CPSB, and accordingly this issue will be elevated to a Triple A rating.

Mr. Burton thanked the financial officers who have always been above reproach in this area. He expressed appreciation for the positive outlook. Mr. Powell moved, seconded by Mr. Burton, that the resolution accepting the bid of 4.850443 percent of *Morgan Keegan Company* for the purchase of \$8,000,000 of General Obligation school bonds be approved. Vote on the motion carried unanimously.

## **APPROVAL OF RESOLUTION AUTHORIZING THE INCURRING OF DEBT AND ISSUANCE OF \$8,000,000 OF GENERAL OBLIGATION BONDS**

Mr. Powell moved, seconded by Mr. Burton, that the resolution authorizing the incurring of debt and issuance of \$8,000,000 of General Obligation School bonds be approved. Vote on the motion carried unanimously. The president thanked the bond counsel for all the work that was done in this process on behalf of the CPSB. Mr. Schlueter said it's been a pleasure to work with the financial staff and the superintendent. A copy of the complete bond document is filed in the school board's official minute book.

## **VISITORS**

The Honorable Judge LaLeshia Walker Alford, parent, introduced three Eighty-First Street ECE students, their parents, and grandparents to the board and audience. Judge Walker said she recently met with the superintendent and expressed concern that the new gifted program for preschoolers at Eighty-First Street ECE was being closed; however, a reprieve was given and the parents and grandparents are thankful. She asked the board and staff to reconsider the decision to close the program. She noted that the program is the only one of its kind in the parish that is housed in a minority school; the school has a history of good early childhood education; and it deserves the gifted program. Judge Walker encouraged the board and staff to give the school the support it needs to survive.

The Honorable Ernie Roberson, registrar of voters, shared with CPSB members information for 1994, 1998 and the present year on voter registration in each board members' district. He said it's time for reapportionment; the census has been completed; and, each body will be setting about to determine if they are mal-apportioned and then determine how they would go about reapportionment. Mr. Roberson said previously when the Parish Commission and the CPSB have had the same number of members, they went to common-type districts and the CPSB might choose to do this again, but each body is responsible for its own reapportionment plan. Mr. Roberson said each body would have input with the community and afterwards a plan would be selected and submitted to the U. S. Justice Department for final approval. He said CPSB members would qualify for office again in August 2002; the plan should be submitted to the Justice Department giving at least 120-150 days in advance of that; and another 30 day time period should be allowed where hopefully the CPSB could submit a plan during February 2002. He reported that there is a window of opportunity for all bodies to be able to submit plans by September 1, 2001 and running through the end of February 2002. Mr. Roberson said the Parish Commission has the legal responsibility of

drawing precinct lines and they are in the process of doing this now. He said there has been a drastic change in the movement of people in Caddo Parish *i.e.* to the southeast, southwest, and within the city. Mr. Roberson said he stands ready to assist the CPSB and the school board would make the final decision.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, expressed the federation's position and/or concerns that: a) it was gratified in the shift in policy for Circular 665 hiring; b) Texas conducted a survey a few years back and data supports that persons coming out of the industry model are not generally successful teachers; that successful teachers are those who are certified; c) Caddo needs to send a message that it values certified teachers; d) the federation does not oppose performance pay in theory, but Caddo's proposal needs more work and she referenced other models that could be considered; e) the board should concentrate and talk on academic standards, quality teachers in the classroom, smaller classrooms, a system-wide discipline policy, pay for substitute teachers, pay system for new hires, etc.

Madeline Harp, representative of Associated Professional Educators of Louisiana (A+PEL), said A+PEL is pleased to work with the superintendent and other organizations on the issue of performance-based pay. She said this is an innovative idea and a tailor-made system could be developed for Midway. Ms. Harp said everyone needs to work together to help teachers and improve education.

Anne Lutz, parent, asked the board to revisit the issue of Summer Grove Elementary becoming a magnet program. She noted that magnet students recognized earlier in today's CPSB meeting have received exemplary awards and parents want the same opportunities for students at Summer Grove. Ms. Lutz said southwest and south Shreveport deserve a magnet program in the area. Parents are wearing red, white, and blue ribbons. The color blue specifies loyalty to the children; the white represents the individuality in cultures within the city that students would be learning about; and the color red shows the spirit of Summer Grove Elementary parents to not give up on this effort.

Becky Carpenter, parent, said her child tested at Summer Grove last year and scored exceptionally high. She enrolled him in a magnet school across town and expressed concern that the child is on the bus as early as 7 a.m. and returns home very late in the afternoon. Ms. Carpenter said she has other interests at Summer Grove, the staff is tops in her opinion, and the school deserves to be a magnet school.

Emma Shepard, teacher, said she was alarmed, as are other colleagues, when she heard that the CPSB plans to implement differential pay at one school. Mrs. Shepard said the majority of teachers are working exceptionally hard to improve student achievement and to meet accountability standards without even receiving a *thank you note*. Teachers are asking themselves if they care less than others do; if they don't work as hard as others work; if they don't implement the standards and benchmarks as others. She said teachers want to know what objectives would be given that are different for other teachers; if there would be more professional development that all teachers could benefit from. Further, there is concern for support personnel who work along with teachers to accomplish their jobs. Mrs. Shepard said opportunities must be equal and she views differential pay (merit pay) to be unfair. She urged the board to not divide the professionals who work very hard to educate all children.

Michael McCoy, Ph.D., president of Caddo Association of Educators (CAE), said: 1) CAE has been pleased with the school board's efforts in providing salary increases for certified and educational support personnel and today, Caddo Parish teachers enjoy salaries ranked first in the state; 2) next year Caddo Parish will not be first in the state because state salary increases will move Tangipahoa Parish to first; 3) Bossier Parish school employees have enjoyed several bonuses/permanent salary increases this school year and are poised to receive an additional increase from state funds; 4) DeSoto Parish just passed a referendum which together with the state increase will move its teachers within \$500 of Caddo's starting salary; and 5) these types of salary increases places Caddo in jeopardy and employing certified teachers will become more difficult. CAE also requested the board to seriously assess its budget for 2001-02, be creative, and find a way to increase employees' salaries; to support *attachment three* when CAE presents it to the board during its discussion of professional staff leaves and absences; and to direct staff to develop the paperwork to allow employees to donate accumulated days to other disabled employees of their choice.

## CONFIRM THE CONSENT AGENDA

Referencing *Approval of CPSB Policy KM – Name Use*,” Mr. Powell said the Caddo Career Center Scholarship Fund and the Green Oaks High School Scholarship Fund both, within their names, have that and he wants to make sure from the president and superintendent that approval of the policy would not affect these organizations from being able to continue the activities that they have, even though they are separate from the system. The president and the superintendent confirmed that these organizations would not be affected by the new policy. Mr. Powell moved, seconded by Mr. Burton, to approve the confirmation of the consent agenda as proposed (with the exception of item 15, which was previously taken off). Vote on the motion carried unanimously and the following items were categorized as consent agenda.

### Agenda Item No. 25

**Approval of Special Education Advisory Council Members.** Staff recommended approval of the appointment of nominees to the Special Education Advisory Council, as identified in the mailout, for the unexpired term of incumbents (April 17, 2001 through June 30, 2001) as well as for one three-year term, effective July 1, 2001 through June 30, 2004. The superintendent recognized Dr. Jeanette Taylor, director of special education, who introduced the newly appointed members of the Special Education Advisory Council and they are: Muriel Burns (Caddo Parish Juvenile Court), Magon Finklea (individual with a disability), Synthia Sonnier McBride (parent and teacher), Claudia L. Park (general education teacher), Linda R. Smith (special education teacher), Tabitha H. Taylor (parent), Elizabeth N. Witt, Ph.D. (parent and professor); Betty K. Cotton (special education program administrator), Marcie Harner (school counselor); Regina Washington (parent of non-disabled student) and Ann Wolf (parent of non-disabled student).

### Agenda Item No.10

**Personnel Recommendation(s).** The superintendent recognized John Dilworth, chief operating officer, who announced that the superintendent recommends that Janie Moran be appointed principal of Southern Hills Elementary School. She will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed. Mrs. Armstrong congratulated Mrs. Moran on the appointment and said she and Mrs. Moran have taught together, is a wonderful educator and an outstanding leader for Southern Hills.

**Requests for Leaves.** Staff recommended approval of the requests for leaves as included in the mailout. The following requests for leaves were approved.

Leave for Catastrophic Illness, February 22 – March 22, 2001

Ramona Ponder, Teacher, Broadmoor Middle Laboratory

Leave for Catastrophic Illness, Beginning March 21, 2001 (for 30 days)

Julia King, Teacher, Section 504/ADA

Leave Without Pay (Personal), June 11-22, 2001

Joan Shirley Lurie, Teacher Aide, Shreve Island Elementary

Leave Without Pay (Personal), March 22, 2001 – April 16, 2001

Clarencetta Stephen, Part-Time Technical CNP, Youree Drive Middle

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contracts for a New Counselor.** None were presented for the board’s consideration.

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

**Approval of Bids (A).** Staff recommended approval of: 1) School Specialty's bid totaling \$76,490.00 for the purchase of dictionaries for Title I; 2) the bid of Alpha Smart, Inc. totaling \$23,500.00 for Alphasmart keyboards for various schools; 3) the bid of D & H Distributing, Inc. totaling \$24,851.15 for the purchase of calculators for summer school; 4) the bid of Ideal Music, Inc. totaling \$12,865.50; the bid of National Education Music totaling \$136,756.89; the bid of Southwest Strings totaling \$830.00; the bid of Wenger Corporation totaling \$1,784.00; and the bid of West Manor totaling \$20,175.00 for the purchase of musical instruments; 5) the bid of Patterson Dental Co. totaling \$11,165.50 for the purchase of dental equipment for the Caddo Career and Technology Center; and 6) the bid of DeMoulin Brothers & Company totaling \$56,505.55 for band uniforms for North Caddo and Woodlawn High School.

**Approval of Bids (B).** Staff recommended approval of: 1) Bob Davis Electric with a base bid of \$334,000.00 for fire safety alarms, sprinklers, doors at Caddo Career, Eden Gardens, J. S. Clark, Keithville, University and Werner Park); 2) Richardson's Plumbing, Inc. with a base bid of \$277,000.00 for University chiller and ventilator; 3) Red River Air Conditioning with base bid of \$178,000.00 for Summerfield ventilator and fan coil; 4) Hicks Electrical with base bid of \$272,500.00 for the upgrade of wiring for technology at Bethune and Vivian; 5) J. D. Electric with a base bid of \$276,300.00 for energy conservation/lighting retrofit at Stoner Hill, Youree Drive, University and C. E. Byrd gym; and 6) of Hope Contractors for the sum total of \$91,000.00 to renovate old city library to classrooms for Booker T. Washington as included in the mailout.

**Approval of Professional Services.** Staff recommended Pollard and Associates to provide professional services for relocation of transportable buildings from school to school within the parish.

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

**Approval to Purchase School Buses from 2000-2001 General Fund Ending Balance.** Staff recommended that \$1,900,000 of CPSB's current year fund balance in the General Fund be used for the purchase of 40 new school buses. Replacement of older, high mileage buses is necessary in order to bring Caddo's fleet to required safety standards.

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

**Approval of Request for Use of School Buses by Southern University – Shreveport.** Staff recommended that the request from Educational Talent Search of Southern University at Shreveport for the use of approximately four school buses and drivers for the period June 11 – July 21, 2001 for the after school tutorial program and three local fieldtrips be approved.

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

**Approval of Request for Use of School Bus by LSU-S LaPREP.** Staff recommended that the request for bus transportation for LSU-S LaPREP program for the period June 4 – July 20, 2001 be approved. LaPREP is an enrichment program in the mathematical sciences that is held on the LSU-S campus and participants are middle school students.

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

**Approval of School Bus Transportation by Shreveport Green/ShreveCORPS.** Staff recommended that the request from Shreveport Green/ShreveCORPS for bus transportation for the period June 11 – August 10, 2001 be approved. The program is a non-profit environmental service corps of young people ages 16-24 from diverse racial, educational, and socio-economic backgrounds committing themselves to service in addressing critical community needs.

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

**Approval of Facility Usage Agreement – YEP Summer Camp.** Staff recommended that the Facility Usage Agreement with Youth Enrichment Programs (YEP) for a summer camp during the



period June 11 – August 3, 2001 be approved. The facilities will be used on Monday through Friday of each week at Barret Elementary School and Queensborough Elementary School.

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

**Approval of Even Start Literacy Program Grant 2001-02.** Staff recommended approval of the Even Start grant as included in the mailout. Services are provided by Eighty-First Street ECE Center in a collaborative community/school partnership with the Caddo Community Action Agency Head Start Program and St. Catherine's Community Center. Staff anticipates funding in the amount of \$137,378.72 and funding comes to the district through the Louisiana Department of Education.

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

**Approval of Stewart B. McKinney Homeless Education Grant.** Staff recommended that the Stewart B. McKinney Homeless Education Grant be approved as included in the mailout. These federal dollars (\$70,000.00) supplement services to homeless children and youth provided by the district and Title I.

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

**Approval of Grants – Tuition Exemption Basic Program – 8(g) Funding.** Staff was authorized to apply for the Tuition Exemption Basic Program – 8(g) Funding Grant. Funds would be used to assist teachers in becoming certified, including passing the PRAXIS, and a course entitled “*Effective Teaching Strategies*” would be taught by LSU. The Alliance for Education is a major partner in this endeavor.

**Comprehensive School Reform Demonstration (CSRD) Program – Federal.** Staff was authorized to apply for the Comprehensive School Reform Demonstration Program – Federal Grant. The CSRD program provides competitive grants to school districts to aid them in adopting comprehensive reforms to help students reach high standards. Atkins, Barret, Linwood and Queensborough schools would like to apply for funding through CSRD.

**21<sup>st</sup> Century Community Learning Center.** Staff was authorized to apply for the 21<sup>st</sup> Century Community Learning Center Grant. The center's program provides grants to rural and inner-city public schools to enable them to plan, implement, or expand projects offered in the after-school hours. These projects are designed to benefit the educational, health, social services and cultural and recreational needs of the community. The Caddo Career and Technology Center, Bethune, Donnie Bickham and Hollywood schools would be seeking funding.

**Approval of Class Size Reduction Grants.** Staff was authorized to apply for the Class Size Reduction Grant through the IASA consolidated budget application – Staff expects to receive \$1,692,480 in federal funding. The goal is to reduce class size in kindergarten through third grade.

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

**Approval of IDEA and Preschool Part B Application.** Staff recommended approval of the IDEA and Preschool Part B application for funding to support programs and services for exceptional children during school year 2001-02. Goals to be achieved include the following: 1) reduce the number of students in self-contained class placements; 2) reduce the numbers of minority students enrolled in special education; 3) increase diversity representation in programs for gifted/talented students; 4) increase opportunities for students to successfully transition from school to post-secondary pursuits; 5) increase service options for students who are suspended out-of-school for more than ten consecutive days; and 6) increase parental/community involvement through training and dissemination of information.

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

**Acceptance of Donation of Automobile.** Staff recommended that the Act of Donation and Acceptance of a 1990 Dodge to the Caddo Career and Technology Center be accepted as stipulated in the mailout. Mr. Curtis Fields donated the vehicle to the Auto Body Repair program.

## Agenda Item No. 28

**Approval of CPSB Policy KM – Name Use.** Staff recommended approval of CPSB Policy KM – Use of School and District Names as included in the mailout. The policy prohibits the use of the name of individual schools or of the name *Caddo Parish School Board* by any individual, group or organization not affiliated with the school system.

### **APPROVAL OF THE ADVANCED BUDGET (2001-02) FOR TEACHERS' SIGNING INCENTIVES**

Dr. McCoy shared with board members and staff a copy of an article appearing in *Rethinking Schools*, Volume 14, No. 3 – Spring 2000 addressing merit pay for teachers. He provided board members with a copy of a prepared statement that he read aloud expressing CAE's thoughts on the proposed performance incentive program. CAE requests the CPSB to divide the motion for this item separating the paragraph beginning with "*A performance incentive program . . .*" and in the last paragraph changing "*We are requesting approval of \$225,000*" to "*\$150,000*" and deleting "*(an increase of \$75,000)*" so that the last paragraph would read, "*We are requesting approval of \$150,000 in advance of the FY2002 budget approval in May as we did in the past two years, so we can advertise for and recruit new teachers.*" Dr. McCoy said CAE supports recruitment incentives to attract qualified teachers as new hires; however, the suggestion of differential pay scales for teachers at the new Midway Elementary School is disturbing. Furthermore, CAE believes the performance incentive program is a form of merit pay to which the association is opposed.

Mrs. Armstrong asked what is the difference in how staff is going to grade the teachers at Midway as opposed to other teachers in the system and make their value worth \$2,000 more than all other teachers; and on what basis is staff going to establish the criteria. The superintendent said setting up a performance incentive program at the school would be built in consultation with employee groups. He said the example that he previously presented to the CPSB is predicated on results based on a variety of indicators; that the incentive bonus would kick in when teachers are able to demonstrate to staff through the development of a portfolio for assessment with a variety of indicators, *i.e.* student work samples, parental contact logs, special achievement/recognitions by teachers, student test scores (ITBS, LEAP, 9 weeks test) and teacher attendance. The superintendent said basically, there are different models being used throughout the country and in working with employee groups this week and in days ahead, he is attempting to find a model that would be appropriate for Caddo. Furthermore, what is presented now is a sample of an idea of linking higher levels of compensation with higher levels of performance based on results. Mrs. Armstrong asked if the board would be better advised to wait until the superintendent has held his meetings with employee groups, rules and guidelines have been established, and a model developed before the board takes action. Mrs. Armstrong moved, seconded by Mr. Burton, that the CPSB separate this item (#15) so that the superintendent, after meeting with teacher groups and other staff members and having provided for us a model, would then come back to the board for approval of this performance incentive. The president requested clarification of the motion and Mrs. Armstrong said this would divide item 15 so that it would be a separate motion for addressing strictly the incentive program at Midway. Legal counsel said he understood that the motion is to vote on the performance incentive for Midway Elementary School separately. Mr. Burton said this is the only motion on the floor. Dr. Hitchcock raised a point of order and said this is merely the motion because there is no motion to divide. Mrs. Armstrong said never mind, that she would wait and make the motion later. Mr. Burton asked the president if Mrs. Armstrong has a motion standing and the president said *no*.

Mr. Guin moved, seconded by Mr. Powell, approval of the Advanced Budget (2001-02) for teachers' signing incentives as stated in the mailout and recommended by staff. For clarity and referencing the mailout document (paragraph five), Mr. Guin asked the superintendent if the performance incentive program is still under development and if he is asking the board to basically do the same thing that has been done with a few of the magnet programs whereby the board approves the concept and the funding and then at a certain point in time staff comes back to the board for approval of the program itself. The superintendent said this is correct, that the request is for approval of \$225,000. He said he is recommending a performance incentive program and the details of which would be brought back to the board; and contained within the \$225,000 would be funding for a performance incentive program. Mr. Powell said his appreciation of the motion is that if the \$225,000 were approved, the board would still not have the performance incentive program flushed out; neither

approved, and none of the \$75,000 would be implemented for expenditures until after the board would have had an opportunity to approve the mechanism for the expenditure. The superintendent said this is correct. Mr. Powell said he listened to Dr. McCoy's comments relative to defining merit pay and they appear to be the sentiment of the public. He noted that: a) Caddo has striven to increase teachers' salaries in order to attract the best teachers for the best results; b) the board has talked about rewarding results, and in this case staff is talking about a financial incentive, specifically in some of the low-performing school areas; and c) the board has to break the mold, change the pattern, and reach out and find creative ways to reach students and this might be a part of that initiative. Mr. Powell said he appreciates the pilot concept and the superintendent's willingness to work with the teacher groups prior to implementation. Mr. Powell said today the board is looking at approving, in concept, the expenditure (a budget amount), but still waiting for final approval based on how it would look. He encouraged the board to approve the motion.

Mr. Burton said he supports the concept for Midway Elementary School, but he hopes that the superintendent would take into consideration the probability of not draining qualified teachers from other low-performing schools. He said staff should maintain a level of quality in the inner-city schools. The superintendent said this is on top of the agenda and staff would not drain one school for another. Mr. Thibodeaux asked the superintendent to clarify what is being requested of the board. The superintendent said his intent is to have the board give him the go ahead to work to develop the specifics of the incentive plan and approve the funding for that. Mr. Thibodeaux said if the board votes to pass the motion, then it is voting to have performance incentives at Midway Elementary. He said his concern is that Caddo has had outstanding teachers, principals, and support people who have worked hard under adverse conditions and have done a very good job at some schools, and they were never promised, neither received anything more. He said it is concerning that teachers assigned to the new school would be offered \$2,000 to do the same thing that others have already done – their job. He said this has the potential of creating a problem within the system and incentives should be offered to everyone. Mr. Thibodeaux said he is not sure that the benefit to the entire school system is worth the problems that could be caused by having the performance incentive program at only one school. Mrs. Armstrong said Mr. Thibodeaux's comments hit the mark and this is why she believes that the program should be developed first. She said teachers and administrators are already performing the varied things that are being addressed as part of this item. Mrs. Armstrong said the board needs to take a hard look at this issue before going into it because quality teaching is already going on in some schools.

Mr. Brooks spoke in support of the performance incentive program at Midway Elementary School. He said the superintendent is trying to bring schools up to par and Midway, in particular, has been neglected and needs the program. He also noted that other low-performing schools should be improved; that all schools in Caddo Parish should be equal. Dr. Hitchcock said he would like to do all low-performing schools at once but this might be a little ambitious. He asked the superintendent if he previously stated that the success of the program at Midway might, in fact, lead to implementing the program at other low-performing schools. The superintendent answered in the affirmative. Dr. Hitchcock said this program might be considered a pilot for the parish and this might be the first step with steps two, three, *etc.* to follow if it works. The superintendent said he would like to have the program in as many schools as possible, particularly low-performing schools, and Midway is being considered first because there is no established faculty in the school. He said it would give staff an opportunity to take volunteers. It's an opportunity to put something together that hopefully he could report to the board next year that staff likes the way the program works, that Midway is showing growth. The faculty is growing and now staff would like to place the program in a wider range of schools using the same or a varied formula. Furthermore, he would like to include other schools but there would be faculty members who might not want to go into this and they would be displaced. The superintendent said this is the first step to put something together that could be modified year after year. Dr. Hitchcock encouraged the board to support the motion. He said he had the same concern as Mr. Thibodeaux but no action by the board today would bind the board at some future meeting. Dr. Hitchcock said the CPSB has invested a good sum of money into low-performing schools and this is another creative way to put emphasis in the schools of greatest challenge.

Calling the superintendent's attention to page four of a reference document, Mrs. Pugh asked if staff has done any research to determine if the CPSB would be in violation of state laws regarding the level of payment. The superintendent said staff is allowed to establish the pay and pay schedule at

the local level. Mrs. Pugh asked if there is a prohibition against publicizing and once a school is designated, the faculty for the school would be designated and it would be known that the people are paid in excess of others in the system. She said under the differential pay plan, she wants to be sure that the CPSB would not be in violation of any state or teacher tenure laws. The superintendent said he is not aware of anything that would be in violation of teacher tenure or pay laws, but he has not made any inquiries about the issue. Legal counsel said he is not aware of any violation of tenure laws. Mr. Powell expressed appreciation for the discussion and said the CPSB has to start somewhere. He said this is a pilot program and this is a unique opportunity because everyone is coming into the program knowing that there is a performance plan. Mr. Powell said this is one more attempt for the system to find a way to solve the situation and reward teachers. He encouraged board members to take the first step and if the board later determines that it does not like the mechanism, then it could make changes or decide not to continue. Mr. Guin said it is his understanding that by approving the motion the board would be setting aside an additional \$75,000 and the intent is to have a program in place next year at Midway. However, until the board approves the mechanism or the program itself, it doesn't matter how many times the board budgets the \$75,000, there is no mechanism to spend it. The superintendent said Mr. Guin's statement is accurate. Mr. Guin said the CPSB is basically saying that it is the board's intent to have a pilot program at Midway next year that has to do with performance incentives, and until the board approves how it would be done, it would not occur. The superintendent concurred with Mr. Guin's comment. Mrs. Armstrong said it was her understanding that the board would be giving the superintendent the go ahead to get a program in place by the approval of this; that the board would not have any feedback on the program. The superintendent said he has never said this. He said by approving the motion, the board would be: 1) authorizing staff to be able to go out and begin recruitment; 2) authorizing the set aside of \$225,000; and 3) authorizing a performance incentive program that he would be developing in consultation with employee groups and coming back to the board to inform board members of how it would work.

Mr. Milam said good points and legitimate concerns have been expressed but incentive pay would make a difference in how people perform. He asked the school board to give this program a chance. He said better teachers would be assigned to the school; the school would show progress; and if it works then the board should expand it to other schools. The president relinquished the gavel to the first vice president at this point and said it's hard to start something new. He said certified teachers are desired in the classrooms and growth is seen in classes where there are certified teachers. The president said the Caddo Public School System has to keep seeking solutions for improvement and Mrs. Pugh has cleared up the legal concern. Furthermore, school board members would still have an opportunity to come together to see how the plan would work. The president said until certified teachers are placed in every classroom, that the board and staff would continue to encounter some problems. He said the board needs to be realistic and board members should put their hearts and minds together to improve all schools for all children. The first vice president passed the gavel back to the president.

Mr. Thibodeaux made an amendment to the motion, seconded by Mr. Burton, that the performance incentive program at Midway would be a pilot, to be evaluated at the end of the 2001-2002 school year for determination of its continuance; and the teachers who choose to transfer to Midway would make a three-year commitment to remain at that school. Mr. Thibodeaux said he would like to have the word *pilot* in the motion so that a real evaluation could be made at the end of the first year and a determination made as to whether to continue the program. Also, to ensure that the teachers who choose to go to Midway are doing it for reasons other than the \$2,000. Mr. Thibodeaux said it is very important that the program at the school would have some continuity for more than just a year. Mr. Burton spoke in support of the amendment and said it would take more than a year to evaluate a program.

Mr. Slack spoke in support of the proposed amendment. He said he would have preferred to see the specific details of the performance incentive plan first, but with it being a pilot, the board needs to start somewhere. Furthermore, there is a possibility that other schools would benefit in the future and the board would still have to vote on the plan itself. Mr. Slack said the board does not need to hold up the recruitment process because this is a critical time. Mr. Brooks said the board is talking about \$75,000 out of the budget to build children's minds and board members don't need to analyze and pray about allocating the funds. Mr. Powell called point of order and asked the president to allow the superintendent to comment on the amendment. Mrs. Pugh said Mr. Guin asked a question

and the explanation that was given sends a mixed signal, and this needs clarification. Mrs. Pugh noted that, Mr. Thibodeaux also spoke to the issue and the implementation of the performance incentive program is where the confusion is around the board. Mrs. Pugh said the board would implement the program by first putting a budget in place, and the next portion would come when the superintendent presents the program. But, the program is being implemented in full measure with the motion. The superintendent said he interprets that the board would be saying to him that: 1) it wants to try the performance incentive program at Midway; and 2) he would come back to the board with the program details so that the CPSB could approve it before it is implemented. Mrs. Pugh said the people who are recruited would come with the understanding that there would be a performance incentive program, and the incentive is in place if the motion passes. The superintendent concurred and said the board would have to approve the program. The superintendent said establishing the program as a pilot with an evaluation is fine. He said one of the top priorities is to establish stability in faculties in low-performing schools and the notion of attempting to have teachers make a longer commitment beyond a one-year pilot is important. However, he is concerned about a three-year commitment; whether or not it would be a disincentive. He said he hasn't given this concern much thought but he wants people to make a commitment to a school for at least two or three years, but he doesn't know if this would hinder people from going to the school. Mr. Thibodeaux said he doesn't think the school system would lose its authority over the teachers if it were determined that a teacher was truly not being successful. He said this does not preclude the board from reassigning the teacher. The superintendent said he doesn't feel that the amendment is problematical. The president called for the vote on the amendment, which carried with Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Powell, Slack and Armstrong. Vote on the original motion as amended carried unanimously.

Mr. Thibodeaux called for point of order and informed the board that there is an error in the written information that was presented to the board by Dr. McCoy regarding salary increases for school employees in Bossier Parish. He said it is written in Dr. McCoy's statement that Bossier Parish received a \$1,200 bonus and a permanent salary increase and this is not correct. Mr. Thibodeaux said for many years Bossier has given a 13<sup>th</sup> check (\$500) which is just part of the employee's permanent pay that is given in one check. The other \$700 for teachers was simply an advance on the money and was given especially for new teachers on the first day of school. He said this money was not in addition to the salary and it is now a permanent part of the teachers' pay. Mr. Thibodeaux said the only persons who enjoyed a bonus in the Bossier Parish School System last year were support people and the \$725 bonus was above and beyond their pay.

### **APPROVAL OF CHANGE IN CIRCULAR 665 HIRING**

Mrs. Armstrong said a revised document was at board members' stations and she asked the superintendent to summarize the revision. The superintendent said staff is trying to differentiate between an individual who has a degree and has taken and passed the PRAXIS and NTE exams from those who have not passed it. He said staff wants to recruit in the critical areas like math, science, *etc.* and these individuals would be paid less than someone who holds a degree and has passed the test. He said once the individual has taken and passed the test, that the salary would be raised. Penny Claudis, director of certified personnel, said there are two unique types of people in Circular 665: 1) a person who has a teacher degree but has not passed the PRAXIS; and 2) a person who has the content but has not had an opportunity to test. This would mean that all persons under Circular 665 would come in at the same rate of pay. The superintendent said if the individual passes the test, then they would go to the first step. Mrs. Claudis said once the individual has met all requirements of Circular 665, then the person would become a real certified teacher and would move up to the CPSB's pay schedule. Mrs. Armstrong asked if a person holding a degree in math would be placed only in a math classroom, and staff answered in the affirmative and said there would be a very selective screening process. Mr. Burton moved, seconded by Mr. Powell, approval of the revision in Circular 665 hiring as revised and placed at school board members' stations. Vote on the motion carried unanimously.

### **SUPERINTENDENT'S REPORT**

The superintendent said in reference to the requests made at the last school board meeting, he has provided board members with written updates on each issue listed on the agenda; namely, *Update on CPSB Construction Projects*, *Update on Status of Funding for Gymnasium for Booker T.*

*Washington High School, Update on Air-Conditioning Project for Cherokee Park Elementary, Report on the Involvement of Employee Organizations in Job Fair and Report on Criteria for Use of a Professional Leave Day).* He said a report on CPSB Counselors and CPSB Construction Projects was put at school board members' stations earlier today.

**Cherokee Park Air-Conditioning Project and Funding for Gymnasium for Booker T.**

**Washington High School (Burton).** Mr. Burton thanked the superintendent for the reports on these projects. He asked the superintendent and staff to look for ways to accumulate funds (perhaps set aside funds in escrow) for a new gymnasium at Booker T. Washington High School. He said a commitment was made (1998) to the citizens to upgrade schools in the inner city and to construct a new gymnasium at Booker T. Washington. Mr. Burton said the project has been put aside from year to year. The superintendent said staff has not explored a way to earmark funds for this project largely because this along with all of the other capital projects totals in excess of \$100 million. The superintendent said there is a shortage of money in Capital Projects funds and short of receiving a directive from the board, he does not know how to access additional funds for the project. He said when staff develops the Capital Projects list and brings it to the board for consideration, then if it is the board's will to move one project to a higher priority, then this is what staff would abide by.

**Report on CPSB Counselors (Powell).** Mr. Powell expressed appreciation for the information on counselors. He noted that eight schools do not have either a counselor or second coordinator and staff suggests that a counselor could be shared at schools with enrollments below 300. He asked if after reviewing the information, if it would be worthwhile for the board and staff to take a harder look at the matter. Mr. Powell said the board has a staffing formula, but the above-staffing formula has pretty much destroyed the integrity of the original staffing formula. He asked the superintendent if there is another step that the board needs to take now that it has this information. The superintendent said staff has some concerns about the outdated staffing formula (approved 13 years ago) that is not ensuring programmatic equity to all schools. He said staff has started work to determine to what extent schools are assured of having a teacher in physical education, music, art, as well as a counselor, coordinator, *etc.* Staff is trying to build this into the budget for presentation to the board. Mr. Powell said he asked specifically about counselors because over the last six years fundamental changes have been seen in the view of education with accountability and the testing process. He said it is clear that counselors play an important role at the school with the process. Ron Festavan, assistant superintendent for support services, said the CPSB is aware of the struggles that staff goes through with staffing and today staff took the first step in addressing staffing by identifying what every school needs in order to be effective. He said staff is establishing standard criteria for all schools and is closely evaluating the special needs of schools. Mr. Powell said all too often schools come to the board begging for something above what they are supposed to have; when in fact, the board and staff are using an old staffing formula and the minimum doesn't meet the needs. He said the board has an obligation to provide what is needed at the schools. Mr. Brooks spoke in support and applauded staff for their efforts to address the needs of each school.

**Air-conditioning Projects.** Mrs. Pugh said in a document that she received, there was an explanation for some of the schools that would be air-conditioned this summer and there was a stipulation that it would be the kitchen area only. She asked if the dining rooms are already air-conditioned. Steve White, director of new construction and capital projects, answered *yes*. Mrs. Pugh asked if the number of facilities to receive air conditioning could be increased this summer. Mr. White said *no* because with the board's support, staff has already added two more facilities that were both the kitchen and the dining areas. He said the report that staff received is for next summer. Mrs. Pugh said the board previously requested that the air conditioning projects be completed by next summer and she asked if all projects would be completed as requested. Mr. White said all projects should be completed the following year. Also, staff increased the number of facilities from six to eight for this year. Mrs. Pugh said by 2002 all projects should be completed and staff should be getting the bids out. Mr. White said he would bring a plan to the board for its consideration to step up the projects. Mrs. Pugh said somewhere in Title IX there were stipulations and she asked staff to review the record and see what was promised for providing equity for boys and girls in the schools.

**Central Office Administration During Vacation Periods.** Referencing the superintendent's letter to her in response to an inquiry about administrators' availability at central office during vacation periods, Mrs. Pugh said the response did not concur well with the question that she asked. She said

the principal appears to be saying that her comments were not true and she asked the superintendent to make the principal aware that her questions to him were true. She said she would identify the party who contacted her if the superintendent so desired. The superintendent recognized Marlene Ritter, director of general education, who investigated the incident. Mrs. Ritter said she asked the principal if he had applied for a grant because she thought that maybe they had applied for a grant and no one was at central office to sign for it. Mrs. Pugh said Mrs. Ritter's response was not factual in that she had asked the superintendent what administrator was on duty to sign documents during the vacation period (Thursday). Mrs. Ritter said she was in the office one day during the vacation period but no one came in requesting a signature. Dr. Hitchcock called for point of order and asked that this dialogue be discontinued. He asked the president to encourage Mrs. Pugh to speak to the superintendent rather than discuss this openly. Mrs. Pugh said her question was asked in open session and she wants the matter cleared in open session - that she was not falsifying what she asked. The president ruled that the conversation should end and he asked the superintendent to speak with Mrs. Pugh and clear the matter.

## **UNFINISHED BUSINESS**

**Reapportionment.** Mr. Milam reported that on behalf of the Executive Committee, he and Mr. Guin met with several Caddo Parish Commission members on Monday, April 16, to discuss reapportionment. He said Gary Joiner, cartographer, was present and the Parish Commission has him under contract to work out the reapportionment. Mr. Milam said the Commission wants to work with the CPSB in this endeavor. He said the cost that Mr. Joiner had previously given the CPSB would not exceed \$30,000. Now, Mr. Joiner says the cost is \$20,000 and Caddo's share would be half. Mr. Milam said it would be less than \$10,000 if the CPSB decides that it does not agree with the lines drawn by the Commission. He said the Commission, by law, has the say so about where lines are drawn. Mr. Milam said the CPSB could differ, come up with its own plan, and the cost would decrease. Mr. Vance thanked Mr. Milam and Mr. Guin for meeting with members of the Parish Commission. He said hopefully by the school board's first meeting in May, information would be presented for the board's consideration. He encouraged school board members to contact the superintendent if they have information on reapportionment that they would like to share. Mrs. Armstrong asked if the CPSB has, at some point, agreed to employ Mr. Joiner. The president said the board has not taken any action and this is one thing that would be considered at the May meeting along with the dollar figure. Mrs. Armstrong said Mr. Joiner was exceptionally helpful in the last reapportionment and she encouraged the board to support him in this endeavor. Mr. Brooks echoed Mrs. Armstrong's comments and said the board needs an expert in this matter. The president said the board would proceed cautiously.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Transportable Buildings.** Mr. Guin asked the superintendent to provide him with a report on where the CPSB stands on the schools (North Caddo, Herndon) that are scheduled for construction to replace transportable buildings, and include any plans for facilities uplift at North Caddo.

**Gateway Program at North Caddo.** Mr. Guin asked the superintendent to investigate and report on the possibilities of adding a *Gateway* program at North Caddo to assist in encouraging students to stay at North Caddo.

**Gifted Program at Eighty-First Street ECE.** Mr. Brooks asked the superintendent and staff to look into Judge LaLeshia Walker Alford's request to keep the gifted program open at Eighty-First Street Early Childhood Education Center. The president informed Mr. Brooks that the superintendent and staff have already taken care of this matter.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell seconded the motion, which carried, and the meeting adjourned at approximately 7:39 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President



**May 1, 2001**

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, May 1, 2001, at 4:30 p.m. with President Johnny Vance, Jr. presiding and Mark Milam and Phillip R. Guin present being a quorum. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Milam gave the invocation and led the Pledge of Allegiance.

## **INSTRUCTIONAL PRESENTATIONS**

The superintendent said through the restructuring plan, there are a number of new programs in the schools and principals and their support staffs have been putting together the details of the programs. He invited the principals at Vivian, Oil City, Fair Park and Woodlawn to make a presentation and noted that several other schools would be making presentations to the CPSB in June.

**Vivian Elementary/Middle School.** Renea Tolbert, principal at Vivian Elementary/Middle School-Middle Magnet Component, introduced the school's administrative team and recognized other staffers. Ms. Tolbert said the school is committed to academic excellence and she gave a program overview for the 2001-02 school year by way of a *Power Point* presentation. Highlights presented were: 1) new elementary programs will include enhanced core knowledge, extended day, Gateway and foreign language - Spanish; 2) new middle school programs will include a middle magnet program for qualified students and an exploratory program (career choices in art, music, consumer science, technology, career exploration); 3) offerings of clubs and organizations, *i.e.* Junior National Honor Society, Student Council, Math Counts, Pentathlon, band, golf, intramurals, Special Olympics, band, etc.; 4) implementation of the extended day program which provides enriched opportunities for students to express themselves through creative expressions; 5) the offering of integrated science – creative integration of physical, life and earth science with a research base; 6) the criteria for qualifying students for the middle magnet component would be the same as other academic magnet programs in Caddo Parish. Mrs. Tolbert said the new beginning at Vivian promises a successful future for all of the students, and she thanked the board for its support. The superintendent called board members' attention to the brochure and handbook outlining the program offerings at Vivian that was placed at board members' stations.

Mr. Brooks said he is pleased with the work that is being done at Vivian and he could see a mission that would bring about change at the school. He also announced that he is particularly proud of the golf program that is being offered and he has, in his possession at this time, applications for scholarships for youngsters who want to go to school and play golf. Mrs. Pugh asked about transportation provisions for students who are in the extended day program. Mrs. Tolbert said transportation would be provided for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students. She said there would be multi-grouped classes in the extended day program. Mr. Guin applauded Vivian's PTA for being recognized for having the largest percentage increase in membership in the parish. He said the school's staff is excellent, the young people are wonderful, and now the enriched program has been added for all students. He said with increased parental support, he sees a bright future for Vivian and the north Caddo area. Mrs. Tolbert said she could not say enough good things about the parental support that they are experiencing.

**Oil City Environmental Science Magnet School.** Mike Irvin, principal, presented an outline of the Oil City Environmental Science Magnet program. He noted that the program would give children a comprehensive and well-balanced academic program built around the theme of environmental science. He reported that: 1) the program will provide collaborative environmental science study across the curriculum with emphasis on hands on instruction; 2) indoor and outdoor classroom settings would be used with educational field trips planned; 3) students would become problem solvers through opportunities for research, experiments, and school-wide projects; 4) students would be active participants in learning opportunities that embrace environmental science focused as integrated throughout the curricula; 5) students would have 20 additional days (198 total days) of instruction provided; 6) the extended day would allow for more thorough review of ITBS and LEAP data, more environmental fieldtrips, supplemental classroom instruction. A *Power Point* presentation giving an overview of the school and its offerings as previously outlined was given. Program offerings at Oil City would also include pre-school programs, *i.e.* Project LIFT, Early Childhood Education (ECE). The school would offer additional instructional programs, *i.e.* K-3

Reading and Math Initiatives, Accelerated Reader Program, Computer Curriculum Corporation Success Maker Computer Lab, Geo-lab, Discoveries and GED/Adult Education Program. Mr. Irvin said intense recruiting efforts are underway, all children in Caddo Parish are welcome, and staff is looking for great results. Unique and extra-curricular activities include the Environmental Club, Starbase (Barksdale AFB), Summer Science Academy that is sponsored by LSU Medical Center and a parent center. Mr. Irvin said within the theme of environmental science, staff is able to offer enrichment classes for art, music and physical education. He recognized the varied group of external resources/sponsors. Mr. Irvin expressed appreciation for the school's adoption by *Coca-Cola* of Shreveport and the Oil City Rotary Club. He recognized the school's administrative staff, faculty members, and central office administrators who were involved in developing the program.

Referencing the Computer Curriculum Corporation Success Maker Computer Lab, Mr. Powell asked how many computer stations would be in the lab. Mr. Irvin said the lab is currently in place and there are 30 workstations and one server, and the program has been at the school and is ongoing. Mr. Powell said in the early grades, he often hears about the limitations that *Bulletin 741* places on minutes of instruction in the classroom and because of this many schools are not able to offer or take advantage of computers every day. He asked if the school's staff is using a math unit on the computer that is being considered math minutes under *Bulletin 741*. Mr. Irvin said they have an advantage in that they are on a middle school schedule and they do not have Channel 1 and this gives them an additional 15 minutes. He said Oil City is actually 20 minutes over that which is required by the state. He said in the program and CCC lab, they schedule 15 minutes of math and 15 minutes of language arts/reading. Mr. Powell pointed out that with the extra days, this would provide the staff with some leeway. Referencing the Summer Science Academy, Mr. Powell said Sci-Port has a program whereby the general public could have a child go who is elementary and they have a unit of study. He asked if Oil City's program is different from Sci-Port's offering and Mr. Irvin answered *yes sir*; that Oil City's program is with the LSU Health and Science Center and they are in partnership with Sci-Port Discovery. He said the purpose is to give minorities and rural children an opportunity to be exposed to the medical field and different opportunities. Mr. Irvin said students attend the program for two hours of instruction time one day a week and transportation is provided. Mr. Powell asked if this overlaps the school year and Mr. Irvin said *no sir*. Mr. Powell asked if the two hours of instruction time is at Sci-Port and if it includes transportation time. Mr. Irvin said it is two hours of instruction time at Sci-Port and approximately 35 minutes of transporting students to and from the facility. Mr. Milam said he is impressed with the instructional offerings and the community support that is identified. He asked what type of response has he received from his staff regarding their desire to participate in the extended program. Mr. Irvin said one teacher has contacted him about coming to Oil City and teachers at Oil City are somewhat apprehensive about the extended time. He said they feel that they don't want to do this, which is the same sentiment that they expressed three years ago when the year-round program was implemented. Mr. Irvin said after implementing the year-round program teachers now want to be at Oil City, and hopefully it would be the same for the extended year. Mr. Guin asked what type of response is being received from the community in recruiting efforts based on the 20 extra days. Mr. Irvin said the jury is still out on this; some parents have said they don't want their child to attend school that long; and, they do have other options. Some parents feel it would be beneficial and the community-at-large is taking the position of wait-and-see. Mr. Irvin said the major concern has been with changing the school from k-8 to k-6 and having children on different schedules. Mr. Guin said the program that was presented is great, it is very interesting, and staff has done a good job in developing the program. He said he appreciates the offerings that are contained within the program and he asked Mr. Irvin if he has had an opportunity to present the program to the citizens in the northern part of the parish. Mr. Irvin said an *Open House* is scheduled for Thursday, May 10, 2001, at 6:00 p.m. in the school's auditorium and 2,200 invitation were sent to prospective parents and students. Also, a special *Open House* was held for Hosston students a couple of weeks ago. Mr. Guin thanked everybody for the presentations today. He asked everybody to understand that with all of the work that has been done, there is still concern in the community regarding the recruitment letters that have gone out the past two weeks. He asked staff to help in this regard because there are a lot of questions in District One centered on whether or not there are choices and what the choices are. He said anything that staff could do to rectify this concern would make a positive impact with the principals at Oil City and Vivian and what was presented today. Mr. Brooks asked if provisions are being made to accommodate teachers who want to go to school during the summer. The superintendent said staff is working with the universities in scheduling courses. He said teachers could not be relieved of their teaching duties

to attend classes everyday; therefore, staff would need to look at the teachers' needs and specifically the time and dates courses are offered. Mr. Powell said teachers in established year-round programs work 20 extra days and the calendars were manipulated and stretched. Referencing what Mr. Brooks asked, Mr. Powell asked what is new about the fact of whether or not someone wants to go to school in these 20 days being attached versus the schedule being expanded that reaches the same destination as an end point. The superintendent said he's not sure that all teachers have been engaged – that not every teacher would be going to school; some would be working on certification and it should not have the impact because the school system has already had the extended year. Mr. Irvin said the issue is not new, yet it's an issue every year. Citing the area of special education as an example, Mr. Irvin said there are teachers who want certification in this area or they are working on a temporary certificate and this has been a problem. He said Dr. James Sabin and Dr. Patricia Doerr at LSU-S have cooperated and been very helpful in modifying schedules in an effort to help teachers. He said staff is attempting to survey teachers to determine what is needed for certain areas and consideration would be given to offering the courses in the evenings or late June. The superintendent said there is a movement across the country whereby universities are becoming more flexible to provide certification programs at the sites of the consumers and to be more flexible in their offerings. He said staff is attempting to bring the programs to the teachers on Caddo school sites. Mr. Powell encouraged staff to continue being proactive in this endeavor and he expressed appreciation for the parental and community support in the northern part of the parish. The superintendent thanked Mrs. Tolbert and Mr. Irvin for their work.

**Fair Park High School Uniformed Services Academy.** Eddie Cooper, principal at Fair Park, introduced the school's administrative staff and provided an overview of the restructuring tool that was designed for Fair Park. In conjunction with the Medical Careers Magnet, the *Uniformed Services Academy* will enhance students' knowledge as it relates to emergency medical care. Students will benefit from lectures on job opportunities by guest speakers and from educational partnerships with hospitals and local training facilities through hands-on experiences. Mr. Cooper reported that: a) the Uniformed Services Academy includes a *Fire and Rescue Academy* and a *Law Enforcement Academy*; b) the Shreveport Fire Department, Queensborough Neighborhood Association, Shreveport Police Department, Bossier Parish Community College (BPCC) and Southern University-Shreveport (SU-S) wholeheartedly supports the academy; c) BPCC and SU-S have agreed to articulation agreements with Fair Park; and, d) the immediate goal is to have student participants enrolled at Fair Park (qualified incoming 9<sup>th</sup> graders from throughout the parish), to improve student achievement, and have performance contracts involving students and parents. Mr. Cooper presented the sequence of course prescriptions for the fire and law enforcement academies that are required for graduation and certified by the Board of Elementary and Secondary Education (BESE) for grades 9-12, as outlined in the brochure that was shared with board members. Mr. Cooper said students in the academy could take certifiable courses or exams prior to graduation and upon completion this would enhance job opportunities. Mr. Cooper emphasized that staff's vision is to retain the existing student population, create instructional diversity, improve attendance, and improve student achievement.

Mr. Brooks applauded staff for the good things that are happening at Fair Park and for the change in the school's climate. The superintendent referenced the sequence of courses outlined for students who are enrolled in the academies, and he asked Mr. Cooper to highlight the opportunities available for students upon graduation. Mr. Cooper said upon graduation students would be eligible: 1) to become emergency medical technicians (EMT) and employable by ambulance services; 2) with further training to be employable by the city's fire department for emergency rescue services; 3) to receive a year of training applicable to the entrance exam to Hazardous Materials Handling for certification; and 4) for employment with security services, armed forces of the law, and prepared for entrance into the Shreveport Police Department. The superintendent said the Uniformed Services Academy truly prepares students for a place in meaningful jobs that society is demanding. Furthermore, partnerships with the external agencies really provide a pathway to these important positions. The superintendent asked Mr. Cooper to comment on the transitions that students could make with BPCC and SU-S. Mr. Cooper said they have an articulation agreement with BPCC's chancellor, who has had intense conversation with the city's fire chief. The chancellor implicates that during the junior and senior years any student taking the course that has a full time certified instructor would be allowed to have course articulation, meaning that they would earn college credit while taking the course from a certified teacher in criminal justice. The same thing happened at

SU-S along with the nursing program and students would receive college credit in the medical field as well as the criminal justice field. The superintendent thanked Mr. Cooper and his staff for developing the program.

**Woodlawn High School Magnet and Career Academies (Woodlawn MCA).** Carter Bedford, principal at Woodlawn High, shared staff's vision for the new direction that the school is taking next year. He noted that the school would offer: 1) the traditional program; 2) the Humanities Magnet Program; 3) Child/Elder Care Academy; 4) Entrepreneurship Academy; and, 5) the Hospitality Management Academy in SY2002-03. The magnet and career academy is a restructuring project whose impact will increase enrollment and improve student academic achievement. Embracing the school within a school concept, its four-faceted design is nestled in the regular comprehensive program. Mr. Bedford said staff's mission is to provide all students the opportunity to become fully functioning and contributing members of society. Moreover, their vision is to prepare students for post-secondary education or careers. Mr. Carter said Woodlawn MCA is designed to ensure that students have multiple opportunities for additional content-based knowledge acquisition, creative expression, leadership development, college entrance preparation and entry-level employability. He said the city is expanding and the rise in business and industries would create a high job growth rate. The Woodlawn MCA is poised to have well-prepared graduates ready to fill the demand of the new jobs. The Humanities Magnet component is a college preparatory path featuring liberal arts offerings, ACT preparation, American sign language, American studies, dance, fine arts survey, Japanese, technical writing, psychology, and other enriched honor courses in English, mathematics, science and social studies. He summarized the requirements for entrance into the program as well as requirements for teachers. The Elder Care component is an extension of the existing Preparatory Childcare Lab and this vocational path leads to exciting opportunities in managed human care. This academy will enable students completing the program to go directly into the job market or to a post-secondary setting under an articulation agreement with an area university. Students successfully completing the childcare program would receive a child development associate credential. Articulation with BPCC, Grambling State University, and SU-S would allow students who successfully complete specific courses in Woodlawn MCA to enter college with college credit. They may also choose employment at a childcare facility or at any of the several adult day care centers in the city. The Entrepreneurship Academy provides orientation to careers in accounting, marketing and sales, management and ownership and banking and finance. Course requirements in this academy were noted. Hospitality Management Academy will be phased in for the 2002-03 school year and is designed to capitalize on the rise in hotel and convention/tourism in the area. Mr. Carter reported that a remediation and enrichment laboratory support system would be established to assist students with LEAP 21, all subject content areas, and reading. Mr. Bedford introduced his administrative staff and teachers.

Mr. Powell thanked the principal for the presentation and for the foresight of going into eldercare. He said this is a proactive step and he particularly appreciates this component. Mr. Brooks applauded the principal, the school's staff, superintendent and CPSB representative for Woodlawn's district for all of the excellent changes being made at the school to help students. He said with these kinds of programs, students would grow and be prepared to enter the work market. Mr. Bedford applauded the school's staff, student body, and the community for their support. Mr. Mims complimented Mr. Bedford and the school's faculty for the work that they have done and for their 100 percent show of support at the Monday night meeting. He said staff is on target with its vision and they are doing an excellent job. The superintendent said staff is excited by the kinds of programs presented tonight and if permitted, more presentations will be made at the next Executive Committee meeting. He noted that the programs are taking the district in a different direction that would position students better for the work place, for college, or earning dual enrollments. The superintendent said the school board needs to provide options and choices to better ensure those students are ready for the jobs of tomorrow.

## **SPECIAL PRESENTATIONS**

**Peer Review.** The superintendent said last year staff presented a revised personnel evaluation plan to the CPSB. At that time, staff indicated that thought should be given on how teachers are evaluated, how assistance is provided for teachers, and on how to assure that teachers could develop their skills and be more effective in the classroom. He said at that time, he introduced the notion that all teachers in the classrooms would be evaluated and observed to form a baseline, and staff would

also examine different models. One model that staff wanted to develop is the *Peer-to-Peer* support and assistance network. The superintendent commissioned a committee of teachers and administrators under the direction of Kennie Mackey, staff development specialist, and Reggie Reynolds, director of professional development, and the committee developed today's presentation. Ms. Mackey acknowledged members of the committee and Dr. Michael McCoy, teacher, made the special presentation. Dr. McCoy said principals were invited to nominate a member of their faculty to serve on the committee; the nominations were submitted to the central office; and, Ms. Mackey prepared a blind test of reading of responses to essay questions that nominees answered. From that group of individuals, twelve were selected to represent Caddo's certified staff to help develop a *Peer-to-Peer Process* program and he identified the committee members. Dr. McCoy reported that their rationale is to allow teachers to partner together in ways to support their personal growth, to enhance teacher performance, and to provide technical support and contribute to the overall goal of improved student achievement. Dr. McCoy said the committee reviewed and discussed various plans and found three major components in the plan - a time period for young new teachers who would go into assistance and assessment; peer-to-peer process taken into consideration; and, intensive assistance by the immediate supervisor when needed. This year the formal evaluation process took place and at the same time this was occurring, the State Department had in position the assistance assessment. The peer-to-peer process would move forward for the next school year and would replace a formal observation, although principals could evaluate or observe teachers at any time. The intensive assistance is set-aside for teachers who did not score satisfactory on all components and who need extra help from their administrative staff. *Peer-to-Peer Process* is defined as teachers who have successfully completed the baseline observation and evaluation for the 2000-01 school year and who will not need to be observed by their evaluator in the 2001-02 and 2002-03 school year. New teachers and teachers on intensive assistance will not participate in the process although it is the recommendation of many members of the committee that it might be to the teacher's benefit, who is on intensive assistance, to take part in at least part of the process. The principal will identify prior to the close of this school year teachers who have successfully completed the baseline evaluation for 2000-01 and explain how the observation/evaluation process will be handled during the 2001-02 and 2002-03 school year. Teachers would incorporate the process in their professional growth plan and on three occasions during the semester confer with others to discuss successful methods and procedures used in teaching. This might include, but is not limited to, observing peers, developing plans and/or developing tests together. They would prepare a summary for their professional growth plan as a log on how new ideas have been incorporated into their classroom teaching to enhance student learning. The process must include discussions, observations and incorporation of ideas into planning as they relate to the overall individual school improvement plan. A list of various models is listed in the committee's paperwork for schools to consider or the school could develop its own model to fit into the process. Dr. McCoy said the committee wants teachers to work together, to have flexibility in scheduling, and have trust between administrators/teachers and between teachers/teachers.

The superintendent said he thinks the key to improved teaching is the reflective nature of the profession – teachers observing other classes and incorporating other plans to enhance their lessons. He noted that this process would breakdown the isolation that exists between classrooms. He thanked the committee for its work. Mr. Brooks asked what role would principals, supervisors, and directors play in the evaluation. Dr. McCoy said there are evaluators in the schools and they would select the people who would go into the *Peer-to-Peer Process*, they could develop their guidelines, and could establish and work with the group, *i.e.* book study group. Dr. McCoy said the committee would like for each school to be able to address its individual needs. Mr. Brooks said he would like for the evaluation/observation process to be fair in all schools across the board. Mr. Milam expressed appreciation for the report and asked the superintendent if he is asking for board approval of the committee's recommendations. The superintendent said staff would continue the standard evaluation/observation process for identified teachers that they believe needs to be formally observed in that context. Staff would like to implement the *Peer-to-Peer Process* with the board's approval as part of the personnel evaluation plan for the next school year. The superintendent said it would be appropriate for staff to present the process to the board as a proposal for its approval so that it could be included in the personnel evaluation program. Mr. Milam asked if the committee's recommendation to allow for flexibility in scheduling and to have trust among teachers is going to be communicated to principals and teachers. The superintendent said if the board approves the process, then the directors would be working with principals in helping them to design their program and

programs would vary depending upon the sophistication of the school and the readiness of the faculties. Expressing concern about the continuity of instruction, Mr. Burton said if the benchmarks are the same across the parish, then it seems to him that generally teachers of the same subject matter should be teaching the same material and should be on the same schedule. Dr. McCoy said teachers teach the same benchmarks and standards with the objectives that are under them as adopted by the CPSB. However, the method of delivery might vary from teacher to teacher. Mr. Burton asked if the teachers should be on the same test sequence or schedule. Dr. McCoy said not necessarily because teachers have not been given an order; they just have a list of objectives to meet. Dr. Hitchcock said he likes the idea, but he would rather act on a recommendation from the superintendent as opposed to recommendations presented by a committee so that the superintendent could be held accountable. He said the concept is very good, he supports it, but he would like to hear more details from the superintendent as to how the process would work. Dr. Hitchcock commended the committee for its work and he requested more specificity from the superintendent before the board takes action. The superintendent said he would comply with Dr. Hitchcock's request. Mrs. Armstrong thanked the committee for its work and she asked if the committee addressed the area of assigning peers and who would assign the peer evaluators. Dr. McCoy said the committee discussed that there could be discussions within third grade or third and fourth grades could be coupled. It's the individual principal's choice as to how to design the process. Mrs. Armstrong said there are individual professional growth plans and she asked if items referenced in the process would be recorded and followed through with in the same way. Dr. McCoy said it is the committee's intent, based on a directive from the superintendent that he didn't want any extra work for teachers, that this process could be incorporated into the professional growth plan. Referencing an item on the proposed agenda for the May 15 CPSB meeting regarding the approval of the revised personnel evaluation plan, Mr. Powell said it seems that there is more work to be done with the proposed process. He noted that approval of the *Peer-to-Peer Process* is not something staff is contemplating including at this time. The superintendent said last year the board approved the revised personnel evaluation plan and he read aloud the outline included in the plan (page 20) relative to the types of evaluations/observations. He said the entire concept was spelled out last year and staff is now building the component. The superintendent said some teachers would go into this process, others would remain being observed by the direct observer/evaluator next year, and others would be in the intensive assistance program. He said it would just be a differentiation and staff thought that it is important to find a mechanism to provide ongoing development and support for all teachers. The superintendent said research supports the fact that teachers learn best from other teachers. Mr. Powell said an item is on the agenda for this month for approval of revisions, and the superintendent said those revisions are cleanup matters from last year; they are less substantive and just cleanup of language. Mr. Powell said board members would like to see more details and would be looking for this process to be brought back to the board at some point, maybe with the same title for approval of revisions. Then this would be the mechanism for the board to take action on to initiate the process. He asked if there is a time limitation on the process and the superintendent said staff could bring this back by June.

**Proposed Goals and Objectives.** The superintendent said he would like to present the proposed district goals and objectives for SY2001-02 and asked the board to assist staff in directing the work. If there were things the CPSB would like for staff to address for next year to inform staff; and if there are things in the document that it does not wish for staff to address, then inform staff of this as well. The superintendent said staff believes that the board wants to continue with the mission statement and beliefs that were adopted this year; the priority goals were reduced from five to four; and staff has identified new specific objectives in each area. Board members received a printout of the proposed goals and objectives in the mailout and the superintendent proceeded to present the goals and objectives that were included in the mailout.

*Priority Goal I – Recruit, train, evaluate and retain high quality staff (9 specific objectives listed).* Mr. Brooks asked staff to look at the rate of pay for degreed substitute teachers. The superintendent said staff has been looking at a variety of different approaches to address the rate of pay for substitutes and plans to bring a report to the board in June. Referencing Objective 8 and the specific goal to review and revise the stipends paid to coaches and advisors, Mrs. Armstrong asked if band directors are included. The superintendent answered in the affirmative. Mrs. Armstrong asked if there is a way in which personnel could anonymously evaluate the reasons for the poor attendance among teachers and staff members. The superintendent said staff has been monitoring this very

carefully and there isn't an increase in absences. Staff is finding the fact that folks are just using their days.

The president said this is an Executive Committee meeting, the superintendent is addressing the proposed objectives, and he is asking the board for information. He asked board members to put their requests in writing to the superintendent. The president asked the superintendent if it is his plan to have discussion today or is there a set time that board members could submit information. Again, he noted that this is an Executive Committee meeting and this information would have to be presented to the full board. The superintendent said this is a special presentation to the board and he would like to have its input. Dr. Hitchcock said the superintendent asked if these are the objectives that the CPSB wants him to do and if there are any others. He said this is different from a wide range of discussion about every single item. Dr. Hitchcock asked board members to consider limiting their discussion to that which is before the board. He said if board members have specific questions about something mentioned in the objectives, then they could call staff for a response. The president said this is his intention and if board members have other objectives, then they need to submit them to the superintendent. The superintendent said the document was sent to board members last Wednesday and he has not received any input. Mr. Powell said board policy was modified and special/instructional presentations were moved to this meeting. He said his concern is the president's implication that another discussion session would be held at a regular board meeting and this would not be in the same tenor as board policy. Mr. Powell suggested that if there is going to be a special presentation, then this meeting is the setting according to policy. Dr. Hitchcock called for point of order and said the board should stick to the subject at hand and that is the goals and objectives for the school year. Mrs. Armstrong withdrew her comments and Dr. Hitchcock withdrew his point of order.

The superintendent proceeded with the presentation of *Priority Goal II – Coordinate and deliver efficient and effective administrative support functions aligned with school-based needs* (10 specific objectives). Referencing Objective 3 (assure all Transportation Department activities are completed in a timely manner to implement the Strategic Plan; implement a new and more efficient computer routing system for buses), Mr. Powell said the board and staff has been working hard in the area of safety and during a recent visit to the Transportation Department, he noticed that the corridors were rather cramped. He asked if there are facilities problems, specifically in the area of transportation as staff is attempting to improve things with routing and computers. The superintendent said staff has been considering other options because the facilities are not conducive to an orderly and efficient operation. Mr. Powell noted that an additional supervisor was added to the department and he hopes that staff is not trying to put more into the already cramped spaces. The superintendent asked Mr. Powell if he would like to add this concern as another initiative. Mr. Powell said he thinks in order to address this, staff has to be practical. The superintendent asked Ron Festavan, assistant superintendent for support services, to look into adding another initiative to address the concern that has been expressed by Mr. Powell.

Mr. Powell said there is a long list of objectives addressing discipline matters in Objective 9 *i.e.* reducing incidents of misbehavior of overage children in the elementary schools and identified schools. He said when the board adopted no social promotion into the Pupil Progression Plan, this has been an issue in that the child who is being retained, staff does not want to set the child up for failure by advancing him to the next level. He said staff was working on alternative tracking in getting them out of the normal classroom environment after being retained for a couple of years. He asked if this works hand in glove with the issue of overage elementary students. Mr. Powell said discipline is a concern, but staff has to look at underlying problems and needs to be doing something to ensure that they are not overage discipline problems. The superintendent said this particular objective looks at the manifestation, the problem that staff is facing with the behavior. He said staff recognizes (under Priority Goal III regarding dropout rates) the problem that has been identified and staff is focusing on how this factors in with retention, the Pupil Progression Plan, and whether or not the students are impeding the progress of other students. He said this specifically talks about the incidents and the issue Mr. Powell is speaking about needs to be addressed separately.

Mrs. Pugh said the board needs additional time to walk through the proposed goals and objectives. She expressed concern that a principal has indicated to the board that transportation for his school should be different and this needs to be looked into. Mrs. Pugh said there are some basic things for consideration; however, the CPSB could not act on any of it at this meeting. She expressed concern

that the board is not in the frame of mind for a lengthy work session on this document this afternoon and suggested that another time be set to do a full scale work session on the goals and objectives. The superintendent said he was directed by the Executive Committee to make the presentation at this meeting. Mrs. Pugh said the board has already heard several lengthy presentations and the evening is getting late. She also noted that she is not a member of the Executive Committee, she is not required by law to be present, and she is at the meeting as a courtesy to the Executive Committee. The president took responsibility for the item being on today's agenda and said he understands the policy about hearing presentations in this setting. He said the superintendent is asking the board for input and board members have not had an opportunity to respond. He sought the board's pleasure on how they wished to continue with this presentation. Dr. Hitchcock suggested that board members should hear the superintendent's presentation, raise questions for him to consider, and talk in detail with staff before the May 15 board meeting. Debate ensued on the slate of agenda items for today's meeting and the manner in which they are being discussed.

Referencing Objective 9 (reduce the violent incidents in middle schools by 10 percent), Dr. Hitchcock asked the superintendent to consider deleting the word *middle* and substitute the word *all*. Referencing Objective 9 (reduce out-of-school suspension at middle schools), Dr. Hitchcock asked the superintendent to consider developing something that says *while maintaining the district's standards for behavior*. He said he would like to include something that would preclude staff from telling a principal that he/she could not suspend anymore students. Referencing Objective 9 (reduce incidents of misbehavior of overage elementary students in identified schools), Dr. Hitchcock asked the superintendent to consider deleting the word *elementary* and to make this objective apply more broadly to students who are overage for the grade in which they are in. The superintendent thanked Dr. Hitchcock for the input.

Mr. Thibodeaux said he believes the goals and objectives are too important to rush through. He said he believes the board should consider them separately, as a stand alone agenda item at another period of time. Mr. Thibodeaux said board members have a copy of the goals and objectives and could submit their input in writing to the superintendent for his consideration. Then the board could assemble to discuss the document. Mr. Powell agreed with Mr. Thibodeaux's comment. He said this item is critical and it also raises the framework for what the board will do in June in establishing the actual performance measures within the superintendent's contract. He suggested that perhaps it might be a better framework to consider this item separately at another time. He further suggested that discussion of the system's goals and objectives is a new process for the board and he applauded staff in taking this to the next level. Mr. Thibodeaux said this item also has a direct impact on the school system's budget. The president said board members should submit their input but they should also give the superintendent ample time to meet with his staff once the input is received. Mr. Thibodeaux suggested that the date of Monday before the regular May school board meeting should be set for board members to submit their input to the superintendent in writing. And, unless there is a reason why this should be acted on in the May meeting, then the board could perhaps have a separate meeting on the off week before the June Executive Committee meeting. The superintendent asked legal counsel for assistance in setting a date in that originally the CPSB had set this as a requirement annually in March. He noted that it was brought to the board to change the date to May and the board could change it to an even later date, however, he was attempting to comply with the board's timeline. The president asked board members if it would be possible for them to have all concerns about the goals and objectives turned into the superintendent's office by May 7, after which the board could schedule a meeting. Mrs. Pugh noted that at this time, this item is not on the proposed agenda for the May meeting. Mr. Powell said he doesn't believe that having a work session on a board meeting date is a good idea and suggested that the board should schedule a work session prior to the May 15 meeting. Mr. Thibodeaux said if the board could extend this to the June meeting, then it would give the board and staff more time to consider the goals and objectives. Furthermore, if the board needs to add something to the proposed agenda for the May 15 meeting to extend the date to June, then it should be added. Dr. Hitchcock asked when would the board approve the budget and the superintendent said staff would be presenting it to the board in late May for approval in June. Dr. Hitchcock asked should the board approve the priority goals and objectives at the same time that it approves the budget. Board members suggested that the goals and objectives should be approved prior to approving the budget. Mr. Powell asked if it would be possible for the board to have a work session next Monday or next week sometime. Board members suggested that the board should meet on May 8. Mr. Powell also noted that when the board assembles in its work session, it would not be meeting to vote on the item but to focus on the aspects of the goals and



objectives. The superintendent asked for an opportunity to check his calendar to ensure that there are no conflicts in scheduling.

**Recess.** The president called for a 10-minute recess at approximately 7:10 p.m. The board reconvened at approximately 7:25 p.m.

The president announced that the board would meet for a work session next Tuesday, May 8, 2001, at 4:30 p.m. to specifically address the proposed priority goals and objectives for the 2001-02 school year.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE MAY 15, 2001 CPSB MEETING**

The superintendent reviewed the proposed agenda for the regular May school board meeting.

**Bids.** The superintendent reported that there would be several bid items for the board's consideration as indicated on the proposed agenda. Information would be included in the mailout.

**Approval of Resolution Regarding Local Collection of Sales and Use Tax.** The superintendent said staff would be asking the board to consider and approve an annual resolution regarding local collection of sales and use tax.

**Approval of Sales Tax Commission Budgets.** The superintendent said staff is providing the Operating and Capital Outlay budget for the Caddo-Shreveport Sales and Use Tax Commission for the board's consideration and approval. The budgets have been approved by the commission's Board of Commissioners and will need final approval by both the school board and the city council. The estimated amount of the school board's share is \$292,620.

**Approval of Revisions of CPSB Policy DID – Inventories.** The superintendent said there have been extensive changes in the governmental financial reporting procedures under the Governmental Accounting Standards Board that necessitates staff to depreciate fixed assets beginning in FY2001-02. Staff is asking the board to approve the revisions to the policy.

**Approval of Staff's Request to Solicit Proposals to Lease Alexander School.** The superintendent said the Alexander School facility has been empty for several years and staff has been diligently seeking a way to have it occupied. Staff has been working and discussing options with four interested groups that would like to lease the building. He said staff would be asking the board to consider passing a resolution to allow them to publicly advertise for bids and lease of the property. Staff would be able to review the bids and specific uses to be sure that the use is being proposed and the bid is consistent with the board's expectation and consistent with the Highland area. Mr. Powell asked what type groups are being referenced. Mr. Festavan said an established charter school within the city, two community outreach groups with religious affiliations, and an individual interested in setting up an art studio that would serve the community have expressed interest in leasing the building. Mr. Powell asked if staff believes that they could get a fair market price or if it would be a competitive rate process. Mr. Festavan said staff has established a baseline bid price in the drafted bid specification and has tried to keep it in line with other vacant buildings. Staff would accept the highest bid. The superintendent informed the board that the utilities for the building are high and they would like to cover the cost of utilities, maintenance, and classroom footage. Mr. Powell said the superintendent had mentioned something about giving consideration for the surrounding community. He asked if the board is giving itself enough flexibility if it operates under the bid process and the high bidder turns out to be a body that the community is adverse to. Mr. Festavan said he and legal counsel worked last week and developed the bid specifications and it is stated that the building would be used for specific purposes. The superintendent said it is also stipulated that staff could reject any and all bids. He said staff wants a good use of the facility that is consistent with the community needs and expectations. Mr. Thibodeaux said he wants to be sure that by the bid proposal, the board and staff don't neglect or miss an opportunity because someone bids a higher amount of money for the building. He said he wants the CPSB to meet the utilities and maintenance costs of the building, but he also wants to be sure that the facility is leased for the best use for students and the community. The superintendent asked legal counsel if staff could accommodate board members' expressions. Legal counsel said he would like to review the issue, there are

provisions within the lease law, and it would depend upon the type of organization that presents a bid.

**Consideration of Minutes of the April 17, 2001 CPSB Meeting.** Referencing the draft of minutes of the previous CPSB meeting that would be considered at the May 15, 2001 meeting, Mr. Powell said out of an abundance of caution (*page six – Confirming the Consent Agenda*) where it talks about his question of clarification that the Caddo Career Center Scholarship Fund and the Green Oak High School Scholarship Fund both would be able to continue what they were doing, he might ask the board to perhaps put some additional language in there. The minutes read that *the president said Mr. Powell's comments are confirmed* but he would like for it to say that his understanding is that both the president and superintendent said yes, those schools would be able to continue to use the name. Mr. Powell said he wants to make this abundantly clear because this was very important to him before he would agree to go forward with it. The president said the superintendent would comply with the request.

**Approval of Bus Usage Agreement – Southern University-Shreveport National Youth Sports Program.** The superintendent said this is a request for approval of bus usage agreement with Southern University. The request is for use of four buses for a period of June 11-July 16 for children ages 10-16.

**Approval of Bus Usage Request – Willis-Knighton Health System Education Center AHEC-of-a-Summer Program.** The superintendent said this request is for the use of school buses for the period June 7 – June 28, 2001. Six buses are needed to transport participants on field trips related to the summer program.

**Approval of Revisions to the Personnel Evaluation Plan.** The superintendent said staff would be presenting revisions to next year's personnel evaluation plan as denoted in the mailout. He said the revisions are mostly clean up in terms of the organizational structure, and staff would be seeking the board's approval.

**Approval of New Electives for Fair Park High School First-Year Implementation of Uniformed Services Academy.** The superintendent said staff would be asking the board to approve three elective courses (outlined in the mailout) that represent the first year of implementation of the Uniformed Services Academy at Fair Park High School.

**Approval of Applications for Grants.** The superintendent said staff would be seeking the board's authorization for staff to apply for the 8(g) academic Learning Center Grants. Broadmoor and Fair Park would be applying and are eligible to receive funding not to exceed \$40,000.

**Approval of Consolidated Application for Federal Program.** The superintendent said several years ago, the federal government determined that staff needs to put together a Consolidated Application rather than individual applications for separate federal funds of Titles I, II, IV and VI and the Class Size Reduction Grant. He said staff would be requesting authorization to submit an application for \$14,514,441.00 to cover the Titles I, II, IV and VI class size reductions.

**Approval of CPSB Policy GBCB – Staff Conduct – Cellular Telephone/Electronic Communication Device Usage.** The superintendent said staff would be presenting for the board's consideration a proposed policy regarding cellular telephone/electronic communication devices. He said staff wants to ensure that during instructional time that nothing is interrupting the instructional process. He said staff recognizes that from time to time there are going to be emergencies and a procedure would be established detailing proper regulations and appropriate times for use of the devices. The superintendent said staff's intent is to assert that the CPSB wants to maintain, unless it is authorized or an emergency, that what's taking place in the classroom instructionally or in the work time of non-teachers is not interrupted. Mr. Guin asked if this policy is for teachers during the time that they are in the classroom (instructional time); and, that during the teacher's planning period or break (recess) it would be acceptable for the teacher to call home on a cellular phone if the teacher has a sick child at home. The superintendent said this is correct unless there is previous authorization, *i.e.* a doctor might be contacting the teacher and the exact time is not known. He said staff is attempting to be reasonable but they do not want distractions during the educational time. He

said there is an appropriate time and place for use of the devices. Mr. Guin said he wanted clarification because he didn't understand the superintendent's comments to be the case when he read the mailout document. The superintendent said staff is trying to get the board to consider the policy that there is an appropriate time and place for everything unless authorized or in an emergency situation, and staff would detail the specifics. Mrs. Armstrong asked if staff could consider using the cellular phones as a deterrent for discipline problems, *i.e.* Bossier and DeSoto Parish have telephones in the classrooms and teachers could call parents immediately to address discipline problems. The superintendent said there are appropriate uses of the phones such as what was described and no one would have a problem with it. But, staff is attempting to address personal and casual use of the devices that might be interrupting and distracting to the instructional process or work environment. Mrs. Armstrong said she, too, has a concern about the wording of the document that was in the mailout. The superintendent said staff is trying to construct a handbook to be distributed before school opens and staff would like to spell out when the time is appropriate and authorized. Mr. Mims said sometime ago, the board talked about putting phones in classrooms and about giving teachers portable phones if they were out of the classroom. He asked if there has been that much abuse of using cellular phones in classrooms that principals and supervisors could not monitor the situation. The superintendent said he thinks it is important that there be a standard that is established through policy by the CPSB, otherwise staff would face 75 different interpretations of what is appropriate. He said as electronic devices proliferate in our society, it is discovered that they do become problematical if not properly addressed. Mr. Slack said he thinks the proposed policy should be reworded because it does not say what has been expressed. He said emergency occasions do occur in classrooms and the board needs to be careful and not become too restrictive for the safety of the children. Mr. Burton said until phones are installed in every classroom, then some type of phone should be available. He asked the superintendent what prompted the need for a policy, if he knows of cases of abuse in this matter. The superintendent said he is aware of cellular phone abuses in the classroom, and staff would take board members' comments into consideration.

**Approval of Revisions to CPSB Policy GBCB – Staff Conduct Alcohol/Drug Testing and Treatment Policy.**

The superintendent said staff would like to defer this item for another month. The president said this particular item has been on the agenda for five months. Mr. Milam said they plan to come forward with a motion. Mr. Powell asked what agenda item is being discussed. The superintendent said staff is in the final stages of putting together a proposal, but it would not be completed in time for the May meeting.

**Consideration of Employee's Substitution of Sick Days (Milam) (Mims).** The superintendent said staff has looked at a variety of options for the board's consideration and would like the board's direction in how it wishes for staff to proceed. The superintendent said staff has examined different ways to respond *i.e.* establish a sick leave bank like other parishes and staff has concluded that the district's best interest might not be served by establishing such a policy. He said staff has also looked at current policy GCBD and if the board would like to broaden the scope of the policy so that other full time and non-certificated employees would be eligible for the benefit, then it could be amended. However, the downside of this is that the CPSB would extend coverage to an additional 3,000 employees and possibly family members. The financial exposure to the CPSB could be significant. Another option for the CPSB to consider is when an individual has a unique request and has exhausted all leaves, the board could consider cases individually. Mr. Milam said he and Mr. Mims plan to come forward with a motion. He said when the concern was initially presented to him it was from a person with a legitimate issue, and he would like to help employees as much as possible. He expressed appreciation to staff for their work and said he plans to come forward with a motion. The president encouraged board members to communicate with the superintendent.

**Approval of Resolution for the Purchase of Building Six.** The superintendent said a resolution for the board's consideration to exercise its option to purchase Building Six (3004 Knight Street) would be presented.

**Superintendent's Report – Update on Constructions Projects.** The superintendent said an update on the status of construction projects would be included in the mailout. There are two ribbon-cutting ceremonies scheduled for Monday and Wednesday of next week for University and Forest Hill.

**ArtBreak.** The superintendent said board members are invited to the annual ArtBreak activities and he informed them that a T-shirt was placed at each board member's station. The V.I.P. tour and

luncheon is scheduled for Wednesday, May 2, 2001, at 11:00 a.m. to 1:00 p.m. in the North Lobby of Expo Hall. He said the presentation of awards is scheduled for Sunday afternoon.

**Agenda Additions.** Mr. Powell requested that *Report on Administrative Vacancies Within the Attendance Department* be added to the agenda under the Superintendent's Report. He asked the superintendent to inform him, via the mailout, if there are still vacancies or if the department is fully staffed to deal with disciplinary hearings.

Mr. Burton requested that *Consideration of Southern University's Student Enrollment Plan* be added to the agenda. The superintendent said he hasn't seen the proposal, and Mr. Burton said it is forthcoming. If it isn't submitted to the superintendent, then the item could be removed from the agenda.

Mr. Guin said it is his understanding that when the magnet program was approved for Vivian, it was done, as far as budgeting etc., with the intent of bringing the proposal and then approving the curriculum of what was presented earlier tonight. He asked if an item for approval of the program is needed on the agenda or if he is misunderstanding the process. Recalling the action of the board, the superintendent said the board acted to approve the magnet program and he would need to review the minutes to determine if the program has to be formalized by actual board approval. Mr. Guin suggested that the item be left open for the superintendent to have an opportunity to review the minutes and determine if approval of the curriculum needs to come to the board for action. Mrs. Pugh asked the superintendent to consider the same issue for the programs at Fair Park and Woodlawn. The superintendent said he would review the minutes for these schools as well and see if approval of the electives or programs is required.

Mr. Mims asked the superintendent to provide him with a *Report on Staffing for the Homebound Program*. He said he received a letter concerning these employees and asked if staff is dismantling the program as it is today. Mr. Burton asked the superintendent to include in the report a comment about the board's role in approving the dismantling of the program. The superintendent said this was detailed in a memo that he sent to board members several weeks ago. He said he would broaden the information.

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

Dr. Michael McCoy, president of Caddo Association of Educators (CAE), said in the minutes of April 15, 2001 (page 5), CAE addressed concerns regarding sick leave days and policy. He said the association made a recommendation at that time and he asked the board to consider the recommendation (recorded in the minutes and in his printed statement that was given to board members) and consider it as an option of the sick leave day.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), asked the board to delay implementation of the proposed policy regarding the use of cellular phones/electronic communication devices until all of the procedures are flushed out. She asked when could they expect to receive the regulations or to be called by the Handbook Committee for input. The president said board members don't have all of the information at this time. Mrs. Lansdale said the federation is requesting that the policy not be implemented until there are regulations and until they are invited to participate in developing the handbook.

**Consent Agenda.** The president proposed that items 9-13, 16-20, and 24 be added to the proposed consent agenda. Mr. Powell said a work session has been scheduled for May 8 at 4:30 p.m. for board members to discuss the goals and objectives for SY2001-2002. He asked the superintendent if he anticipates that the board would need to take formal action at its May 15 meeting, and if so perhaps an item should be added to the agenda. The superintendent said *yes* if the board is ready to take action. The president said an item would be added to the agenda. Also, Mr. Powell said the item would be on the agenda to address the other action contemplated and that is for the board to extend for another month under the superintendent's contract. The president suggested that *Approval of a Contractual Agreement With Precision Cartographics for Reapportionment* be added to the agenda for May 15. Mrs. Pugh said this item is on the agenda for today's special meeting and she expressed concern that the item is being pulled. Mr. Burton echoed Mrs. Pugh's concern and said it was announced that this item would be considered today. Dr. Hitchcock suggested that the

president asked for this item to be on the agenda for the May 15 meeting and he did not ask for anything associated with a meeting scheduled for today. He said a decision would be made during the special meeting as to whether to act on the item today or delay it. Mr. Brooks asked that *Approval of Bus Usage Agreement – Southern University-Shreveport National Youth Sports Program* be added to the consent agenda. The president said he is an administrator at Southern University and he would like to have the item off the consent agenda so that a separate vote could be taken. Mr. Milam moved, seconded by Mr. Guin, approval of the proposed consent agenda. Vote on the motion carried unanimously. Mr. Milam moved, seconded by Mr. Guin, approval of the proposed agenda with the consent agenda. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Guin moved, seconded by Mr. Milam for adjournment. Vote on the motion carried unanimously, and the meeting adjourned at approximately 8:15 p.m.

**May 1, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 8:16 p.m. on Tuesday, May 1, 2001, with President Johnny Vance, Jr. presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell, III, Mildred B. Pugh and S. L. Slack. The president announced that Michael J. Thibodeaux, who was present for the Executive Committee meeting that was held earlier today, had to leave to attend another meeting. Also present were Robert E. Schiller, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

The purpose of the special session was for the CPSB to act on the following: 1) Approval of a Contractual Agreement With Precision Cartographics for Reapportionment; and 2) Executive Sessions – Student’s Readmission Appeal Hearing and Litigation (Jones, Et Al vs CPSB, Et Al, U. S. District Court, Civil Action No. 11055).

**APPROVAL OF A CONTRACTUAL AGREEMENT WITH PRECISION  
CARTOGRAPHICS FOR REAPPORTIONMENT**

Dr. Hitchcock moved, seconded by Mr. Powell, that this item be postponed until the regular school board meeting on May 15, 2001. Vote on the motion carried unanimously.

**EXECUTIVE SESSIONS**

**Student’s Readmission Appeal Hearing.** The superintendent informed the board that the parent has requested a closed hearing. Mr. Burton moved, seconded by Mr. Powell, for the school board to go into executive session for up to 20 minutes to hear a student’s readmission appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 8:18 p.m. The board reconvened at approximately 8:46 p.m. Dr. Hitchcock moved, seconded by Mrs. Pugh, that this student (Robert Stephens, eighth grader at Donnie Bickham Middle School) be assigned to the school system’s expulsion program at Oak Terrace/J. B. Harville Alternative School for the remainder of this school year. Vote on the motion carried with Mr. Guin absent for the vote; Mr. Mims abstained; and, board members Burton, Pugh, Milam, Vance, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock supported the motion. The president asked staff to visit with the parent to explain the board’s action.

**Litigation (Jones, Et Al vs CPSB, Et Al, U. S. District Court, Civil Action No. 11055).** Mrs. Pugh moved, seconded by Mr. Burton, that the CPSB go into executive session for litigation for up to 30 minutes. Vote on the motion carried with Mr. Guin absent for the vote. Board members supporting the motion were Burton, Pugh, Mims, Milam, Vance, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock. The board went into executive session at approximately 8:47 p.m. and reconvened at approximately 10:20 p.m.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Mr. Brooks seconded the motion, which carried and the meeting adjourned at approximately 10:21 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President

**May 15, 2001**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:35 p.m. on Tuesday, May 15, 2001, with President Johnny Vance, Jr. presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE APRIL 17, 2001 AND MAY 1, 2001 CPSB MEETINGS**

Mr. Burton moved, seconded by Mr. Brooks and Mr. Slack, approval of the minutes of the aforementioned school board 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. Mr. Burton said he spoke with staff about agenda item 24 - *Consideration of Southern University's Student Enrollment Plan* earlier. He asked if the item could be approved today or if it needs to be brought back for the board's consideration in June. The superintendent said the information is not in a position to be considered by the CPSB at this time; it has to be rewritten. He said it would be presented to the board in June. "*Consideration of Southern University's Student Enrollment Plan*" (Burton) and "*Approval of a Contractual Agreement With Precision Cartographics for Reapportionment*" were deferred until the June 2001 school board meeting. The president said board members have questions about the proposed contractual agreement submitted by Precision Cartographics, and he asked the superintendent to invite Mr. Gary Joiner to attend the Executive Committee meeting on June 5 to respond to CPSB members' inquiries. Mrs. Armstrong inquired about the timeline for the board to solidify a contract for reapportionment. The president said the board has time, at least a year. The superintendent called board members' attention to his formal request to add an emergency item to today's agenda - "*Approval of a Resolution Calling for a Tenure Hearing.*" Mr. Powell moved, seconded by Mr. Thibodeaux and Mr. Milam, to suspend the rules to add the item to the agenda. Vote on the motion carried with Mr. Burton opposed. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock. Mr. Powell moved, seconded by Mr. Thibodeaux, to place the item on the agenda under the *Executive Session* heading. Vote on the motion carried unanimously.

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

The superintendent presided over the special recognition of students and staff, and he asked the president to assist him. Each recipient received a certificate of recognition and attended a reception in their honor in Room 1 of the Instructional Center prior to the meeting.

**State Vocational Industrial Clubs of America (VICA) Winners.** Students competed and earned first place, gold medals at the Louisiana State Skill Championships, April 4, 2001, in Lake Charles. The recipients are enrolled at the Caddo Career & Technology Center and they are: Robert Taylor (Architectural Drafting), Jeremy Francis (Collision Repair Technology), Nancy Canterbury (Commercial Baking), Lori Brummett (Dental Assisting), Dane Shillings (Extemporaneous Speaking), Crystal Hernandez (Job Interview), Allan Waller (Job Skills Demo A), Sylvia Adger (Job Skills Demo B), Kyla Cooley (LA State Pin Design), Frank Geimer (Major appliance Technology), Trinity Ledbetter (Nurse Assisting), Robert Lewis (Precision Machining Technology), Justina Quackenbush (Prepared Speech), Logan Anderson (Related Technical Math), Josh McClure (Technical Drafting), Buddy Trudell (3D Visualization & Animation), Jamey Burt (3D Visualization & Animation), Tiffany Perkins (Opening/Closing Ceremonies), Summer Pierce (Opening/Closing Ceremonies), Dane Shillings (Opening/Closing Ceremonies), Justina Quackenbush (Opening/Closing Ceremonies), Christy Barr (Opening/Closing Ceremonies), David McGlumphy (Opening/Closing Ceremonies), Krystal Briceno (Opening/Closing Ceremonies), Daniel Maysonet (Health Knowledge Bowl), Erica Green (Health Knowledge Bowl), Marvette Jones (Health Knowledge Bowl) and Sheryl Jeter (Health Knowledge Bowl). Christy Barr, student, was elected as Secondary State Vice President; Kevin Ypya, teacher, was selected as the Secondary Advisory of the

Year; and, Debbie Bothel, teacher, was honored with a Director's Award. Parents, other relatives and supporters were recognized. Gayle Flowers is the principal at Caddo Career and Technology Center.

**All State Academic Scholar Athlete Awards (LHSAA Academic All-State Composite Football Team).** These outstanding athletes are scholars, they are awesome on the football field, and are academically and athletically competitive and talented. The recipients from *Captain Shreve High School* are Blake Thornton (Offensive Tackle) and Justin Tison (Offensive Guard). Relatives, other supporters, and Principal Dr. Sandra McCalla were recognized. The recipient from *Southwood High School* is Tristan Moore. Relatives, other supporters, and Principal Kathryn Gallant were recognized.

**State Optimist International Youth Oratorical Contest Winner.** The superintendent asked CPSB Member Mike Powell (District 8) to assist in this presentation. Mr. Powell is Governor of the Louisiana District of Optimist International. The winner is Adam McFarland a seventh grader at Caddo Middle Magnet. Adam is the recipient of a \$1,500 college scholarship and he won the preliminary level sponsored by the Shreveport Breakfast Optimist Club. He also advanced to the regional competition held in Shreveport and traveled to Monroe where he captured the state championship. The official topic this year was "*We Are the Future.*" Parents, other relatives and Supporters, and Principal Kay Robinson were recognized. Mr. Powell also recognized Don Razinsky, president of Optimist Club of Shreveport, who was in the audience.

**Art Winnings.** Carmen Sally Ortiz, a fourth grader at Riverside Elementary, participated in three different contests this school year and won first place in *The School-to-Work* contest for the state. She was honored at a reception at the Governor's Mansion and received a \$250 savings bond, TV, and VCR for the school. Carmen also won overall in the *Puff's Design the Box Contest* sponsored by Procter and Gamble. There were 10,000 entries nationwide and Carmen won \$25,000, one iMac computer, printer, scanner, additional art software and a digital camera for the school. She will travel to New York for the official design unveiling. The design will be printed on 20 million boxes nationwide along with Carmen's and the city's name. Carmen also won first place and \$300 in the National Dance Week Poster contest sponsored by *Dance Magazine* and *Capezio/Ballet Makers, Inc.* Her artwork can be viewed on the web at [www.dancemagazine.com](http://www.dancemagazine.com) and will be published in the next issue of *Dance Magazine*. Parents, other relatives, Frances Smith (art/technology teacher) and Principal Dr. James Gillespie were recognized.

**Louisiana Student of the Year Finalist.** William Robert Lay, a senior at C. E. Byrd High School, was named finalist for the State Student of the Year. He competed with five other finalists in Baton Rouge in April. William was honored at a reception at the State Board of Elementary and Secondary Education (BESE) and the Louisiana Department of Education in Baton Rouge. Parents, other supporters, and Principal R. Lynne Fitzgerald were recognized.

**Louisiana PTA Educators of Distinction Awards.** The Louisiana PTA honors 10 outstanding educators from across the state annually with the Educator of Distinction Award. Two of the state winners for 2000-01 are from Caddo Parish and they are Peggy Bennett (chemistry teacher at Captain Shreve High School) and Martha Mullins (kindergarten teacher at Shreve Island Elementary School). Spouses, other relatives and Principals Dr. Sandra McCalla (Captain Shreve) and Dr. Kerry Laster (Shreve Island) were recognized.

**Child Nutrition Heart of the Program Winner.** Shirley Black, a food service technician at Shreve Island Elementary, won first place at the local level and second place in the state for *Heart of the Program*. Mrs. Black spearheaded the special nutrition event at the school, which includes the entire child nutrition program staff in celebrating Louisiana School Lunch and School Breakfast week. The team won second place in the scrapbook contest at the state level and the school and staff was featured in the national *School Food Service and Nutrition Journal* (April 2001 issue). Mrs. Black and staff will receive special awards at the Louisiana School Food Service Association Annual Conference in Lafayette in June. Relatives, Principal Dr. Kerry Laster, and Cafeteria Manager Fannie Collins were recognized. Jacqueline Solomon is the director of child nutrition programs. CPSB members received a complimentary copy of the national journal.



**Recess.** The president called for a ten-minute recess at approximately 5:04 p.m. The board reconvened at approximately 5:10 p.m.

## **VISITORS**

Michael McCoy, Ph.D., president of Caddo Association of Educators (CAE), provided board members with a printed copy of the association's interests and/or concerns relative to: a) CAE's support of the proposed Sick Leave Transfer/Donation Policy as proposed by Mr. Milam and its recommendation that the CPSB approve a policy and develop a mechanism for implementing the policy; b) CAE's cautious optimism regarding Policy GBCB – Staff Conduct – Cellular Telephone/Electronic Communication Device Usage; c) recommended revisions to the Personnel Evaluation Plan so that it is in alignment; and d) clarification of previous comments about employees' salaries and pay increments in adjoining parishes. Dr. McCoy introduced CAE's officers for the 2001-02 school year as of June 1, 2001, and they are: Priscilla Savannah, president; Twyla Hines, president-elect; Vickey Range, first area vice president; Patricia Barnhill, second area vice president; Cynthia Henderson, third area vice president; Evelyn Braggs, secretary; Kelley Rothenberger, treasurer; Shirley Fitch, ESP-at-Large; Willie J. C. Critton, administrator-at-large; and Dr. Michael McCoy, immediate past president. Dr. McCoy said he would discuss CAE's concerns relative to revisions to the Personnel Evaluation Plan at the appropriate time, if necessary. The president informed Dr. McCoy that board members have been provided with the revisions and they are being incorporated into the plan.

Jackie Lansdale, president of Caddo Federation of Educators/Support Personnel (CFT/SP), reported that: a) the recent Job Fair for new teachers was a terrific opportunity, however, displaced teachers were not invited to visit with administrators; b) the CPSB should adopt a policy that places a moratorium on assigning new hires and employees seeking voluntary transfers until displaced teachers are placed; c) displaced employees should be assigned based on seniority and then qualifications; d) once displaced employees have been assigned, then employees requesting voluntary transfers should be assigned based on the same criteria; and e) employees new to the district should then be assigned.

Brenda Lafitte, parent, expressed concern that students who failed the LEAP test are not being allowed to participate in the school's graduation ceremony. She asked if there is any way that the students could be allowed to march and then they would go back to school and retest. The superintendent asked appropriate staff members to visit with Ms. Lafitte and explain the standards, CPSB policy, and the process.

## **CONFIRM THE CONSENT AGENDA**

Mr. Brooks moved, seconded by Mr. Powell, approval of the proposed consent agenda. Mr. Powell asked if item 17 (*Approval of Revisions to the Personnel Evaluation Plan*) is on the proposed consent agenda. The president said the item is on the consent agenda with the recommended changes that was placed at board members' stations. Vote on the motion carried unanimously.

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

**Personnel Recommendations.** The superintendent introduced staff that has been appointed to administrative positions or is assuming new positions. He recognized John Dilworth, Chief Operating Officer, who introduced Jerry W. Davis who is assuming the position of principal at Huntington High School. Mr. Davis will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. The superintendent announced the assignment of the following administrators: Beverly Johnson, principal at Linwood Middle; Kenneth Coutee, principal at Bethune Middle; Jimmy Windham, principal at Donnie Bickham Middle; Jerry Paige, principal at Ingersoll Elementary; Steven Celestine, principal at Newton Smith; and Vicki Nelson, principal at Westwood Elementary. At this time, C. E. Byrd High School and Cherokee Park Elementary still have vacancies. Also, Reggie Reynolds, current Director of Professional Development, is retiring today and Dr. Lila Finney, who is currently the Testing/Evaluation Specialist for the Caddo Public School System, is being appointed to fill the position. She, too, will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed.

**Requests for Leaves.** Staff recommended approval of the following requests for leaves as included in the mailout.

Sabbatical Leave for Study, Fall Semester of 2001-02 School Year

Susan Taylor, Supervisor, Pupil Appraisal  
Karon Grisham, Teacher, Hosston Elementary  
Andrea Bryant, Teacher, C. E. Byrd High School

Catastrophic Illness, 30 Days Beginning April 3, 2001

Jan Coleman, Teacher, Atkins Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** None were presented for the board's consideration.

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

**Approval of Bids.** Staff recommended approval of: 1) the bid of Wesco Distribution totaling \$8,640.60 for fluorescent ballasts for all schools; 2) the bid of Comfort Supply totaling \$21,000 for the purchase of filters – heating, ventilating and air conditioning for Maintenance Department; 3) the bid of Unisource/Worldwide totaling \$29,640.00 for janitorial poly can liners; 4) the bid of Carefree Janitorial Supply totaling \$1,615.00; Dixie Paper Company totaling \$2,372.80; Economical Janitorial and Paper totaling \$4,025.60; GMK&B totaling \$2,570.40; JanPak Paper totaling \$5,979.66; Unisource/Worldwide totaling \$2,650.80; and XPEDX totaling \$7,805.40 for janitorial supplies for all schools; 5) the bid of Dixie Paper Company totaling \$36,999.60 and Economical Janitorial Paper & Supply totaling \$41,400.00 for janitorial paper supplies; 6) the bid of Vercher's Upholstery totaling \$37.77 (unit price) for upholstering of bus seats for transportation department; 7) the bid of Dick Blick totaling \$457.59; Pyramid School Supply totaling \$4,766.52; Sax Arts & Crafts totaling \$227.25; School Specialty totaling \$250.15; and Windtree Enterprises totaling \$525.31 for M and S art supplies for all schools; 8) the bid of Medco Supply totaling \$271.79; Medex Products totaling \$2,566.80; Micro Bio-Medics totaling \$2,375.84; National Health totaling \$1,324.95; and United Health totaling \$2,467.36 for first aid supplies for all schools; 9) of the bid of Brodart Company totaling \$3,405.53; Demco Inc. totaling \$128.52; and Gaylord Bros. Totaling \$828.23 for M & S library supplies for all schools; 10) the bid of Vantage Lighting, Inc with 86% for projector lamps for all schools; 11) the bid of BSN Sports totaling \$6,770.07; Grundmann's Athletic totaling \$2,211.19; Moore-Sigler Sports World totaling \$3,515.52; and Sportmaster \$166.25 for the purchase of M & S physical education supplies for all schools; 12) the approval of Kent-Mitchell Bus Sales totaling \$1,823,891 for the purchase of school buses for Transportation Department; 13) the bid of Nelson Equipment totaling \$42,319 for student lockers for new classroom wings at Atkins, Hillsdale, North Highlands and Summerfield Elementary; and 14) of the bid of ATD-America totaling \$101,697.48; W. W. Cannon totaling \$9,635.85; School Specialty totaling \$9,775.63; and Vicro Mfg. totaling \$174,207.15 for the purchase of furniture and equipment for all schools.

**Authority to Hold Annual Auction for the Sale of Surplus Used Vehicles.** Staff was authorized to hold its annual auction for the sale of surplus used vehicles on Saturday, June 9, 2001.

**Approval of Agriculture Lease – Carver.** Staff recommended that the bid of Jerry King totaling \$3,264.00 for the agriculture lease of the Carver site be approved.

**Approval of Bids.** Staff recommended that: 1) Project 2002-203, flooring removal (abatement) at Arthur Circle, Atkins, Hamilton Terrace, Oil City, Stoner Hill, Summerfield, Westwood, Vivian and University be awarded to Gulf Services for the sum total of \$46,180; 2) Project 2002-203A, flooring replacement at various schools (Arthur Circle, Atkins, Hamilton Terrace, Oil City, Stoner Hill, Summerfield, Vivian and University be awarded to B & J Floors for Group A base bid sum total of

\$36,250 and Stephenson Floors for Group B base bid sum total of \$31,200; 3) Project 2002-205, Roof at Pine Grove Cafeteria/Cafetorium and Administrative Area, final phase, be awarded to John Gibbs Roof Systems for the sum total of \$69,907; 4) Project 2002-207, Southern Hills roof library, final phase, be awarded to Southwest Roofing Services for the sum total of \$50,550; 5) Project 2002-210, roofing at Donnie Bickham, Phase 3 be awarded to John Gibbs Roof System, Inc. for the sum total of \$185,607; 6) Project 2002-212, roof of Huntington cafeteria and library, Phase II, be awarded to Southwest Roofing Services for the sum total of \$77,300; 7) Project 2002-301B, fire alarms and fire safety at Eighty-First Street ECE, Mooretown ECE, Newton Smith, Oil City, Pine Grove, Riverside, South Highlands, Summer Grove, Sunset Acres and Vivian be awarded to Hughes Electric, Inc. for the sum total of \$115,000; 8) Project 2002-301C, fire alarms and fire safety at A. C. Steere, Barret, Bethune, C. E. Byrd, Linwood, Hamilton Terrace, Woodlawn and Youree Drive be awarded to River City Fire for the sum total of \$298,000; 9) Project 2002-302, HVAC improvements at Southwood, Phase II, be awarded to Berg, Inc. for the sum total of \$1,049,810; 10) Project 2002-306, Woodlawn cafeteria kitchen air conditioning be awarded to Garrett's A/C Heating & Electric for the sum total of \$167,000; 11) Project 2002-307, Blanchard cafeteria air conditioning be awarded to Air-Ref, Inc. for the sum total of \$108,100; 12) Project 2002-309, cafeteria air conditioning at Judson and Oak Terrace be awarded to Fitzgerald Contractors for the sum total of \$305,000; 13) Project 2002-310, cafeteria air conditioning at A. C. Steere and Oak Park be awarded to Air-Ref, Inc. for the sum total of \$227,836; 14) Project 2002-311, cafeteria kitchen air conditioning at Caddo Middle Magnet and Ingersoll be awarded to Richardson's Plumbing & Heating for the sum total of \$383,000; 15) Project 2002-314, upgrade wiring for technology at Northwood and Woodlawn be awarded to Camus Electric for the sum total of \$273,500; and 16) Project 2002-315, upgrade wiring for technology at Huntington be awarded to Hughes Electric for the sum total of \$151,009.

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

**Approval of Resolution Regarding Local Collection of Sales & Use Taxes.** Staff recommended approval of the resolution regarding local collection of sales and use taxes. Legislation has been proposed which would shift the collection of Caddo Parish sales and use taxes from local control to the State Department of Revenue, and staff believes this change would have a seriously unfavorable effect on the school system, as well as all local governments. A copy of the resolution is filed in the official papers of the CPSB.

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

**Approval of Revisions of CPSB Policy DID – Inventories.** Staff recommended that the revision of CPSB Policy DID – Inventories be approved. Due to extensive changes in governmental financial reporting procedures as required by the Governmental Accounting Standards Board in its statement 34, the CPSB must depreciate fixed assets beginning in FY2001-02. The revision to Policy DID is submitted to provide a basis for this new procedure.

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

**Approval of Staff's Request to Solicit Proposals to Lease Alexander School.** Staff recommended that the resolution to publicly advertise for bids and lease of Alexander Special School property be approved. A copy of the document is filed in the official papers of the board.

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

**Approval of Bus Usage Request – Willis-Knighton Health System Education Center AHEC-of-a-Summer Program.** Staff recommended that the request for bus transportation for Willis-Knighton Health System-Education Center for the period June 7 – June 28, 2001 for the Northwest LA AHEC-of-a-Summer Program be approved.

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

**Approval of Revisions to the Personnel Evaluation Plan.** Staff recommended approval of the revisions to the CPSB Personnel Evaluation Plan as submitted in the mailout and including the revisions that were placed at board members' stations earlier today. The revisions submitted today are: a) Page 25 – Item B would have the same language as Item 2 on page 20; 2) Page 31 – Item 3 –

ten working days would be changed to 15 working days; and 3) Page 31 – Item 2 post evaluations would be done on or before May 15.

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

**Approval of New Electives for Fair Park High School First-Year Implementation of Uniformed Services Academy.** Staff recommended approval of the locally designed elective courses for ½ - 1 unit of credit: *Career Connections, Correctional Systems and Practices, and Fire Department History and Organization* as submitted in the mailout.

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

**Approval of Applications for Grants.** Staff was authorized to apply for the Academic Learning Centers grants at Fair Park High School and Broadmoor Middle School – 8(g) funding for \$40,000 each. The purpose of the centers is to provide at-risk students with extended instructional hours in a safe and stable environment during the afternoon and/or weekend hours.

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

**Approval of Consolidated Application for Federal Program.** Staff recommended that the Consolidated Application for Federal Program be approved as submitted in the mailout. The combined total amount of \$14,514,441.00 will impact students throughout the district.

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

**Approval of CPSB Policy GBCB – Staff Conduct – Cellular Telephone/Electronic Communication Device Usage.** Staff recommended approval of the revised proposed CPSB policy GBCB – Staff Conduct-Cellular Telephone/Electronic Communication Device Usage as included in the mailout.

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

**Approval of Resolution for the Purchase of Building Six.** Staff recommended that the resolution to exercise the option to purchase 3004 Knight Street, Shreveport, Louisiana pursuant to the lease option agreement dated May 26, 1998 be approved. A copy of the resolution is filed in the official papers of the CPSB.

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

**Approval of the Goals and Objectives for SY2001-2002.** Staff recommended approval of the goals and objectives for SY2001-02 as revised and submitted in the mailout. A copy of the document is filed in the official papers of the board and is on the web site at [www.caddo.k12.la.us](http://www.caddo.k12.la.us).

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

**Approval of the Settlement of Workers' Compensation Claim.** Staff recommended approval of a settlement of the workers' compensation claim of Ms. Norma K. Johnson for a total and complete payment of \$18,000.

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

**Approval of the Instructional Program Proposal for Fair Park High School.** Staff recommended approval for the instructional program proposal to establish the Fair Park High School Uniformed Services Academy at Fair Park High School for SY2001-02 as presented at the May 1, 2001 Executive Committee meeting.

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

**Approval of the Instructional Program Proposal for Woodlawn High School.** Staff recommended approval of the instructional program proposal to establish the Woodlawn Magnet and

Career Academies featuring components of Humanities Magnet, Child/Elder Care Academy, and Entrepreneurship Academy for SY2001-02. Staff also recommended approval of the Hospitality Management Academy component for SY2002-03.

### **Agenda Item No. 30**

**Approval of the Peer-to-Peer Process.** Staff recommended approval of the Peer-to-Peer Process as presented at the May 1, 2001 Executive Committee meeting. The Peer-to-Peer Process is a program based on research-based models from across the United States that point out the importance of the evaluation/observation of teachers being tied to professional growth.

### **APPROVAL OF SALES TAX COMMISSION BUDGETS**

Mr. Milam said this item is always placed on the consent agenda because there are never any problems with the item. He recognized Edward A. Fitch who is the administrator for the Sales and Use Tax Commission, and he has served in this capacity for 22 years. Mr. Fitch reported that fifty million dollars were collected for the Caddo Parish School Board this past year. Mr. Milam thanked Mr. Fitch for what he has done and for his diligence in sales tax collection. Mr. Fitch said there has been an element of success at the sales tax office and he attributes this to: 1) the talented and cooperative board of commissioners that governs the office and 2) the exceptional 13-member staff. Mr. Fitch said the purpose of the Caddo-Shreveport Sales and Use Tax Commission is to collect the proper amount of tax revenue at the lowest possible cost to those we serve, and in a manner that warrants the highest degree of confidence in our integrity, efficiency, effectiveness and fairness, and he takes this mission statement very serious. Staff recommended that the Caddo-Shreveport Sales and Use Tax Commission's 2001-02 Operating Budget and Capital Outlay Budget be approved. Mr. Milam moved, seconded by Mr. Powell, approval of the Caddo-Shreveport Sales and Use Tax Commission's 2001-02 Operating Budget and Capital Outlay Budget as recommended by staff and submitted in the mailout. Vote on the motion carried unanimously.

### **APPROVAL OF BUS USAGE AGREEMENT – SOUTHERN UNIVERSITY-SHREVEPORT NATIONAL YOUTH SPORTS PROGRAM**

Staff recommended that the request for bus transportation for Southern University – Shreveport for the period June 11 – July 16, 2001 for the National Youth Sports Program be approved. The program is a five week structured sports and education program targeted toward approximately 300 at-risk children ages 10-16. Mr. Powell moved, seconded by Mr. Brooks, that the CPSB approve the bus usage agreement of Southern University – Shreveport National Youth Sports Program. Vote on the motion carried with Mr. Vance abstaining. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock.

### **CONSIDERATION OF EMPLOYEE'S SUBSTITUTION OF SICK DAYS**

Mr. Milam moved, seconded by Mr. Mims, that CPSB employees may donate accumulated sick leave days (not to exceed 3) to a designated colleague's sick leave account, when said account has been exhausted as a result of catastrophic illness or injury. Donated sick leave may only be used for the employee's personal illness. All sick leave transfers/waivers must have CPSB approval. A maximum of forty (40) sick days may be designated for each request that is approved by the CPSB. Mr. Milam said this is a model and some board members have expressed concern about the cost, but if the motion passes and implementing it gets out of hand, then he would be the first board member to request that it be rescinded. He said this is a benefit that would be provided for every employee and staff could fine-tune it if there are particular items of concern. Mr. Mims said he hopes that there is no abuse by employees if the motion passes.

Mrs. Armstrong expressed concern about the number of sick leave days that could be donated. She made a motion to amend the motion, seconded by Mr. Burton, to read (*not to exceed five*). Mrs. Armstrong said the number of employees donating days would be reduced if employees were allowed to donate five days instead of three, *i.e.* a maximum of eight employees could donate five days totaling the maximum forty days.

Jackie Lansdale applauded the school board in moving in this direction. She asked board members to provide something in the way of logistics that would allow teachers, school employees, and management to sit down and define the criteria and bring a recommendation to the board for its consideration.

Dr. Hitchcock asked if the proposed motion comes from staff or the sponsor of the agenda item. The superintendent said the item is presented in consultation and he wrote it at the behest of Mr. Milam. Dr. Hitchcock noted that in a memo dated April 9, 2001 from the superintendent, he stated that *staff does not feel that the district's best interests may be served with such a policy*. The superintendent said this statement had reference to a generic sick leave bank. Dr. Hitchcock asked the superintendent what is his present position on this issue. The superintendent said he is not certain how frequently this would occur, neither what the ultimate cost would be. He said he is not looking at this matter from the personnel aspect but from the perspective of encumbering the CPSB with a cost that he cannot project at this time. He said he does not have a problem if the board wishes to extend this option to people who have special needs and ask for volunteers to do this. The superintendent said staff has looked at this item in terms of a sick leave bank, amending the current policy, acting on a case-by-case basis or this particular motion. He said his personal preference would be on a case-by-case basis so that it does not encumber the board in that each case could be presented to the board and would relieve staff of a great deal of administrative time of asking people to donate days. Dr. Hitchcock asked why did staff set this up to have all requests come to the board as opposed to the superintendent giving approval. The superintendent said there is no policy or law that allows that discretion to the superintendent. Dr. Hitchcock said if the board enacts this request it would in fact be enacting a policy; and, he asked if once the policy is enacted, if every request needs to come to the board. The superintendent said the board has on record in the Personnel Transaction Report requests for sabbaticals, medical, and extended leaves and this would become part of the report for the board to consider. Dr. Hitchcock asked the superintendent if he would prefer the requests to come to the board, and the superintendent said all requests come to the board with a recommendation that the board has to act on monthly. Dr. Hitchcock said in the private sector with annual financial statements, some accrued liability is established for unused sick days that allows financial statements to have some reflection of this liability that might have been incurred by employees during the year. He asked Ben Wreyford, Director of Finance, if this is applicable in the public sector when handling public funds. Mr. Wreyford said in the Comprehensive Annual Report, staff makes an entry for the board to recognize the potential liability. However, in each individual operating fund, staff does not recognize that as a liability on a fund-by-fund basis. Citing an example of a long-term employee having built 360 sick days, Dr. Hitchcock asked if over some period of time if staff would have recognized the potential liability as part of an estimate. Mr. Wreyford said the employee, as he is paid the days, staff actually recognizes the expense in the annual budget – in the annual salary expense of that person. Dr. Hitchcock asked staff if in fact they are accruing a liability for estimated unused sick time. Mr. Wreyford said staff is not accruing on a fund-by-fund basis but on the overall financial report, staff makes an entry so that the board, public, and other entity might recognize that the potential liability exists on a system-wide basis. However, the figure is a compiled total of every accumulated sick day for every person in the district. Dr. Hitchcock asked if any type of reserve account is established for that number and if it affects the system's ending balance. Mr. Wreyford said no reserve is established. The superintendent said staff is not accruing; they are not building into the budget or in the fund balance the total exposure that exists for all accumulated sick days. Dr. Hitchcock said staff is saying this is an informational type number. Mr. Wreyford said it is an informational number and it does not affect the ending balance. Dr. Hitchcock said the exposure would be that the employee, at the end of his employment, could in fact donate days instead of losing them. The superintendent said it is concerning to staff the additional expense that would be incurred with the donation of unused days at any time.

Mr. Powell said the motion states that *all sick leave transfers/waivers must have CPSB approval*. He asked if this creates a case-by-case approval basis for the requests. The superintendent said he sees it as being a part of the recommendations that would come to the board so that staff would be able to determine the appropriateness of the transfer. Mr. Powell asked the superintendent what is the difference between the sentence in the policy that is in the original motion, even if the amendment is passed, versus what he previously mentioned about having a case-by-case basis. The superintendent said the difference would be that it would not be accessing donated days from employees. The board would grant it and maybe on an annual basis, a fund would be established so

that staff would not be directly asking employees to donate days to another. He said if the board approved on a case-by-case basis, then it would be incurring the liability without deductions from a specific staff member. In reference to the previous question about the exposure of the board, Mr. Powell said if the board has the ability to approve or not approve the requests and instead of having the school system pay if they are approved and they come from another employee, isn't there less financial exposure this way. The superintendent said on a case-by-case basis he, in conversation with the board member, was thinking that there might be requests that the board would want to honor that might be extremely out of the ordinary need, and there might be other requests that the board might not want to consider honoring and that the second option might give the board an escape clause. Mr. Powell said with the sentence in the motion about the *approval of the board*, it means that it is no longer an entitlement, and more the board does have an element of control. The superintendent said this is correct, it would come directly to the board for consideration.

Referencing the amendment *not to exceed five days* versus three days, Mr. Powell asked the superintendent where did the language come from in the original motion for three days, and if he has a recommendation with regard to the amendment. The superintendent said the language came in conversation with the board member and not scientifically derived. He also stated that his only concern with the amendment is in thinking forward of someone with good intention donating five days who later on would have to come back and ask for someone to donate days to him or her. The superintendent said he is concerned that it could create the domino effect, but he has no specific recommendation whether it's three or five days. Mr. Powell asked Mr. Milam if he had given any consideration to rather than having donated sick leave, that the board would approve additional sick leave on a case-by-case basis. Mr. Milam said several options were considered and he asked the superintendent to send both proposed motions to the board for discussion. He said he is not against the case-by-case basis, however, a couple of board members said they did not like this recommendation. Mr. Milam said he personally leans toward the donation, non-scientifically. The superintendent said one reason he was uncomfortable with the first motion is that there might be cases that the board might want to grant additional time to an individual, but if the first option was approved no one might donate to the individual. He said consideration should be given to the fact that this first policy could become a popularity policy that would carry with it an unfairness and inequity. Mr. Powell asked isn't this the motion. The superintendent said he would be concerned that one employee could have a large number of people lined up to donate days, yet another employee might not have anyone coming forth to donate days even though their need is great. The superintendent said the board could end up with a popularity or name recognition policy. Furthermore, on a case-by-case basis and on the merit of the case, the board could determine whether additional leave time should be granted. Mr. Milam said employees at individual schools are aware of fellow employees' catastrophic illnesses and the employee would not go from door to door soliciting days. The whole school is normally involved with the individual and the family and they would come forward and donate days. Mr. Powell expressed appreciation for the sponsor of the original motion including the requirement for board approval whereby the board could modify the policy if it becomes necessary. He said he has concern about popularity and hopes that board members would give this matter more thought – what is the board trying to achieve. He said if the board has a real concern about employees needing this additional benefit, then it is something the board should consider doing rather than putting the burden on other employees.

Mr. Slack asked if once an employee made the decision to donate sick time, would the donation be irrevocable. He also expressed concern about the mechanics of keeping up with the donated time. Mr. Milam said it's a given, the time has been donated, and he wouldn't think that people would want to change their mind once the donation is made. Mr. Slack asked if the donated time would be reported as time used for retirement purposes, etc. The superintendent answered in the affirmative. He also noted that the way that the policy is written, it does not contemplate a cap of three or five days, it is only on a single incident. Mr. Slack also asked if an employee would have to donate current time or accumulated time first. Board members suggested that accumulated time would be donated first and if an employee does not have accumulated time, then he or she could use current time.

Mrs. Pugh said Mr. Slack spoke to her questions. She said it is clear to her that a first or second year teacher would probably not want to donate time, therefore, this motion is void of some guidelines that should be established before the board takes action. Mrs. Pugh said she is concerned about

protecting certain employees within a given building from peer pressure. She noted that a first, second, or third year teacher might want to give under the sympathy rule, but they are not at a point to share and it would come back as an expense to the board. She said if the board is going to pick up the expense for such leave, then it should pick it up on the front end and not on the accumulated back end because the accrued time could journey on and there are 6,000 plus employees in all categories. Mrs. Pugh said she does not see a policy to apply this motion to and she isn't sure that the policy could be administered on a fair and equitable basis throughout the parish.

Mr. Brooks spoke in support of the amendment to donate time – not to exceed five days. He said this is the way the board should go if it wants to save money. He asked the superintendent how would he deal with someone who has been out sick for 120 days. The superintendent said this policy would contemplate a maximum of 40. Mr. Brooks said the number of donated days should remain open.

Mr. Thibodeaux said if there is no limit on the donation, then the board could end up in the situation as when there was Gayle Pay. Things could go on forever and cost the system unlimited amount of money. He said there definitely needs to be a limit on the number of days. Mr. Thibodeaux made a substitute motion, seconded by Mrs. Pugh, that this item be postponed until the June 2001 meeting for the purpose of allowing the superintendent and perhaps Mr. Milam and other interested board members to meet and develop one recommendation for the board to vote on. He said there are a lot of questions that need to be answered. The president called for the vote on the motion, which carried unanimously.

**Recess.** The president called for a ten-minute recess at approximately 6:14 p.m. and reconvened at approximately 6:36 p.m.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent said an update on CPSB construction projects was included in the mailout.

**Report on Administrative Vacancies Within the Attendance Department.** The superintendent said Mr. Powell requested this report and it was sent to board members in the mailout.

**Report on Staffing for the Homebound Program.** The superintendent said this report was prepared and sent to school board members under separate cover. Mr. Brooks asked the superintendent if this program has been abolished. He said the board and staff needs to look at this. The superintendent said there are 14 individuals who are fully certified (eight in special education and three or four in science, math, and other areas). He said at savings of about \$400,000, staff would like to pay teachers a stipend to provide the homebound tutoring program and reassign these teachers to regular classrooms where their certification could be put to best use. Mr. Brooks asked about provisions for students with severe problems. The superintendent said these students would still be provided with certified teachers to provide the same number of hours of instruction. He said staff is currently not providing a teacher for individual subjects, *i.e.* math and science. He said the teachers assigned to the homebound program are taking the assignments and doing the tutoring. Mr. Burton asked if this matter would be brought to the board for a vote. The superintendent said it is part of the budget proposal that the board would be reviewing on May 29. Mr. Burton suggested that the program was instituted for a particular reason and requires certified teachers. He said staff should be considering the quality of education being provided and the dependability of teachers assigned to the program. Mr. Burton said most retired teachers are sick or burned out, and he doesn't see a list of retired teachers lined up to accept the superintendent's proposal. The superintendent said the positions would be offered first to certified employees of Caddo Parish, a pool of over 300 people. Mr. Burton asked the superintendent if he has discussed this with the homebound instructors, and the superintendent answered *no, not personally*. Mr. Burton said the parish needs more certified teachers, and expressed concern about certified people being assigned to the homebound program. He particularly noted that he does not wish to see a system based upon the utilization of retired teachers and the homebound program should be thoroughly investigated. The superintendent said he would not be depending on retired teachers. They would be fully certified and each student would be served appropriately and probably better and it would be done at a time that is appropriate for the teacher and the student. He said staff's expectation is that they would also



be serving students in classrooms with fully certified teachers where they are not currently certified. The president asked the superintendent if board members would have an opportunity to ask questions on May 29 (budget work session). The superintendent said *yes*. There are a number of large issues that the board would be considering.

**LEAP Results.** The superintendent said information was provided for the board's perusal and in the near future he would be providing board members with an overview of the LEAP results. He said the IOWA results came in today and staff is still waiting for the test results on a school-by-school basis. He said the results show good improvement and progress.

## **UNFINISHED BUSINESS**

**Booker T. Washington Gymnasium.** Mr. Burton thanked the superintendent and staff for the proposed plan for the Booker T. Washington gymnasium. He said bond issues tend to be outdated right now and he asked about the proposed buildings (classroom wings) for instructional purposes. He asked if all of the buildings would be constructed as previously identified. He said the gymnasium is used for educational purposes and asked if it would be possible to use some of the funds for classroom wings to build a new gymnasium. He also asked what connection would the gym have with Title IX. Is Caddo meeting the requirements? Mr. Burton noted that the April 17, 2001 minutes reflect that the commitment was made to citizens in 1998. He said the year should be 1988. The president asked Mr. Burton to put his request for more information on this topic in writing to the superintendent.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Security Department.** Mrs. Armstrong asked staff to provide her with an itemized list of all expenditures for operating the Caddo Parish School System Security Department. Furthermore, to include total for salaries, vehicles including purchase projects, maintenance and upkeep, cost of office supplies and operations, uniforms, and any other miscellaneous expenditure.

**Professional Development.** Mrs. Armstrong asked the superintendent to provide board members with his specific plan for the direction he is going with Professional Development. Will Dr. Finney and specialists conduct workshops and in-service training, as has been the past procedure?

**Oak Terrace Incident.** Mr. Milam asked staff to provide board members with a detailed report on the recent incident at Oak Terrace. The superintendent said staff has nothing as yet, but security people are working the case.

**Spanking.** Mr. Milam, *via* a written request, asked staff to provide him with any state and local law or policy on *spanking*.

**Department of Health and Hospitals Letter.** Mr. Slack asked the president about the status of the Department of Health and Hospitals letter concerning the capacity development management training that board members were to take regarding the water system. Mr. Burton said board members are required to have the training and a couple of board members have already undergone training. The president asked legal counsel if the training session would be brought to Caddo Parish. Legal counsel said Mr. Festavan indicated to him that he would look into this issue. If he hasn't made contact with the department, then he would follow up. The president encouraged legal counsel to follow up and report to the board. Mrs. Pugh asked legal counsel to make them aware that the principal at Keithville invited them to schedule the meeting at the school site.

**Oil City and Vivian Magnet Program.** Mr. Guin asked the superintendent if there is a need for the board to approve the proposed magnet programs for these schools, as presented at the May 1, 2001 Executive Committee meeting. The superintendent said he reviewed the minutes and it did not suggest that board action was required. He cited excerpts pertaining to programs for these schools from the minutes of February 20, 2001 in support of this statement.

**Classroom Wing for Linwood Middle School.** Mr. Mims asked the superintendent if staff has any plans in the very near future to construct a new classroom wing at Linwood Middle School. The superintendent said staff is looking at needs for the fourth and fifth year and where student enrollments are. He said over 850 students have been lost to the system since October primarily the middle school and high school age group. He said staff is evaluating enrollment data to determine how close they are measuring up to staff's projections before identifying years four and five projects. The superintendent said staff is monitoring very carefully to make sure that staff is placing resources where the needs are going to be. Mr. Mims said Linwood has approximately 60 transportable buildings and they could use a permanent wing.

#### **EXECUTIVE SESSION**

**Tenure Hearing.** The superintendent recommended that the CPSB approve the resolution, as submitted, scheduling a tenure hearing. Mr. Thibodeaux moved, seconded by Mr. Milam, approval of the resolution calling for a teacher tenure hearing for June 19, 2001. Vote on the motion carried with Mr. Burton abstaining; Dr. Hitchcock was absent for the vote; and board members Guin, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Powell, Slack and Armstrong supported the motion.

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Burton seconded the motion, which carried with Dr. Hitchcock absent for the vote. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Powell, Slack and Armstrong. The meeting adjourned at approximately 7 p.m.

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Robert E. Schiller, Secretary

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Johnny Vance, Jr., President

**June 19, 2001**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:55 p.m. with First Vice President Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. President Johnny Vance, Jr. was absent due to illness. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Slack gave the invocation and led the Pledge of Allegiance.

Mr. Milam announced that President Vance has been hospitalized for the past few days and Dennis Holmes, the son-in-law of Mrs. Armstrong, was critically injured in a motorcycle accident. He asked Mr. Slack to particularly remember these persons and their families in the invocation. He also apologized for the meeting starting late and explained that the reception for today's special honorees, including the 2000-2001 CPSB retirees, was held this afternoon in the Staff Development Center. Because of the overflowing crowd, Mr. Milam said a decision was made to recognize these persons during the reception starting at 4:00 p.m., and the ceremony had just finished.

### **CONSIDERATION OF MINUTES OF THE MAY 15, 2001 CPSB MEETING**

*Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the May 15, 2001 CPSB meeting. Mr. Powell moved, seconded by Mr. Brooks, to amend the minutes as follows: 1) **Executive Committee** minutes of June 5, 2001, page seven, line 4, to change E Cree to ECRI; and 2) **CPSB** minutes of May 15, 2001, page 2, under the heading of State Optimist International Youth Oratorical Contest Winner, line 5, that the word Breakfast be deleted. Vote on the amendment carried unanimously. Vote on the original motion, as amended, carried unanimously.*

### **PUBLIC HEARING FOR THE 2001-2002 GENERAL FUND BUDGET**

The first vice president declared the floor open for public input on the proposed 2001-2002 General Fund Budget. No one came forward to speak and the first vice president declared the floor closed.

### **PUBLIC HEARING FOR THE 2001-2002 CHILD NUTRITION PROGRAMS BUDGET**

The first vice president declared the floor open for public input on the proposed 2001-2002 Child Nutrition Programs Budget. No one came forward to speak and the first vice president declared the floor closed.

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

Mr. Milam polled school board members and the superintendent for revisions to the proposed agenda. Mr. Mims requested that "*Consideration of Employee's Substitution of Sick Days*" be deleted. The superintendent said he needs a point of order in the event that the board wants to consider a substitute motion relative to "*Approval of Contract with Kelly Services.*" Legal counsel advised that the board would need to amend its agenda. Dr. Hitchcock said a valid agenda item exist to set up a contract and if the board gets to a point on the agenda and a member wants to offer a substitute motion that changes portions of that, then it could be done. Mrs. Pugh said if the board is going to take a different recommendation on this item, then the superintendent needs to make a presentation to the board. She noted that she knows nothing about the track record of the other company under consideration. Mr. Brooks echoed Mrs. Pugh's sentiments. Mr. Powell cautioned board members that they were actually starting to discuss the contents of the item, and he expressed concern that the public has not been notified of staff's recommendation. Mr. Milam concurred with Mr. Powell and said board members do not need to discuss this item. Dr. Hitchcock asked the chair to rule on whether board member could vote on the item. Legal counsel said there is no agenda item dealing with the other company; that the item does not deal with the superintendent's proposal. Mr. Burton said the item speaks to substitute teaching, it's on the agenda, and board members could discuss the contents. The first vice president ruled that the item would remain on the agenda as is and if a substitute motion is needed, then the board would deal with it at the appropriate time.

## **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant communications/information, presided over the special recognitions/presentations. Each recipient received a certificate of recognition and/or trophy for the special honor. A reception in the recipients' honor was held in the Staff Development Center prior to the meeting.

**Louisiana Physical Fitness Team Winners.** The State Fitness Championship was held at LSU in Baton Rouge last month. The 2001 Louisiana Fitness Team – the 3<sup>rd</sup> Place level winner is from Caddo Parish and team members are: Jordan Snedegar (Forest Hill), Darius Prelow (Southern Hills), Isaac Kessee (Eden Gardens), LaMarien Parson (Eden Gardens), Abbie Cowley (University) and Lindsey Crane (Eden Gardens). Abbie placed 1<sup>st</sup> in the state in the girls' division, 1<sup>st</sup> in the girls' shuttle run, and 3<sup>rd</sup> in the girls' curl-ups. Lindsey placed 3<sup>rd</sup> in the state in the girls' division. Learohn Caldwell, supervisor of Health and Physical Education K-8, coached the team. Parents, physical education teachers, principals and other supporter were recognized.

**School Improvement Attendance Awards.** Two high schools increased their attendance by two percent for the 2000-01 school year, and they are Fair Park and North Caddo. Fair Park's student attendance improved this school year 2.4 percent, from 88.84 percent to 91.24 percent. Eddie Cooper is the principal at Fair Park. North Caddo's student attendance improved this school year 2.35 percent, from 89.21 percent to 91.57 percent. Virginia Foster is the principal at North Caddo. Schools with the highest percentage of attendance for 2000-01 are: Claiborne (97.11 percent) and Betty Lawrence is the school principal; Caddo Middle Magnet (96.75 percent) and Kay Robinson is the principal; and Caddo Magnet High (95.65 percent) and Mary Rounds is the principal. Roving trophies were presented to each principal for this outstanding recognition.

**Outstanding School Support Award Program.** Three support employees from Caddo Parish were *Outstanding School Support Award* winners for the SY2000-01. They were selected from different divisions at the building level and the winners are: 1) Elementary Division – Lula Dianne Harville, General Fund Aide at North Highlands Multimedia Performing Arts School; 2) Jeffrey Munds, head custodian at Broadmoor Middle Laboratory; and 3) Pamela Ann Boddie, bookkeeper at North Caddo Magnet High School. Family and school principals were also recognized.

**CPSB Retirees for SY2000-2001.** Mrs. Anderson announced that school board retirees attended a reception that was held in their honor earlier today in large numbers. Each was recognized and presented with a personalized trophy in recognition of their service to the CPSB. There were 143 certified retirees with a total of 3,893.95 years of service. There were 112 classified retirees with a total of 2,605 years of service. The asterisk (\*) denotes retirees who are now deceased.

**Certified retirees** are: Ella W. Anderson, Helen Anderson, Bessie C. Badgley, Lula S. Banks, Deborah Barnwell, Ruby C. Bell, Eugenia M. Blankenship, Linda L. Bradford, Frankie Bryant, George Burrell, Debra C. Carter, Sherry Christy, Connie Clark, Kenneth Cochran, Linda Cox, Willie J. C. Critton, \*Warren R. Cross, Ella H. Dixson, William G. Ducote, Mamie Finkley, Rose Lynn Fitzgerald, Pat Frazier, Nelda Fuller, Lillian Hadwin, Delia Monroe Hamilton, Thelma Harrison, Lucy Hearron, Willie Henderson, Betty Herndon, Mary Hickman, Shirley Smith Jenkins, Margie Jenson, Hurie Jones, Cynthia Keith, Virginia Kennedy, Gerald Kimble, Julia Ann King, Mary Knox, Earnestine Lester, Charleszetta McClendon, James L. McElroy, Jr., Patricia McMullen, Linda Marino, Lucy Marston, Coral Milton, John Mitchell, Judy Moncrief, Deartrous Moody, Peggy Moody, Fred Moss, Sr., Jennie Nash, George Nobles, Sharon Patton, Annie M. Pouncey, Susie Powell, Polly Ralph, Ruth Rath, Dorothy Renter, Mark Salloum, Rita Schuckers, Alice Scott, Linda Scott, James Scruggs, Sally W. Shaw, Julia Strickland, Estella Taylor, Sue Towery, Vincent Tuminello, Hazel Turner, Myrtle Turner, Robert Valentine, Jr., Rose Wakeman, Dorothy Wells, Karen West, Barbara White, Carolyn Willis and Jo Amy Wynn.

**Classified retirees** are: Faye C. Adcock, Marie G. Adger, Mary Adger, Robert Allen, Myrtle Anderson, Gloria Anthony, Frances Ashby, Mildred Ashley, Deanna Backes, Erkle Lee Baker, Clarence Barfield, Jr., Ruthie Baxter, Betty Behan, Curley Bell, Linda Booker-Wasson, Barbara Boone, Elizabeth Bowman, Arthur Brackens, Albert Brookins, Sr., Eddie B. Bumcon, Lula Burks, \*Patsy Butt, Delphine Byrd, Jessie Calhoun, Jacquelyn Carpenter, Herman Carthen, Mary Castleberry, Katie Clevenger, Rosemary Clinton, Linda D. Coleman, Joyce Collins, Charlotte

Dampier, Eddie W. Daniels, Azzie Davis, Jr., Fannie Devers, Melba Downey, Reita C. Ebling, Nina Ellis, \*Thelma Ellis, Mildred Fair, Rose L. Garcia, Nancy George, Silas Gray, Nelda S. Greene, Thelma Harris, William "Lowell" Hawkins, Mary Helaire, William Hill, Eula Horton, Judy Howard, Rosie Howard, Linda Huddleston, Jean H. Huff, Marilyn Humphries, Lonnie Jackson, Maude Jackson, Shirley Jackson, Mary Jefferson, Betty G. Johnson, L. D. Johnson, Lommie Kyles, Edith Laborde, Marcia LeBeau, Gloria Martens, Susan Mayweather, Wanda J. McClary, Joyce McCoy, Louise K. McCollough, Barbara McGee, \*Pinkie McKeever, Stephen Megison, Seline A. Metoyer, Melba Miles, Janice F. Moreau, Mary Nation, \*Catherine Nix, Jeanne K. Orton, Luis A. Pacheco, Jimmie R. Parham, Frances Y. Pierce, John Plater, Margie Procell, Leslie Prudhomme, Sr., Frances H. Raley, George Reed, Mary Reed, Helen Rhyns, Willie R. Riley, Inell Roberson, Andrew Robinson, Lillian Shelby, Joy T. Shively, Lula Smith, Sandra Snider, Barbara Stalcup, Doyce Strickland, Dorothy Tabor, Herbert Tatum, Virginia Thacker, Dora Thomas, Louise S. Thompkins, Vera L. Tuiel, Lillie Vance, J. T. Vosley, Marie Voss, Mercedes Washington, Imagene Watkins, Amelia Wiggins, Ruby Wiley, Frances Williams, Barbara Willis and Verna Young.

## VISITORS

Priscilla Savannah, president of Caddo Association of Educators (CAE), expressed the association's thoughts/concerns: a) commended the board for adopting a parishwide discipline policy; b) thanked the CPSB for making the reduction of class sizes a priority; c) encouraged the board to increase salaries and keep Caddo competitive; d) asked the board to increase all employees' salaries; e) asked the board and staff to develop procedures or a policy for selecting summer school administrators and for selecting and assigning teachers for summer school.

Pam Atchison, representing the Shreveport Regional Arts Council, urged board members to support the proposed staffing formula, which includes teachers for visual arts and music education in the classrooms.

Jessica Labbon, student, spoke against a system wide discipline policy that denies students of personal choices *i.e.* coloring their hair and piercing their bodies. Jessica said the board has already approved a policy for school uniforms; these choices have nothing to do with students' performance in school; she is a straight *A* student and a top scorer on the LEAP test; and she dyes her hair because she wants to be diverse. Jessica dared anyone to attempt suspending she and her friends from coloring their hair.

Robert Burton, parent, expressed appreciation to the board for its work and informed the board of the following concerns: 1) District 12 parents' disapproval of district lines being redrawn to move their children (53) from the Turner School district to Bethune; 2) late notification to parents about the reassignment of students; 3) lack of communication between the board and citizenry in District 12 regarding the proposed changes; 4) disruption of services for children with learning or physical disabilities; 5) transportation provisions to and from school; 6) middle school peer pressure and low test scores; and 7) Bethune's ability to meet the needs of children is questionable. Mr. Burton presented board members with a petition from parents asking the superintendent and CPSB to reverse the plan to redraw school district lines in District 12.

Remington Sterling, parent, read a prepared statement and said some components of the Consent Decree are outdated and should be brought in line with what is actually happening in the 21<sup>st</sup> century. He also noted that in consultation with the board representative for District 12, parents would: a) like to initiate new strategies, proposals and philosophies for educating students in Caddo Parish; b) like to encourage and stimulate the collection of facts in the education of minority students; c) say that timing is a key factor and they would like to be informed on budget matters; d) like to be involved in the discussion of critical appraisals of proposals and practices relating to the education of minority students. Mr. Sterling thanked the board representative from District 12 for sharing information with the citizens; however, he said more public forums are needed.

Gwendolyn Frazier, parent and representative of the Western Hills Association, said she purchased a home in Turner's school district so that her child could attend the school. After several inquiries of central office staff relative to the notification of the reassignment of her child to Bethune, she was finally informed that her son was indeed being reassigned. She expressed concern about the

conflicting statements that were given her from central office staff; about the lateness of the change notification; and said her child would not be attending Bethune.

Mark Rovell, parent, referencing attendance district lines for students in District 12, asked the board for its rationale on why things were done as they were relative to district lines. He said information should be shared between the board and community and he encouraged the board to do what is right.

Tonya Spence, parent, asked how would a person find out what schools are best for community subdivisions. She said her children are being moved from Turner to Westwood and she does not feel that this change is best to meet their needs.

Lynette Filiano, parent, said parents were notified after May 1 about the reassignment of their children from Turner to Bethune. She said the notification was after the deadline for parents to request transfers for their children. Mrs. Filiano said the decision to reassign students is an injustice to the children; they are being sent to a school where they do not feel safe; and, other schools would be more acceptable. Mrs. Filiano submitted a list of concerns addressing issues *i.e.* safety, staffing, busing, curricula, special and social needs to board members.

Malcolm Spencer, parent, encouraged the board to stand for what is right for the children. He said citizens in District 12 had dialogue about declining enrollment with Dr. Hitchcock. He asked the board to revisit the plan for redrawing district lines so children could attend schools within their school district.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), informed the board of action taken on educational issues and MFP funding during the past legislative session. She encouraged the board to provide pay raises for all Caddo school employees and to make it a priority issue. She also encouraged the board to maintain Caddo's position of being number one in salaries for starting teachers. She expressed the federation's support of the suspension and dismissal policy for support staff. Mrs. Lansdale said the policy is fair and employees could have representation with them if requested to appear for disciplinary reasons.

Debbie Baldwin, Kelly Services representative, asked the board to consider and compare all proposals for outsourcing substitute teachers. She suggested that consideration should be given to the company's professional services, benefit packages for substitutes, assurance of placing certified substitute teachers in classrooms, providing teacher training programs, and compliance with the retirement system regulations and child protection laws.

## **CONFIRM THE CONSENT AGENDA**

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

### **Agenda Items 11-A and D**

**Personnel Recommendations.** No personnel recommendations were presented for the board's consideration.

**Promotional Appointment Contract for a New Counselor.** Staff recommended that a promotional appointment contract be issued to Pauline Harris-White, counselor at Ridgewood Middle School. The terms of contract are August 2, 2001 through August 1, 2003. She will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed.

### **Agenda Item 12-A and B**

**Approval of Bids.** Staff recommended that: 1) the bid of Daktronics totaling \$24,381.06 for computer software be rejected and rebid because the bid amount exceeds budget; 2) the bid of Insight totaling \$31,280.00 for gymnasium bleachers as indicated on the bid tabulation sheet be approved; 3) the bid of IESI LA totaling \$251,898 for refuse collection and disposal as indicated on

the bid tabulation sheet be approved; 4) the bids of Elan Publishing totaling \$1,857.44; Ensemble totaling \$368.44; Global Business Products totaling \$7,446.58; HPI International totaling \$1,705.07; Liberty Flags totaling \$3,859.68; Office Depot totaling \$844.69; Prairie Carbon totaling \$1,212.20; Pyramid School products totaling \$32,893.69; School Specialty totaling \$2,083.23; and Windtree Enterprises totaling \$11,869.41 for M & S classroom supplies as indicated on the bid sheet be approved; 5) the bids of M. L. Bath totaling \$717.14; KO-REC-TYPE totaling \$2,842.37; Office Depot totaling \$5,093.49; Prairie Carbon & Ribbon totaling \$40,298.40; Pyramid School Products totaling \$18,756.03; Quality Office totaling \$519.39; School Specialty totaling \$321.92; Alvah Squibb totaling \$138.06 and Windtree Enterprises totaling \$8,468.61 for M & S office supplies as indicated on the bid tabulation sheet be approved; 6) the bids of ABC School totaling \$623.00; Education 2000+ totaling \$8,953.92; Global Business totaling \$9,908.60; Pyramid School totaling \$27,694.74; School Specialty totaling \$8,831.08; Wholesale Electric totaling \$1,782.33 and Windtree Enterprises totaling \$6,713.02 for M & S teaching supplies as indicated on the bid tabulation sheet be approved; 7) the bids of A to Z Paper totaling \$103,582.48; Global Business totaling \$3,043.09; LA Association for the Blind totaling \$5,500.50; Office Depot totaling \$157.92; Pyramid School Products totaling \$35,789.29; School Specialty totaling \$11,282.31; Unisoruce/Worldwide totaling \$385.15; and Windtree Enterprises totaling \$7,547.13 for M & S paper supplies as indicated on the bid tabulation sheet be approved; 8) the bids of CASAIC Printing totaling \$1,678.00; Data Graphics \$945.60; Lightfoot Printing totaling \$2,607.20; Moore North America totaling \$5,194.74; Print It Your Way totaling \$2,272.00; and Tri-State Filing Systems totaling \$444.80 for M & S printing forms and stationery as indicated on the tabulation sheet be approved; 9) the bids of Computer Supplies totaling \$40,884.83; Midwest Micro totaling \$269.20; and PC Connection totaling \$519.16 for M & S computer supplies as indicated on the bid tabulation sheet be approved; 10) the bid of Moore Business Forms totaling \$53.88 for checks and envelopes for all schools as indicated on the bid tabulation sheet be approved; 11) the bid of Foremost Dairy totaling \$1,671,496.00 for Milk and Dairy Products as indicated on the bid tabulation sheet be approved; 12) the bid of Cotton Baking totaling \$194,855.00 for bread and bread products as indicated on the attached bid tabulation sheet be approved; and 13) the bid of Foremost Dairy totaling \$540,000 for fruit juice as indicated on the bid tabulation sheet be approved. A copy of the tabulation bid sheets marked "Exhibit A, 35 pages, June 19, 2001" is filed in the official papers of the board.

**Approval of Bids (Construction and Capital Projects).** Staff recommended that: 1) Project 2001-216, "Paving Parking at University" be awarded to Sumrall Construction in the amount of \$63,300; 2) Project 2002-204, "Roof J. S. Clark Locker Rooms, Phase II" be awarded to Southwest Roofing Services for the sum total of \$34,000; 3) Project 2002-206, "Roof Turner Auditorium & Gym, Phase II" be awarded to Atlas Roofing System for the sum total of \$91,800; 4) Project 2002-209, "Roof Lakeshore Auditorium & Gym, Phase I" be awarded to Grosjean Contractors for the sum total of \$77,000; and 5) Project 2002-317, "Energy Conservation/Lighting Retrofit at Blanchard & Bethune, Phase I" be awarded to Hope Contractors for the sum total of \$101,598.

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

**Approval of Special Revenue Funds Budgets.** Staff recommended that Special Revenue Funds Budgets for SY2001-02 be approved. Each budget has previously been approved by the State Department of Education or other agency and the budgets are: 8(g) Projects, K-3 Reading and Math Initiative, LEAP 21 Summer Program, Louisiana LEARN Grants, Comprehensive School Reform Demonstration Grants, Special Programs Grants and Summer Feeding Program. A copy of the document is filed in the official papers of the board.

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

**Approval of the 2001-2002 Child Nutrition Programs Budget.** Staff recommended approval of the 2001-02 Child Nutrition Programs budget as submitted. A copy of the document is filed in the official papers of the board.

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

**Adoption of Property Tax Millage Rates for the Tax Year 2001.** Staff recommended that the resolution levying millage rates on the 2001 Assessment Roll for Caddo Parish be approved. State statutes require that the school board annually set millage rates to be levied on taxable property in Caddo Parish. The levy is increased from 85.63 mills in 2000 to 86.03 mills in 2001 due to a higher funding requirement for debt service.

### **Agenda Item No 18**

**Approval of Board Resolution for State Contract Providers.** Staff recommended approval of the Board Resolution for State Contract Providers as submitted in the mailout. The resolution authorizes the board president and his/her successors in office to negotiate terms and conditions that he deems advisable, contract(s) with the Louisiana Department of Social Services, and to bind this organization to execute said documents on behalf of the corporation. Furthermore, it gives him the power and authority to do all things necessary to implement, maintain, and/or review said documents. A copy of the document is filed in the official papers of the board.

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

**Approval of Youth Enrichment Programs (YEP) Agreement for 2001-02.** Staff recommended that the facility usage agreement between YEP and the CPSB be approved for the period August 12, 2001-May 22, 2002. The agreement provides for 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. 20**

**Approval of Agreement – Right Step Academy of Excellence (Charter School).** Staff recommended that the agreement to provide meals for Right Step Academy of Excellence be approved for the 2001-02 school year for the period August 13, 2001 – May 22, 2002.

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

**Approval of Agreements 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 2001-02 at J. S. Clark, Northside, Newton Smith and Pine Grove, and to provide transportation and snacks be approved.

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

**Approval of Grant for Home Instruction Program for Preschool Youngsters.** Staff recommended approval of the Home Instruction Program for Preschool Youngsters (HIPPY) as submitted in the mailout. 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. 25**

**Approval of the Performance Awards Program at Midway.** Staff recommended approval of the Performance Incentives Awards Program for the 2001-2003 school years at Midway Professional Development Elementary School as outlined in the mailout. A copy of the document is filed in the official papers of the board.

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

**Approval of Revision to Policy GDPD – Suspension and Dismissal of Support Staff Members.** Staff recommended that the revisions to Policy GDPD – Suspension and Dismissal of Support Staff Members be approved. Approval of the revisions brings Caddo's current procedures in compliance with La. R.S. 17:81.5.



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

**Approval of Revision of Policy DIE – Audits (School Accounts).** Staff recommended approval of the revisions to this policy. The revision reflects the current requirement to submit school financial reports to the Auditing Department monthly instead of quarterly.

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

**Approval of Revision of Policy DLA – Payday Schedule.** Staff recommended that the revisions to CPSB Policy DLA – Payday Schedules be approved. The revisions reflect Caddo’s current payroll practice and require no new procedures.

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

**Approval of Allocation of Educational Excellence Funds.** Staff was authorized to expend the Educational Excellence Funds as presented in the mailout. Fifteen low-performing schools will utilize appropriate funds to improve scores on standardized tests (LEAP and IOWA) and implement Direct Instruction (a research-based strategy). The schools continuing this program and several are adding the math component are: Atkins, Barret, Central, Creswell, Fairfield, Lakeshore, Oak Park, Queensborough, Sunset Acres and Werner Park. Schools adding Direct Instruction are Caddo Heights, Hillsdale, Ingersoll, Northside and Westwood. The amount of this funding cycle will be \$467,245.26.

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

**Approval of a Contractual Agreement With Precision Cartographics for Reapportionment (Executive Committee).** Staff recommended approval of a contract with Precision Cartographics, as outlined in the mailout, for the purpose of providing redistricting services.

#### **Agenda Item No. 37**

**Rescission of Request to Hold Teacher Tenure Hearing.** Staff recommended that the resolution to hold a teacher tenure hearing on June 19, 2001 be rescinded.

#### **Agenda Item No. 38**

**Approval of a Resolution to Advertise for Bids to Sell or Lease George P. Hendrix Elementary School Property and Laurel Street ECE School Property.** Staff recommended that the resolution to publicly advertise for bids to sell or lease George P. Hendrix and Laurel Street ECE school properties be approved.

#### **Agenda Item No. 40**

**Approval of Modification/Amendment to the Contract Between the Superintendent and CPSB.** The superintendent recommended that the proposed modification to the contract between the superintendent and the CPSB be approved. The employment contract permits modifications and amendments by mutual agreement. Article 6 requires that *“performance measures shall be designated and agreed to by the board and superintendent at or prior to the beginning of each school year.”* The superintendent suggested that the *“beginning of each school year”* be amended to read *“prior to August 30.”*

#### **Agenda Item No. 41**

**Approval of Resolution to Hold Tenure Hearing(s) for Three Certificated Staff.** Staff recommended approval of the resolution to hold the tenure hearing on July 17, 2001.

#### **Agenda Item No. 42**

**Approval to Apply for Qualified Zone Academy Bond (QZAB) Funds.** Staff was authorized to apply for the QZAB funds when Caddo’s eligibility has been determined. The QZAB is a federal

program offered to qualified school districts to provide interest-free debt for selected projects. A state bond issue will be offered through the Louisiana Local Governmental Environmental Facilities and Community Development Authority (LCDA) with assistance from the Louisiana School Boards Association. School districts will be able to borrow a selected amount of money for up to 14 years from the LCDA for equipment, renovations, and related expenditures.

## PERSONNEL TRANSACTIONS REPORT

**Requests for Leaves.** Staff recommended approval of the following requests for leaves as included in the mailout. *Mr. Powell moved, seconded by Mr. Thibodeaux, approval of the requests for leaves as recommended and approved by staff. Vote on the motion carried with Mr. Milam abstaining. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock.*

Sabbatical Leave for Study, 2001-2002 School Year

Kathleen Cook, Teacher, Stoner Hill Elementary Laboratory School  
Datha Hopkins, Librarian, North Caddo High  
Renda King, Teacher, Woodlawn High

Sabbatical Leave (Medical), Fall Semester of 2001-2002 School Year

Mary B. Tucker, Itinerant Speech Therapist

Leave Without Pay (Personal), 2001-2002 School Year

Mary Sue Lord, Teacher, Shreve Island  
Natasha Green, Itinerant Speech Therapist  
Penny Johnson, Librarian, Creswell Elementary  
Calvin Presley, Teacher, Oak Terrace/J. B. Harville

Leave Without Pay (Personal), 2001-2003 School Year

Judy Milam, Librarian, Eden Gardens Fundamental

**Requests of the Board.** Olivia J. Belle, supervisor of Attendance and Child Welfare, was granted a medical sabbatical leave for the fall semester of the 2000-01 school year and was unable to come back to work in January. She has been on extended sick leave since that time. Mrs. Belle is still not physically able to return to work and wants to retire. She asked the board to be relieved of the obligation to pay back monies she received while on sabbatical leave. Doctors' statements supporting her request were submitted.

Gwendolyn Thompson, bus driver for Youree Drive, asked to rescind her leave without pay October 2, 2000 through October 1, 2001. She will not be able to complete studies in the fall.

**Other (Hiring, Assignment Changes, Separations & Resignations).** Mr. Brooks asked how many people applied for the position of Personnel Administrator of Classified Personnel and how many of the applicants were interviewed. Mr. Thibodeaux called for point of order and said this item doesn't have anything to do with the aforementioned position; it is an informational item. Mr. Brooks apologized and said he will ask his questions when the board considers agenda item 39 – *Approval of Revision to Job Description for Director of Certified Personnel*. *Mr. Powell moved approval of 11-C (Other – Hiring, Assignment Changes, Separations & Resignations) as recommended by staff. Vote on the motion carried unanimously.*

## APPOINTMENT OF THE OFFICIAL JOURNAL

*Mr. Guin moved, seconded by Mr. Brooks, that the CPSB appoint the Caddo Citizen as the official journal for 2001-2002 school year and with that comes the Shreveport Sun. The superintendent said staff recommended that The Times be appointed the official journal of the board because the*

circulation is greater on a daily basis in terms of subscriptions. He also noted that in order to reach the population that staff needs to touch, they have to advertise additionally in *The Times* which is costing thousands of additional dollars. The superintendent said having the *Caddo Citizen* as the official journal creates an additional burden and cost on the school system. *Dr. Hitchcock made a substitute motion, seconded by Mr. Thibodeaux, that The Times be appointed the official journal for the 2001-2002 school year.* Dr. Hitchcock said the superintendent stated his position and overall advertising in *The Times* would cost less money and it would have far greater circulation. Mr. Powell quoted the costs for legals per column inch and the cost for display ad per inch as included in the mailout. He asked staff if he was reading the information correctly, and the superintendent answered *yes*. The superintendent also called board members' attention to the asterisks on the document, which list what the CPSB is currently paying for display advertising. Mr. Powell said he was comparing the two submitted quotations. Mr. Brooks said the prices quoted by *The Citizen* appear to be cheaper and he encouraged board members to support the lowest bidder. *Mr. Burton moved, seconded by Mr. Brooks, to call for the question on all motions and substitute motions. Vote on the motion to end debate carried with Mr. Thibodeaux opposed. Board members supporting the motion were Guin, Burton, Pugh, Mims, Milam, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock. Vote on the substitute motion failed with board members Thibodeaux, Pugh, Slack and Dr. Hitchcock supporting the motion. Board members opposed were Guin, Burton, Mims, Milam, Brooks, Powell and Armstrong supporting the motion. Vote on the original motion carried with board members Thibodeaux and Dr. Hitchcock opposed; Mrs. Pugh abstained; and board members Guin, Burton, Mims, Milam, Brooks, Powell, Slack and Armstrong supporting the motion.*

#### **APPROVAL OF CONTRACT WITH KELLY SERVICES**

*Mr. Burton moved, seconded by Mr. Brooks, to postpone any action on the substitute teacher's contract until it is brought back to the board at the superintendent's discretion.* Dr. Hitchcock asked the superintendent if the July board meeting is time enough for the board to take action and it be implemented for the fall. The superintendent said it would be difficult to launch the service in time for the upcoming school year if action is taken at the July 17<sup>th</sup> board meeting. Dr. Hitchcock said the July 17<sup>th</sup> board meeting is less than a month from school opening. He asked the superintendent if he is prepared to make a presentation for the alternate vendor if the motion is defeated tonight. The superintendent answered *yes*. Dr. Hitchcock urged the board to give the superintendent an opportunity to explain his reasons for recommending the alternate vendor. He said delaying action would endanger the smooth transition for the year; what is being done now to staff substitute teachers is badly broken; and it adversely affects students. Mr. Powell said he supports the motion to postpone action because legal counsel indicated earlier that there might be a problem in addressing this issue under the open meeting law and with the way that it is being presented. He said he concurs and the public should be aware of what is being considered. Mr. Powell also expressed concern about receiving the information a day before the meeting. He said the CPSB has been going through this with a methodical process – hearing a presentation, gathering information, and providing feedback. He said this is a serious problem and he expressed concern for rushing into a change. Mr. Powell also said it is concerning that one company has come to the board, another has surfaced, and the question arises whether the CPSB should have opened this up. He encouraged board members to support the motion on the floor. Mr. Brooks said it's concerning to him that the CPSB would want to employ an outside vendor to perform this service. He said the key to hiring more substitute teachers is to increase the rate of pay and to be more courteous to employees where they would want to stay on their jobs. Mr. Burton said he received the information in the mail on yesterday, he hasn't had an opportunity to study the alternate vendor, and he is also concerned about rushing a decision. *Mr. Mims moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the motion to postpone carried with board members Milam and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Slack and Armstrong.*

#### **APPROVAL OF PUPIL PROGRESSION PLAN PARENTAL REVIEW COMMITTEE**

Board members submitted names of citizens to serve on the committee as follows: Mr. Powell named Margaret Firestone, who resides on Pelican Place, to represent District 8; Alvin Mims named Earnestine Lester, who resides at 602 Hoover Drive 71106, to represent District 6; Mrs. Pugh named Larine Pullen, who resides at 3900 Eileen Lane 71109, to represent District 5; Mr. Thibodeaux named Bessie Smith to represent District 4; Mr. Brooks named Mrs. Lois B. Wilson to represent

District 7; and Mr. Guin named Sylvia Carter to represent District 1. Dr. Hitchcock acknowledged the presence of Gwendolyn Frazier who previously agreed to represent District 12. *Mr. Burton moved, seconded by Mr. Brooks, approval of the appointment of committee members as submitted by staff and recommended by school board members to serve on the Pupil Progression Parental Review Committee. (Recommendations included in the mailout are: PTA's recommendations – Rosemary Day, Darla Feibel, Karen Hester, Parlee Young, and Linda Scott; Special Education Advisory Committee's recommendation – Synthia McBride; and, CPSB members' recommendations – Michelle Taylor (District 3), William T. Adams (District 9), Karen Hall (District 10), and Gwendolyn Frazier (District 12). Vote on the motion carried unanimously.*

## **APPROVAL OF SPECIAL EDUCATION CONTRACTS & INTERAGENCY AGREEMENTS**

*Dr. Hitchcock moved, seconded by Mr. Powell, approval of all of the special education contracts and interagency agreements with the exception of Christus Schumpert Highland and Southern University-Shreveport. Vote on the motion carried unanimously. Mrs. Pugh moved, seconded by Mr. Powell, that the two previously deleted contracts be approved. Vote on the motion carried with board members Burton and Dr. Hitchcock abstaining. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Milam, Brooks, Powell, Slack and Armstrong.*

## **APPROVAL OF STUDENT DISCIPLINE POLICY**

Mr. Brooks spoke in support of one parishwide student discipline policy and said it should be applied consistently across the parish. He asked the superintendent what assurance could he give the board that the policy would be enforced. The superintendent said staff has an obligation to faithfully carry forward and implement any policy that the school board approves. Principals, teachers, central office administrators and anyone who has a responsibility will be responsible for seeing that each aspect is carried through and if not would be subject to appropriate disciplinary action. Mr. Brooks noted that he visited and spoke at several schools last year and he observed that the discipline policy was not being administered, and he expects staff to enforce the revised policy. *Mr. Powell moved, seconded by Mr. Thibodeaux, that the CPSB approve the new student discipline policy (referring to the most recent version that was prepared after input was received at the public forums).* Mr. Powell said he is pleased that the board is coming forward with a policy that would be consistent; that the public is being notified; and the public, parents, and students would have an expectation of what is expected of them. He said the policy makes clear the responsibilities that the school, teacher, and school board have so classrooms would be orderly. Mr. Powell said the policy incorporates a lot of parent input and participation in the solution. He also expressed appreciation for all of the work that went into developing the policy and said the policy would be available on the web site and in students' handbooks.

Jackie Lansdale (CFT/SP) said federation staff is often contacted for input on discipline matters but they always searched the state laws rather than the parish policy. She explained that staff did this primarily because Caddo's policy was: a) hard to follow, b) it is contradictory, c) it did not comply with state law, and 4) was never enforced the same from school to school, if it was enforced at all. She said the revised policy is a step in the right direction and the federation has had an opportunity to share information with school board staff about other issues.

Mr. Thibodeaux said the revised policy addresses just what has been heard and once a determination has been made that the policy has been broken, then staff would refer to the parish policy and it would be equitable and applied the same way in every school. Mr. Thibodeaux said he hopes that the board does not take away from assistant principals and principals *common sense*. He said if *common sense* is taken away, then there is no way that anyone could develop a discipline policy that would be effective. Mr. Burton echoed Mr. Thibodeaux's comments and he asked the superintendent what discretion would principals have in making decisions. He said the policy should be enforced; however, principals or the authorized person should have some leeway to judge how infractions should be addressed. Mrs. Armstrong said it was mentioned at the Executive meeting that individual principals would have an opportunity to add their own ideas and this is concerning to her. She asked to what extent would individual schools add their own modifications. The superintendent said the modifications related solely to the tardiness between classes from school to school. Chief Operating Officer John Dilworth agreed with the superintendent's response. Mrs.

Armstrong asked why isn't there going to be a fixed policy. Mr. Dilworth said modifications are being allowed because of the design of school buildings. He said several middle schools have gone to a teaming approach where all six graders are housed on one wing of the building and many times the children are going from one side of the hall to another to get to class, and there should be very little tardies. Others haven't gone to that point. The design of the instructional program (4 x 4 at Southwood) (Bethune has an eight-period day) is a consideration and staff is leaving the decision to the School Improvement Committee along with the building administrator to submit a plan to central office staff for approval. The superintendent said tardies from class to class are of concern because of the physical arrangements and staff is allowing principals to submit a process to central office staff for review and approval. Mrs. Pugh said she has a concern with the use of ISS (in-school suspension) and the after-school detention. She said it appears that in some schools youngsters are allowed to miss one class period in ISS and the teacher says its okay because the youngster doesn't come to his/her class; therefore it's fine if the students goes on to the other teacher where there has been no violation. Mrs. Pugh said she heard staff say that there are youngsters who prefer to be in ISS all day, and she is concerned about how this is handled. She asked who makes the decision as to whether or not a student would miss three or five days out of all of the five classes or whether the youngster would just miss the one class period in the high school. She further asked about the option to use after-school detention. Mrs. Pugh said she believes some of the mature students would resist after-school detention because there are privileges in the afternoon that they would like to engage in. She asked staff to carefully review this and inform her as to how this would work across the parish. *Vote on the motion carried unanimously.*

**Recess.** The president called for a 15-minute break at approximately 6:40 p.m. The board reconvened at approximately 7:00 p.m.

## **APPROVAL OF STAFFING FORMULA POLICY**

*Mr. Mims moved, seconded by Mr. Brooks, that the revised staffing formula that staff is recommending (Policy GCA – Professional Staff Positions – School Staffing Formula) be approved with one recommendation that the formula for the middle school be changed from 500 to 475. Mr. Mims clarified that reference is to a change in staffing for assistant principals at the middle school level. The superintendent said he supports the recommendation. Mr. Powell moved to amend the motion, seconded by Mr. Brooks that, the staffing formula be modified to provide the following additional staffing attribute: Special first grade (Reading Initiative Allotment): That a staffing regulation be implemented that sufficient teaching staff be allocated to each first grade program to provide for 20:1 pupil:teacher ratio or less for each first grade classroom. Exceptions may be made by the superintendent where there is no available space to add a necessary first grade class. Mr. Powell said this would take 15 additional teachers at a cost of \$600,000 (\$40,000 per teacher). He said in 1997, the CPSB made a commitment to the public to improve reading for the long term for grades k-3. Mr. Powell said improvement in reading is seen and he encouraged the board to support the amendment. The superintendent asked how would the regulation be amended. Mr. Powell said he did not address staff's regulation; he stated that there would be a staffing regulation to be implemented so that there would be a 20:1 ratio. The superintendent said he thought the formula would state that grade one shall be staffed at a 20:1 pupil:teacher ratio. Mr. Powell said the intention is the same as what has been requested of staff, that the superintendent provided in a memo, that it would take 15 to ensure that the system would have 20 or less in the first grade classrooms except where there was no available space. Dr. Hitchcock said he would like to hear the superintendent's views on the amendment before the board votes on the amendment. The superintendent said he would like to express his views but in the context of any other motions so that he could look at the sum impact that amendments would have. The superintendent said as an educator, he wants to see class sizes reduced, particularly at the early grades. However, from a fiscal perspective, he said the \$600,000 is a recurring cost and he is reluctant to comment until he sees what the sum total of the amendments would be and the impact that they would have on the budget. Mr. Thibodeaux asked Mr. Powell how does his amendment change what is already in the main motion that being the pupil:teacher ratio is 1:20 for k-3 grades. Mr. Powell said there have always been numbers but the problem is that saying 1:20 is not what's in the classroom as a ratio; that this is the staffing allotment for k-3. He said what the board had in 1997 when it took a critical look at k-3 for reading is that the critical grade that would have the most impact would be first grade. Mr. Powell said this specifies first grade, and as an example, if the 1:20 was no different then it would not cost the CPSB 15 additional teachers in order to have 20 or less in first grade. He said the difference is the reality of*

what is in the classroom versus the allotment that staff would be using based on the raw numbers. Mr. Thibodeaux said the comments are true but the reason that it exists is because some schools chose to have a higher pupil:teacher ratio so that they could have a music, art or physical education teacher. This is no longer necessary and the ratio should be exactly as listed in the formula. Mr. Thibodeaux expressed concern that there might be a school with 21 students and he asked if the class would be broken to have 10 students in one class and 11 in another. Mr. Powell said his motion is not meant to say that 20 students are needed in the classrooms. The superintendent has submitted compelling research about the number 15; but the point is as the number is moved down towards 20 when it is capped, then this means no more than 20. Mr. Powell said the average would statistically fall below this and his hope is that it would be closer to 15. He further stated that he wants the CPSB to continue its commitment that children can read as they leave elementary school. Dr. Hitchcock urged the board to defeat the amendment. He said if the board has a 1:20 staffing ratio for grades k-3, then staff would not get very far from 20 in either grade. He said if the motion is passed and a small school has 21 students, then it would force the CPSB into a 10 or 11 per class and this is too rigid for his taste. Mrs. Armstrong expressed specific concern about how inclusion students would be counted into the pupil:teacher ratio. Mrs. Armstrong said this is a critical issue. The superintendent said Mrs. Armstrong might not have had an opportunity to review the information that was sent to board members in terms of the issue of mainstreaming special education students. Mr. Powell said the amendment on the floor does not deal with inclusion students, but his next amendment would. Mrs. Armstrong said she would hold her comments until the next amendment is presented. *Vote on the amendment was called, which carried with board members Pugh, Milam, Slack and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Mims, Brooks, Powell and Mrs. Armstrong.*

*Mr. Powell moved to amend the motion, seconded by Mr. Brooks and Mrs. Armstrong, that the staffing formula be modified to provide the following additional staffing attributes. Special Education Elementary Students in the Regular Classroom 50% of the time or more: In the calculation of teachers for the elementary regular education classrooms, the regular student count shall include one student for each one special education student who has not been already included in the regular education count, if such special education student is included and/or placed into the regular education classroom for 180 minutes or more each day.* Mr. Powell said discussion has been held on the problem and difficulty with the impact on the regular classroom of students who are included but not counted in the count. He said as he appreciates it, in the past staff has taken the number of special education students in particular schools and cut the number in half and used that number. This is where the concept of a half student count came up. Mr. Powell said this has been eliminated in the revised formula, but the formula gives zero consideration for students who are included. Mr. Powell said he is asking the board to recognize that if a particular school has a high special education student count of students who are included in the regular classroom half of the time or more, that the student be included in the count. He noted that this is a consideration not only for the children that are being mainstreamed, but also for every other child that is in the classroom. Mrs. Armstrong said she totally concurs with Mr. Powell's comments because this is critical of what is happening in the class, and this gets to the heart of student services. She urged the board to support the amendment. The superintendent said students who are spending most of their time in a regular education classroom ought to be counted regarding staffing. He said he is troubled with the implementation, *i.e.* in a school with 25 regular teachers, 25 classes k-5, and maybe 22 more students who are spending 50-80 percent of their time in regular education and the other part of their time in special education. The superintendent said that school would be entitled to another teacher and adding the teacher at one grade level to reduce class size does not attend to these 22 children's needs. Neither is it attending to the children's needs that are being mainstreamed and might need classroom support. The superintendent said if the board is thinking about helping students, then thoughts should be on if the board is going to spend a million dollars, how could staff better help students. Could they be helped by additional inclusion teachers, paraprofessionals in the classroom that work with the students when they are in the mainstream, or is it best used by placing one additional teacher at one grade. The superintendent said this is an issue with him, notwithstanding the fiscal recurring cost issue. Dr. Hitchcock said his concern is not just the students who are being mainstreamed; it looks like there are resources being pulled away from the mainstream student body because of an inordinate number of special education students who are being put in those classrooms. Dr. Hitchcock said he wants to help special education students who are in inclusion classes, but his interest is twofold: 1) special education students in inclusion and 2) mainstream of the student body that has to at a particular school have class sizes larger than another school only

because there are special education students in the school. *Vote on the motion carried with board members Thibodeaux, Pugh, and Milam opposed. Board members supporting the motion were Guin, Burton, Mims, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock.*

Mr. Powell said he has another motion asking the board to approve the continuation of funding for a staffing position at a particular school that is above the staffing formula under Schedule II. He asked if the motion should be made at this point or later in the meeting when the board considers the budget agenda item. Mr. Powell said there is a special reading program at Shreve Island and children from all over the parish are enrolled because they are deficient in reading. He said the position requires a staff person. The first vice president said the motion should be presented now. Dr. Hitchcock raised a point of order and said it appears to him that the board is talking about a broad staffing policy that applies to every school in the parish. He said there is a section within the policy for staffing exceptions and there aren't any schools listed as unique or needing special consideration. Dr. Hitchcock urged the chair to reconsider his ruling. He suggested that this issue is a part of the budget and the board member would have an opportunity to make a motion to amend the budget at the appropriate time. Mr. Powell said he just wants to be clear about when he could make the amendment.

*Mrs. Armstrong moved to amend the motion, seconded by Mr. Burton, that we have an administrative assistant in the k-8 schools where there are at least 1,000 – 1,199 students.* Mrs. Armstrong said k-8 schools have unique situations and the administrative assistants help to facilitate the elementary schools. The superintendent said this amendment would affect at least three schools. At one of the schools, according to the revised staffing formula, it would also be getting an additional assistant principal. The superintendent said all of the schools could use additional administrative assistance, and he referenced middle schools that have enrollments over 1,000 that don't have an administrative assistant. He said he can't argue against schools' needs but his concern is for the budget's sum total. He said at the rate that the state is going with the lack of MFP funds, the CPSB would not have anything left over for the recurring cost for raises or enhancements. The superintendent emphasized that he is concerned fiscally that the CPSB is heading for a problem. Mr. Powell asked the superintendent if it is his understanding that the motion would include Walnut Hill School (getting an additional assistant principal and administrative assistant). The superintendent said if he understands the motion, it references schools with enrollment above 1,000 would get an administrative assistant. Mr. Powell asked Mrs. Armstrong if this is the intent of her amendment to add an administrative assistant to Walnut Hill when under the formula they would get an assistant principal. Mrs. Armstrong said it wasn't and she should have said 1,000 – 1,200, and she asked that the original motion be changed to reflect 1,000 – 1,200. Mr. Powell asked if staff concurs that the 1,000 – 1,200 would be for two administrative positions. The superintendent said *no*; the way that the staffing formula would be is fewer than 1,200 students on k-8 receives two assistant principals. Greater than 1,200 receives an additional assistant principal making three. He said he understands that the intent of the motion, though not stated, is between 1,000 – 1,199 that an administrative assistant would be added. Mrs. Armstrong said this is correct and she asked that her amendment reflect these numbers. For clarity, Mr. Powell asked if the CPSB approves the amendment, if it would add two administrative assistants based on what the board believes the numbers would be for next year, and the superintendent answered *yes*. Mr. Powell asked what dollar amount is used for an administrative assistant when the budget is calculated. Ben Wreyford, director of finance, said roughly \$65,000 each. Mr. Powell asked what dollar amount is used for an assistant principal for a k-8 school, and Mr. Wreyford said \$70 – \$75,000 for salary and benefits. Mr. Powell asked what administrative responsibilities do administrative assistants have versus an assistant principal. The superintendent said the difference is essentially the number of days worked and not the responsibilities. Ron Festavan, assistant superintendent for support services, said administrative assistants would be teacher pay plus days (teacher's daily rate times the number of days worked which is usually 10-20 days above). Discussion continued on calculation procedures for rates of pay for the two positions. Dr. Hitchcock asked Mr. Dilworth why do administrative assistants work 15 days before and after school. Mr. Dilworth said administrative assistants work more like 5 days before and five days after school (10 days) and they assist with locker changes, preparing for school opening and closing schools. Dr. Hitchcock proposed to make an amendment to the amendment to change the number from 1,000 to 1,199 students. The chair said Mrs. Armstrong corrected the numbers for the original amendment in earlier discussion to reflect 1,000 – 1,199. *Vote on the amendment carried with board members Thibodeaux, Pugh, and Milam opposed. Board members*

*supporting the amendment were Guin, Burton, Mims, Brooks, Powell, Armstrong, Slack and Dr. Hitchcock.*

*Mr. Guin moved to amend the motion, seconded by Mr. Burton, that Policy GCA beginning under the section that reads each elementary school and under the section that reads each elementary/middle school and under the area marked art, music, and PE teachers 1.5 for schools less than 300 pupils, that it be amended to read 2 for less than 300 pupils. Mr. Guin said he spoke to this change at the work session and has since talked with the superintendent. He said there is always concern when teachers are shared and he is attempting to reduce the amount of sharing, particularly in the rural community. The superintendent said the greatest needs are in the middle and high schools. He asked the board to consider an additional 50 positions that could be used in these levels so that staff could combat the high dropout rate and low test scores at a sum of \$2 million. Mr. Burton and Dr. Hitchcock said procedurally, the board is discussing Mr. Guin's amendment. The chair called for the vote on the motion, which carried with board members Thibodeaux and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Pugh, Mims, Milam, Brooks, Powell, Slack, and Armstrong.*

Mr. Powell said the superintendent referenced additional staffing to help dropouts and he asked him for more comments. The superintendent said staff is developing an initiative, on behalf of the board, regarding overage children in school and they have to consider what the pre GED Option 3 is going to be. Staff will be presenting a proposal in July. The superintendent said as staff reviews LEAP scores, dropout rates, and math scores at the middle and high schools, it becomes evident that this is the major point of need for intervention. He said possibly there is a need to do things in the classroom to address dropout issues and alternative options for overage children, and a contingency has been kept in the budget, at a very low rate. The superintendent said he is deeply concerned about the fact that staff might not be able to assist high school and middle school principals in areas of need unless there is some form of allocation or recognition at the high school and middle school staffing formula. Mr. Powell said the contingency is under Schedule II, which is not a part of the staffing formula but is a part of the budget. He said this item should be considered at that time. Mr. Thibodeaux commented that everybody seems to feel that the school board has pockets with no bottoms and it bothers him that the board would be doing a disservice to students in a year or two because some of these things would need to be cut. He said what has been done and will be done tonight is unfair because it is not in the best interest of students overall. Mr. Thibodeaux said the initial staffing formula that is presented by staff is very generous compared to what it has been in the past, and to continue spending money is very irresponsible. *Mr. Burton moved, seconded by Mr. Powell, to call for the question on all amendments and motions. Vote on the motion to end debate carried unanimously. Vote on the original motion, as amended, carried with board members Thibodeaux, Pugh, and Milam opposed. Board members supporting the motion were Guin, Burton, Mims, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock.*

## **APPROVAL OF THE REVISED EAP POLICY**

Jackie Lansdale expressed concern that in looking at the Administrative Procedure - Formal Referral - II, she sees in the informal (self) referral the board is looking for appropriate community resources and she asked who pays for the services at the formal level. Also, if looking at I-A, second paragraph, last sentence under the formal referral, it reads that once an employee decides to participate in the Employee Assistance Program, he or she will be asked to authorize the release of information concerning his or her participation. Mrs. Lansdale asked to whom would an employee report to and to what level do you divulge the information. Reviewing the formal side of the flow chart, Mrs. Lansdale asked if an employee has to complete the program; and if not, is the employee referred back to the Human Resource Department every time. The chair said the board and staff would take the concerns under advisement.

Mr. Brooks asked if the concerns expressed by Mrs. Lansdale would be in the revised policy. Mr. Festavan said staff would make every effort to assist employees through community services. Also, if an employee voluntarily agrees to participate in the EAP program, the EAP administrator would be responsible for following the employee's participation in the program; but not responsible for checking on anything confidential between the healthcare provider and the employee. *Mr. Guin moved, seconded by Mr. Burton, approval of the revisions to the EAP Policy GDBC and administrative procedures. Vote on the motion carried with Mrs. Armstrong absent. Board*



members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Brooks, Powell, Slack and Dr. Hitchcock. (Note: Mrs. Armstrong excused herself from the remainder of the school board meeting prior to the vote being called on this item.)

#### **APPROVAL OF REVISIONS TO CPSB POLICY GBCB – STAFF CONDUCT ALCOHOL/DRUG TESTING AND TREATMENT POLICY**

Staff recommended approval of the revisions to Policy GBCB as outlined in the mailout. *Mr. Guin moved, seconded by Mr. Burton, approval of Policy GBCB – CPSB Employee Alcohol/Drug Testing Policy as submitted and recommended by staff. Vote on the motion carried unanimously.* Mr. Guin said he had been out of town directing a youth camp and there was information concerning this item delivered to his home on yesterday. He said he did not receive the information but he got clarification from staff about this item during the break. *Vote on the motion carried unanimously.*

#### **APPROVAL OF DUAL ENROLLMENT PLAN BETWEEN SOUTHERN UNIVERSITY AND THE CPSB**

Staff recommended that students be provided with dual enrollment and receive all benefits and services provided by Southern University in Shreveport. *Mr. Thibodeaux moved, seconded, by Mr. Brooks, approval of the contractual agreement between the CPSB and Southern University – Shreveport as submitted and recommended by staff. Vote on the motion carried with Mr. Burton abstaining. Board members supporting the motion were Guin, Thibodeaux, Pugh, Mims, Milam, Brooks, Powell, Slack and Dr. Hitchcock.*

#### **APPROVAL OF REVISION TO JOB DESCRIPTION FOR DIRECTOR OF CERTIFIED PERSONNEL**

Staff informed the board that a review of regulations governing certification and consultation with the Louisiana State Department of Education indicates that it is not necessary to require teacher and/or supervisory certification for an individual to hold the position of Director of Certified Personnel. In order to broaden the pool of potential candidates for this position, staff recommended approval of the revised job description. Mr. Brooks said he would get with the superintendent to discuss his concern, and the superintendent said this item does not speak to the concern that Mr. Brooks wishes to discuss. *Mr. Brooks moved, seconded by Mr. Slack, approval of the revised job description for the director of personnel as submitted and recommended by staff.* Dr. Hitchcock said he will vote to approve this motion, but he can see the possibility of having to vote against an applicant, someone that the superintendent recommends here. He said he doesn't want it misconstrued as impugning the character of anyone and he strongly, very strongly believes that the person that is in the position of Director of Certified Personnel should have been a principal first. Dr. Hitchcock said if the intent of this motion is to allow the superintendent to consider people from out of town who might have served as a principal in another state, then he just assumes not having to go through all the process of going through certification hurdles to do it, and for this reason he supports it. But, if the superintendent presents to the board someone who has had no education experience and was purely a personnel administrator, he wants to say very clearly that he would be inclined to vote against it. This would not necessarily reflect on any individual's character or qualifications, etc. He said he votes for this motion with serious reservations and a strong feeling that the person that is in the position of Director of Certified Personnel should have had experience as a principal. *Vote on the motion carried with Mrs. Pugh opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Mims, Milam, Brooks, Powell, Slack and Dr. Hitchcock.*

#### **APPROVAL OF REVISED LEGAL FEE STRUCTURE BETWEEN CPSB AND BEARD & SUTHERLAND**

Mr. Brooks asked the superintendent to explain this request. The superintendent said this matter pertains to the agreement between the board attorney and school board regarding annual fees (retainer fee and hourly fee). He said there is consideration for an adjustment in that the fee has not been adjusted since 1986. Mr. Brooks asked what is the legal fee per hour, and the chair said \$85. The superintendent said the board is being asked to consider the request that was sent to board members in a memo outlining the fee and he referred board members to the memo. Mr. Brooks said

he needs to know the exact modifications before voting on the item. Dr. Hitchcock asked if this item is coming to the board in the form of a recommendation from the Executive Committee. The chair said *yes* and *no*. The chair explained that he attempted to get the Executive Committee members together to discuss this item on more than one occasion but was unable to do so. The board president was hospitalized and Mr. Guin was also unavailable. He said this recommendation is presented from the first vice president. *Dr. Hitchcock moved, seconded by Mr. Thibodeaux, that the board adopt the proposal dated June 4, 2001 from Beard & Sutherland Attorneys at Law, and specifically that the board adopt a monthly retainer of \$5,625, the out of pocket expense provision as outlined in subparagraph two of the letter, and the hourly rate provision in paragraph three.* [Paragraph two reads - Out of pocket expenses – reimburse our firm on a monthly basis all out of pocket expenses incurred which are directly attributable to the school board such as document duplication, long distance telephone calls, out of town travel on approved school board business, transportation costs and fees to attend approved seminars and/or meetings and acquiring publications solely related to the school board or school law, and direct litigation costs such as court costs, expert witness fees, court report fees, and the costs of printing briefs and other documents in cases involving the CPSB. Paragraph 3 reads – Hourly rate – the hourly rate for the partners in our firm would be billed monthly at \$135.00 per hour; for associates having five to ten years of experience at \$125.00 per hour; and for attorneys having less than five years of experience at \$100.00 per hour. Paralegal services would be billed at \$45.00 per hour and law clerk services at \$35.00 per hour.] Dr. Hitchcock said the fees have not been adjusted since 1986 and he cannot think of another area of service that has gone this long without an adjustment. The superintendent said he concurs with Dr. Hitchcock’s assessment. Mr. Mims expressed concern that the recommendation is coming from the first vice president alone, and the president of the board is unaware of the recommendation. Mr. Milam said the president knew about the recommendation, but he was just unable to meet because of illness. Mr. Mims asked legal counsel if one member of the Executive Committee could bring a recommendation for the whole committee to the board. Legal counsel said *no*. The first vice president said each Executive Committee member received the letter from legal counsel, he put the item on the agenda at the Executive Committee (June 5) meeting, and he felt it was his responsibility to bring it to the board. Mr. Powell said his comments should not be construed as a reflection on current counsel; however, philosophically, he has a concern simply about the fact that this board goes out to employ a CPA firm to conduct an audit; the board periodically renews a new superintendent; and this is pretty much on a timeframe. Mr. Powell said legal counsel has represented the CPSB for many years and he was trying to think of what else in the school system does the board have, in the way of services contract or employment contract, where the board does not come back for a review. Mr. Powell said he doesn’t believe that anything that is being discussed isn’t public record, other wise it should be discussed in executive session. He agreed that something should be done to adjust the fee rates, that 1986 is too long to wait; but the CPSB just doesn’t have a system to review the service or it hasn’t been followed. Mr. Powell said he has an overall concern with the way the board looks at this service and why it is different from every other service including the contract for the superintendent. Mr. Powell said he is not in a position to vote on this item at this point and his concern is about the way the board, as a public body, is spending tax dollars for services. He said the board has a bid process and it reviews and analyzes services; therefore, the board needs a mechanism for reviewing legal services, and this would be an assurance to the public that the board is accountable with the amount of money spent. Mr. Brooks agreed with Mr. Powell’s comments. He said he meets with his constituents monthly and he would like for them to be informed on board issues. Mr. Slack said in past years this service would be reviewed and what the CPSB pays is conservative. He said after not having an increase in over a 15-year period and only considering a three- percent increase, that it’s only fair. Furthermore, voting on the motion tonight would not preclude changing the process at some time in the future. Mr. Guin said this information was given to the Executive Board prior to the June 5 work session and Mr. Milam put the item on the agenda. He said he spoke with Mr. Milam on the phone since that time and he agreed for him to put the item on the agenda for today’s meeting, and to share the letter with other board members. Mr. Guin said the committee had not discussed making a motion at that time. Based upon the comments made by other board members, *Mr. Guin moved, seconded by Mr. Thibodeaux, that this item be postponed until next month. Vote on the motion to postpone carried with board members Milam and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell and Slack.*

**Recess.** The chair called for a 12-minute recess at approximately 8:30 p.m. The board reconvened its meeting at approximately 8:45 p.m.

## **APPROVAL OF THE 2001-2002 GENERAL FUND BUDGET**

*Mr. Powell moved, seconded by Mr. Thibodeaux, to approve the 2001-2002 General Fund Budget. Mr. Powell moved to amend the motion, seconded by Mr. Burton, that the reading specialist utilized in the special parish reading program housed at Shreve Island Elementary School be funded in the amount of one teacher above the regular staffing formula. (This would be listed under Schedule II in the budget.)* Mr. Powell said this program identifies children who are deficient in reading, students are drawn from all over the parish, and the program has been successful. Mr. Powell said the position would impact the budget by \$40,000. Mr. Burton said he has heard good things about the program and he supports the motion. The superintendent said it is a worthy program. Dr. Hitchcock asked the superintendent why wasn't this program listed on Schedule II if it is a worthy program. The superintendent said staff believes that there is adequate staffing at the school to continue the program within the budget formula. Dr. Hitchcock asked how is the position being staffed presently. The superintendent said the position and other positions out of the general budget are being attended to through last year's (the current year) Schedule II position. Dr. Hitchcock said the position is in the budget and is approved on a year-to-year basis in Schedule II, and does not come out of the staffing formula right now. He asked why would this be an exception for Shreve Island. The superintendent said after reviewing the staffing with the principal in terms of allocation of teachers, there was under the proposed allocation an additional teacher there that would be used for the program. Dr. Hitchcock asked if this program is viewed as a parishwide program. The superintendent said at the time that the budget was developed, he did not view it as a parishwide program. He viewed it as a part of the school's program. However, the program draws students from outside of the attendance boundaries and it could be labeled parishwide. Dr. Hitchcock asked the superintendent if he would likely approve the position as Level II as was done this past year and the superintendent answered *yes*. Dr. Hitchcock said he would like to see the school with the position and he would encourage the superintendent to do it on Level II if it is not a parishwide program. The superintendent said staff has in the program, under Option III, a particular budget that has been identified for the program and students are enrolling from outside of the attendance zones. He said under that definition it is a parishwide program. Dr. Hitchcock asked what is the program called. Staff said the program is Reading Rescue. Dr. Hitchcock suggested that the program be called Reading Rescue Program for Caddo Parish. The superintendent said it could be done this way. Mr. Thibodeaux asked if there are any other schools with a Reading Rescue teacher, and the superintendent said *not to his knowledge*. Mr. Thibodeaux asked if the program was originally funded through a grant and staff answered in the affirmative (8g grant). Mr. Thibodeaux asked staff to do an annual evaluation of the Reading Rescue Program and share the findings with board members. *Vote on the motion was called and carried unanimously.*

*Mr. Powell made a motion to amend the motion, seconded by Mr. Burton, that we add under Schedule II 50 teachers additionally as a second contingency underneath where it has 25 teacher contingency for the purpose of having those budgeted in order to staff the superintendent's program that he is coming forth with for high school and middle school overage dropouts.* Mr. Powell said this amendment would require \$2 million dollars and this would be set aside in the budget. He said these 50 slots will be set aside and it would be up to the superintendent's discretion whether he puts them in particular middle or high schools. Mr. Burton said the board has been talking about doing alternative programs for students falling behind, and this is a first step that he supports. The superintendent said staff wants to see dropout rates and student achievement levels improved at the middle and secondary level. He said demands have been issued by the state for staff to look at alternative programs for students 16 years and older called the Pre-GED Option. Staff will be presenting proposals to the board in July, as the state has provided little funding. Dr. Hitchcock said he heard the superintendents' comments and reference was made to overage students. Dr. Hitchcock asked the superintendent if he would come to the board with programs before implementation so that board members would know how many of the 50 teachers would be allocated, and the superintendent answered *yes*. Mr. Powell said he hopes that staff would get involvement from the Pupil Progression Plan Parental Review Committee in building the programs. *Vote on the motion carried unanimously.*

*Mr. Brooks moved to amend the motion, seconded by Mr. Mims and Mr. Burton, to put the homebound program back into the budget.* Mr. Brooks said the program has done so much good and Caddo should use its certified teachers rather than retirees. The superintendent said the budget was built on having certified teachers serve the homebound students. He said these students are students

who have been injured in accidents and primarily pregnant students. The current program provides a minimum number of hours of tutoring. He said the 14 teachers who oversee the program are fully certified and staff's intent is to be able to put fully certified teachers (in math, science, and special education) in areas where there is a shortage in classrooms. The superintendent said there could be a savings of \$400,000 - \$500,000 by doing this, and teachers (hopefully the student's regular teacher) could be paid an hourly rate to tutor the student. Mr. Burton said he has not seen any plans for staffing the program and he does not want to see the program thrown out without anyone being there when there is a need. The superintendent provided statistics on the number of students using the homebound program services during the last school year, and particularly noted that 43 of the 79 students being served did not return to school. Mr. Burton asked if the board is legally bound to provide the same type of quality education for these students. The superintendent said the board is required to provide the program that is currently being provided - three hours a week of instruction, which is really a tutoring program. The teacher gets the assignment from the home school teacher and provides tutoring to fulfill the assignments, and the service is provided during the day time. Mr. Burton said his concern is that he doesn't see a plan that specifically states what is going to happen in the program. He said until the board receives a plan, then he submits that the board must support the process as it is. Dr. Hitchcock said he saw a plan, a couple of memos that explains how the program would work and he asked the superintendent a series of questions about staff's plan to provide service to homebound students. The superintendent's responses to Dr. Hitchcock's inquiries were: the teachers would be fully certified individuals; substitute teachers would not be used; there would be no degradation in the level of service to the students; and, teachers would tutor the students at a mutually agreed upon time. Mr. Powell said if fully certified teachers are going to be used in the program, then the quality of the program is being improved. Furthermore, by using teachers from the same school would cause a link so that the students would return to the school. The superintendent informed board members that a number of the homebound instructors contacted him wanting to continue doing this service in addition to taking on their teaching responsibility. *Vote on the motion failed with board members Burton, Pugh, Mims and Brooks supporting the motion. Board members opposed were Guin, Thibodeaux, Milam, Powell, Slack and Dr. Hitchcock.*

Dr. Hitchcock asked for clarification of the main motion. He said he wants to make sure that the board agrees that the main motion means to approve the General Fund Budget as amended by the action of the board previously on changes to the staffing formula. Mr. Powell said he made the motion and he concurs with what Dr. Hitchcock said. *He made a motion to amend the main motion to make sure that the prior action of the CPSB during this meeting in adding staffing under the staffing formula item, that that be added to the main motion that is now being voted on and it be incorporated into the budget. Mr. Burton seconded the motion, which carried with Mr. Thibodeaux opposed. Board members supporting the motion were Guin, Burton, Pugh, Mims, Milam, Brooks, Powell, Slack and Dr. Hitchcock. Vote on the main motion, as amended, carried unanimously.*

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent reported on the construction projects as outlined in the mailout and said staff is moving aggressively at completing projects. He said he is pleased with the progress that is being made and hopes that board members would be out looking at the projects over the next several weeks. He also reported that staff met today to start talking about the next schedule of construction projects in light of the fact that the economy might be more conducive to more bids at this point.

**Creswell Project.** Mr. Thibodeaux expressed concern that staff has been listing the same comment for the Creswell project for several weeks. He asked if the project would be completed for occupancy this fall. The superintendent reported that staff is in the process of working with the contractor to clear up some liens and to clear some final adjustments. He reported that staff would be able to take occupancy this fall.

**A. C. Steere Project.** Mr. Powell asked about the conversion of the building at A. C. Steere that was well underway when the architect was incapacitated through an accident. He asked if the building would be ready for occupancy next year. Steve White, Director of New Constructions and Capital Projects, reported that another architect has been brought in on the project. Paperwork has been submitted to the fire marshal's office in Baton Rouge to state that Caddo has changed the professional of record, and to get clarification of incomplete items left by the original architect at the

time of his accident. The reviewing architect assured staff that the paperwork would be completed and returned to staff within a week. Mr. White said he sees no reason for a holdup on the project. Mr. Powell said staff might want to consider including in future construction contracts a clause that allows for the reassigning of projects if the architect or contractors of record should become incapacitated before a project is completed.

**Pine Grove Project.** Mr. Brooks expressed concern about the delay on the construction project at Pine Grove. He asked staff to complete the project, even if it means replacing the contractor. The superintendent said this is a legal issue and staff is working with legal counsel on this issue. Legal counsel advised that staff is not in a position to address this legal issue at this time, but they are near the end for of this mode. Mr. White said there is a problem with the contractor, and Mr. Brooks asked staff to finish the project.

## **UNFINISHED BUSINESS**

No unfinished business was presented.

## **NEW BUSINESS**

No new business was presented.

## **ANNOUNCEMENTS AND REQUESTS**

**Pay Raises.** Dr. Hitchcock asked the superintendent when would the board hear his ideas about pay raises. The superintendent said board members could expect to hear a report on funding at the July board meeting.

**District 12.** Referencing comments made by visitors, Dr. Hitchcock clarified that the superintendent's staff helped the people in District 12 to get some relief on student transfers. He said several remarks were made about the Consent Decree by visitors and about relocating the 53 students from Turner to Bethune. He said these students were a part of Turner when it was built as a Consent Decree school and he asked the superintendent to consider the possibility of how it might be viewed in accordance with the Consent Decree if some of the students living closest to Bethune would be moved to Bethune, and those living in the Far West and closer to Turner would be moved to Turner. He also asked the superintendent to consider the concerns (referencing the petition that was submitted) of parents and their vow to not send their children to Bethune; to see if there is a better way to do this to accommodate the goals of the two schools. Mr. Brooks said the board voted for the 53 students to attend Bethune. He asked the superintendent if staff is going to change plans now as a result of the comments made earlier in the meeting by citizens from District 12.

**Water Seminar.** Mr. Powell asked if his understanding that board members do not have to attend the water seminar is correct. Mr. Festavan said school board members do not have to attend this current session, that a waiver was granted. He said they did not negate that board members would never have to attend the session. Moreover, he understands that the LSBA is going to address the association and try to come to some type of agreement, but there is no commitment. Mr. Powell said he received an indication from Representative Shaw that he had talked to them and they decided that they had overreached when they decided that school board members would be required to attend the seminar, and this would be rectified. Mr. Festavan said he was unaware of this.

**July CPSB Meeting Agenda.** Mr. Powell noted that the CPSB would meet only once in July (July 17, 2001) and there is no Executive Committee meeting in July. He asked the superintendent if there would be two board mailouts or one in July. The superintendent said he intends to have one mailout (seven days out from July 17). Mr. Powell asked staff to provide CPSB members with some idea of what might be on the agenda even if the mailout material is not ready before hand.

**C. E. Byrd High School Administrator.** Mr. Powell asked the superintendent about his plans for C. E. Byrd High School. The superintendent said the position has been advertised throughout the state and nationally. Applications have been received internally and externally from approximately nine candidates. He reported that there were, in staff's judgement, two reasonable candidates that were interviewed extensively and neither is under consideration at this time. He said at this point

there is no pool of new candidates. He is looking now at re-advertising and for an interim administrator. The superintendent said he might have to spend additional funds to try to hit another market. He said the reality is that there are vacancies around the country. They are paying \$40,000 - \$60,000 more than Caddo and generally staff would start seeking applicants early in the year. Mr. Powell expressed concern about the approaching opening of school. He asked the superintendent to keep board member informed, and he expressed appreciation for staff working with the Byrd community. Dr. Hitchcock said there are several school-based administrative vacancies and he encouraged the superintendent to talk to the board president about calling a special session of the CPSB to consider and/or approve personnel recommendations if he deems it necessary. Mr. Brooks expressed concern that the superintendent is unable to find a principal for C. E. Byrd. He suggested that there are qualified applicants within the Caddo Public School System.

**District Zones.** Mrs. Pugh noted that school attendance zones do not coincide with school board members' zones. She said it appears that visitors addressing the board today have been misguided and this message needs to be cleared. Mrs. Pugh said no board members' district determine the school's district line.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mr. Powell seconded the motion, which carried, and the meeting adjourned at approximately 9:55 p.m.*

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President

**July 17, 2001**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:39 p.m. with President Johnny Vance, Jr., presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mrs. Armstrong gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE JUNE 19, 2001 CPSB MEETING**

Mr. Milam moved, seconded by Mr. Thibodeaux, approval of the minutes of the June 19, 2001 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. The president, with input from school board members, identified agenda items for the consent agenda.

#### **SPECIAL PRESENTATION/RECOGNITION(S)**

No special presentations/recognitions were made at the meeting.

#### **VISITORS**

Johnny West, employee with the CPSB, asked the board to give paraprofessionals a pay raise in addition to the \$300 one-time bonus that is being awarded by the state. He recommended that paraprofessionals be given 50 percent (\$1,030) of what has been allocated for teachers.

Edna Johnson, Sunset Acres community representative, asked the board to allow the assistant principal at Sunset Acres Elementary School to remain at the school. She presented a letter from the community and petitions supporting the request. (The president informed Mrs. Johnson that the assistant principal is not being removed but is being transferred to another site. He asked Directors Charles Walker and Leisa Edwards to visit with Ms. Johnson and explain what is happening.)

Priscilla Savannah, president of Caddo Association of Educators (CAE), expressed CAE's pleasure about the superintendent's proposed recommendation concerning employees' pay raises and the plan to give certificated staff a pay raise based on the level of earned advance degrees. On behalf of the Association, Ms. Savannah asked the school board to absorb more of the insurance cost when health insurance premiums rise; and to address the issue of inconsistencies at schools on faculty and staff dress codes.

Jackie Lansdale, executive director of Caddo Federation of Teachers/Support Personnel (CFT/SP), applauded the CPSB for including all employees in proposing pay raises. She asked the board to increase pay raises for support personnel to \$700 (using the \$300 that is already allocated); applauded the superintendent in considering pay differentials for degree levels for teachers; suggested that the pay awarded to teachers earning advanced degrees would be meritorious; asked the school board and staff to examine the amount of supply money that is awarded to teachers; informed the board that employees are reporting medical complaints that they believe have something to do with school buildings; and, said the Federation looks forward to continuing its work with the CPSB in developing policies. Mrs. Lansdale announced that the Federation would be hosting a professional development workshop on the Centenary College campus on August 11, 2001. The two components of the workshop are *Effective Classroom Management* and *Managing Anti-Social Behavior*.

#### **CONFIRM THE CONSENT AGENDA**

*Mr. Thibodeaux moved, seconded by Mr. Guin, approval of the board agenda items categorized as "consent agenda." Vote on the motion carried unanimously.* The following items were categorized as consent agenda by the CPSB.

## **Agenda Item No. 9 –A, B, C and D**

**Personnel Recommendation(s).** The superintendent recognized administrative staff persons to introduce employees who are being recommended for promotion to positions within their departments. John Dilworth, chief operating officer, announced the following personnel recommendations: 1) Tyrone Burton was appointed principal at Cherokee Park Elementary School; 2) Diane Grondin was appointed principal at Sunset Acres Elementary; 3) Richard Lavergne was appointed principal at C. E. Byrd High School; 4) Brenda Wesley was appointed assistant principal at Walnut Hill Elementary/Middle School; 5) Cleveland White was appointed assistant principal at Green Oaks High School; 6) Eddie Smithey was appointed assistant principal at Midway Professional Development Elementary; 7) Larine Pullen was appointed interim assistant principal at Sunset Acres Elementary School; 8) Elizabeth Duran was appointed director of certified personnel; 9) Artis Welborn was appointed counselor at Southwood High School; 10) Candice Thibodeaux was appointed counselor at Herndon Elementary/Middle School; 11) Shonnye Baldwin was appointed counselor at Walnut Hill Elementary/Middle School; 12) Courtney LeBlanc was appointed counselor at Creswell Elementary; 13) Anna Wilbanks was appointed counselor at Northwood High School; 14) Roseta Johnson was appointed supervisor of attendance and census; 15) Corey Parham was appointed head football coach at Booker T. Washington High School; and, 16) Andrea Nelson was appointed professional development specialist/Direct Instruction.

Mr. Festavan, assistant superintendent for support personnel, announced the following personnel recommendations: 1) Judy Yarbrough and Clarence Calvin were appointed to the positions of classified personnel administrators; and 2) Linda H. Piper was appointed data processing services specialist.

Marlene Ritter, director of General Education, announced that Sharon Burford is being appointed guidance and counseling specialist; and Yvette S. Lavergne is being appointed supervisor of elementary education (mathematics k-5).

Dr. Jeanette Taylor, director of special education, announced that Jeanne Boutwell is being appointed as interim pupil appraisal supervisor.

Each promoted employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she/he is appointed.

Other administrative transfers/assignments made by the superintendent are: 1) Shirley Douglas, assistant principal at Hollywood Middle from Midway; 2) Daniel Blair, assistant principal at Bethune from Hollywood; 3) Cindi Frasier, assistant principal at Southern Hills from Sunset Acres; 4) Buddy Hankins, assistant principal at Caddo Heights from Bethune; and 5) William Freeman, assistant principal at North Caddo from Huntington.

**Retirements.** The superintendent also recognized and expressed appreciation for the many years of service given by Sandy Neeson, guidance and counseling specialist, and Penny Claudis, director of certified personnel who are retiring this month.

Mr. Burton recognized family members of the promoted employees, particularly identifying Wendell Piper. The president acknowledged the presence of Louisiana Representative Cedric Glover.

**Requests for Leaves.** Staff recommended approval of the following requests for leaves as included in the mailout.

Sabbatical (Medical), Fall Semester of 2001-2002 School Year

Melba Weaver, Teacher, Ridgewood Middle School  
Linda Brown, Teacher, Vivian Elementary/Middle School

Leave Without Pay (Personal), 2001-2002 School Year

Teresa McDowell, Special Education, Eighty-First Street ECE



Leave Without Pay (Personal), Fall Semester of 2001-2002 School Year

Stacy Scott, Itinerant, Speech Therapist

Leave Without Pay, 2001-2002 School Year

Darlene Atkins, Office Clerk, Pine Grove Elementary

**Requests of the Board.** Steve Baker, teacher at Huntington High School, requested to rescind the second half of his sabbatical leave and return to his teaching position for the fall semester of the 2001-2002 school year.

Lisa Moreland, teacher at Creswell Elementary, was on a medical sabbatical leave for the 2000-2001 school year. Her health has not improved and she has applied and been approved for disability retirement. Ms. Moreland asked the board to be relieved of the obligation to pay back monies she received while on leave.

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended that the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout and placed at board members' stations marked *Addendum to Agenda Item 9-C*, be approved.

**Promotional Appointment Contract for a New Counselor.** New counselors are listed under the heading of **Personnel Recommendations**.

#### **Agenda Item No. 10 – A and B**

**Approval of Bids.** Staff recommended approval of the bids of: 1) Area Wholesale totaling \$59.22 for recapping truck tires as indicated on the bid tabulation sheet; 2) C F Biggs Co., Inc. totaling \$22,680.00 for M&S Digital Duplicator supplies as indicated on the bid tabulation sheet; 3) Mayer-Johnson totaling \$10,009.50 for computer software for Special Education as indicated on the bid tabulation sheet; 4) LA School Equipment totaling \$25,960.40 for mobile folding tables as indicated on the bid tabulation sheet; and 5) Lakeshore Learning Materials totaling \$34,121.05 for classroom supplies for Special Education as indicated on the bid tabulation sheet. A copy of the bid tabulation sheets marked "*Exhibit A, 11 pages, July 17, 2001*" is filed in the official papers of the board.

Staff also recommended approval of Construction and Capital Projects: 1) Project 2002-216 – Booker T. Washington Canopy to JROTC classrooms be awarded to Leon Angel Construction for the sum total of \$59,596.00; and 2) Project 2001-029, C. E. Byrd/LSU Baseball Field Improvements be awarded to Jack Moorman Electric for the sum total of \$122,130.00.

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

**Appointment of Fiscal Agent.** Staff recommended that *Bank One* be appointed fiscal agent for the period September 1, 2001 through June 20, 2004. Each bank in Caddo Parish was sent a copy of the specifications with a letter inviting a bid. Bids were received from AmSouth, Bank One, and Hibernia and an analysis of each bank's bid is filed in the official papers of the board.

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

**Renewal of Group Dental Insurance Plan.** Staff recommended that the Group Dental Insurance Plan with Blue Cross Blue Shield of Louisiana be renewed for the year October 1, 2001 through September 30, 2002. No rate adjustment is needed for renewal of the plan.

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

**Renewal of Group Disability Insurance Plan.** Staff recommended that the Group Disability Insurance Plan with Washington National be renewed for the year October 1, 2001 through September 30, 2002. Due to an increase in claims during the past year, a rate increase of 8% will be

required for the upcoming year. Staff reviewed the claims data provided by Washington National and believe the rate increase is justifiable based on actual claims experienced.

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

**Adoption of Louisiana Compliance Questionnaire.** Staff recommended that the resolution to approve the Louisiana Compliance Questionnaire be adopted.

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, 2000 – June 30, 2001; 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 Phillip R. Guin

Adopted July 17, 2001

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

/s/  
Robert E. Schiller, Ed.D.  
Superintendent

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

**Approval of Cooperative Agreement With City of Shreveport for Mutual Use of Sport Facilities.** Staff recommended that the cooperative agreement on mutual use of sport facilities with the City of Shreveport and CPSB be approved. A copy of the agreement is filed in the official papers of the board.

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

**Approval of Cooperative Agreement With Joy Home for Boys to Provide Temporary Building for Use as Special Education Classroom for Caddo Parish Students.** Staff recommended that the cooperative agreement and additional resolutions with Joy Home for Boys to provide a temporary building for use as special education classroom for Caddo Parish students be approved. The Office of Special Programs has agreed to share fifty percent of the cost of relocation of a temporary building to the Joy Home site. A copy of the agreement is filed in the official papers of the board.

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

**Approval of Cooperative Agreement – CPSB and Shreveport Job Corps Center.** Staff recommended approval of the cooperative agreement between the CPSB and the Shreveport Job Corps Center. By entering into a cooperative agreement between the CPSB and the Shreveport Job Corps Center, identified (Pre-GED Skills/Option 3) students would attend the new alternative school to receive the skills training component as a share time student with their home school for the academic portion of their education. A copy of the agreement is filed in the official papers of the board.

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

**Approval of Legacy Computer Services, Inc. Consulting Agreement.** Staff recommended approval of the consulting agreement between the CPSB and Legacy Computer, Inc. as presented in the mailout. As Caddo progresses with the conversion to its new mainframe computer system, it is beneficial to access expertise outside of the Caddo School System. Legacy Computer Services, Inc. has the knowledge and experience with the IBM Multiprise 3000, the OS390 operating system and the implementation of IBM e-business (Internet and web based) applications to bring these and other emerging technologies to fruition in the Caddo Public School System. A copy of the agreement is filed in the official papers of the board.

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

**Approval of 8(g) Pre-school/Early Childhood Education Block Grant.** Staff recommended approval of the 8(g) Pre-School/Early Childhood Education Block Grant as submitted in the mailout. The grant will provide full day learning opportunities for a select group of children who will develop skills and concepts appropriate for success in kindergarten. It is anticipated that funding will be in the amount of \$186,103.00.

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

**Approval of Starting Points Grant.** Staff recommended approval of Starting Points Grant as submitted in the mailout and recommended by staff. This grant will provide full day learning opportunities for a select group of children who will develop skills and concepts appropriate for success in kindergarten. It is anticipated that funding will be in the amount of \$173,268.00.

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

**Approval of Resolution to Hold Tenure Hearing(s) for Certificated Staff.** Staff recommended approval of the resolutions to hold tenure hearings on August 7, 2001 for certificated staff as identified in a mailout to school board members. In each case, there is significant evidence to support the charges against the employees.

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

**Approval of Revisions to CPSB Policy FF – Naming New Facilities.** Staff recommended approval of the revised CPSB Policy FF as submitted in the mailout. The policy is revised in accordance with the change in the statute that permits a facility to be named in honor of a living or deceased person.

### **Agenda Item No. 32**

**Executive Session(s): Employee's Tenure Hearing.** The superintendent recommended that the employee's tenure hearing scheduled for July 17, 2001 be rescinded.

**Recess.** The president called for a 12-minute recess at approximately 5:07 p.m. The board reconvened at approximately 5:21 p.m.

## CONSIDERATION/APPROVAL OF STATE FUNDING REDUCTION/RESOLUTIONS

Staff recommended adoption of a resolution calling for the state to reimburse school districts an obligation of \$17,210,600, and a resolution calling for the CPSB to join with other school districts in Louisiana in litigation to force the state to reimburse the districts the \$17,210,600 as presented in the mailout. *Mr. Thibodeaux said so moved, seconded by Mr. Slack and Mr. Guin, [approval of the resolution urging the Governor, Commissioner of Administration, and the Legislature to fully fund the MFP for FY2001. Also moved approval of the resolution authorizing special counsel to name the CPSB as a party plaintiff in litigation regarding the collection of FY2001 MFP funds totaling \$17,210,600 statewide.]* Mr. Milam said he doesn't have a problem with the request as far as wanting the funds from the state, however he objects to the CPSB suing the state at this time. Mr. Milam asked if the estimated cost has changed since the last school board meeting. The superintendent said 51 school systems have signed onto the petition and the cost would be a portion to each school system based on its enrollment. Legal counsel said his understanding is that the cost to the school system would be a portion among the school systems based on some agreement between the school systems. The superintendent said this is an attempt to bring in all of the school districts within the state and then make a determination of how to apportion the cost. Mr. Milam said he has no problem with the resolution asking for the funds that are owed, but he questions whether a suit would speed up the process. Mr. Powell asked if the motion is for both resolutions or if the board is separating them. The president said the motion was *so moved* by Mr. Thibodeaux. Mr. Thibodeaux clarified that the motion was moved for the purpose of the second part, so the board could split the motion if so desired. Mr. Powell noted that there is an item on today's agenda for which there is a recommendation from the superintendent that deals with the money that the board is seeking to recover. He said if the board is going to send a message to employees *i.e.* that if the CPSB can recover the money that there would be salary increases for teachers and support staff, but at the same time not support the endeavor to recover the money, we may be well sending a mixed signal to employees about how serious the board is about this. He further stated that he understands the concern that was voiced by the preceding speaker about litigation and whether or not it would speed things up, but the fact is that there is already a majority of school boards that will be doing this regardless of what Caddo does. Mr. Powell said the voice would be louder with unity among the school boards.

*Mr. Milam moved, seconded by Mr. Guin, to divide the question.* Mr. Thibodeaux called for point of order and said he doesn't think that the motion to divide the question is necessary because the intent of his motion was for the second part. Dr. Hitchcock said sometimes the board gets informal and says "*so moved.*" Typically, it has been his understanding that when *so moved* is said, the board is talking about resolutions that are prepared and before board members. He said if this is so, then he would point out that both resolutions are together under the agenda item. He sought clarification from the president. The president sought legal counsel's opinion. Legal counsel said based on the mailout, he thought that both motions would be combined; one motion actually has both portions included; and, the other has only one part. There was a suggestion in the one part resolution for systems that in fact are hold harmless systems. Legal counsel said there is a joint motion on the agenda; *so moved* would include both motions; and, the motion could be divided. Mrs. Pugh asked legal counsel if he was saying that the school board could submit a resolution, be a part of the litigation, and then not pay its share of the cost. Legal counsel said the resolution calls for the fact that there would be an agreement between participating school boards to share the cost. Mrs. Pugh asked what would be the purpose of approving a resolution and not agreeing to participate in sharing the cost. Legal counsel said there are two different resolutions and one resolution says the CPSB supports the recovery of the funds. Mrs. Pugh asked how would the board show its support. Legal counsel said one resolution is recognition of support for the recovery of funds and doesn't mention litigation at all. The other resolution contains both, the support of recovery of funds and the joining in the resolution. *Vote on the motion to divide the motion carried with board members Pugh, Armstrong, and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Mims, Milam, Vance, Brooks, Powell and Slack.* The president called for the vote on the first motion [*move approval of the resolution urging the Governor, Commissioner of Administration, and the Legislature to fully fund the MFP for FY2001.*], and vote on the motion carried unanimously. The president called for the vote on the second motion [*move approval of the resolution authorizing special counsel to name the CPSB as a party plaintiff in litigation regarding*

*the collection of FY2001 MFP funds totaling \$17,210,600 statewide], and vote on the motion carried with board members Vance and Milam opposed. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock.*

## **CONSIDERATION/APPROVAL OF REVISED PROJECTED FUND BALANCE AND SALARY SCHEDULES**

Staff recommended approval of the proposed salary schedules for SY2001-02 as attached and submitted with choice of Option A or B under referenced number four. *Mr. Burton moved, seconded by Mr. Slack, approval of the proposed salary schedules for SY2001-02 as attached and submitted by the superintendent, with Option B. Vote on the motion carried unanimously.* On behalf of the staff, the superintendent thanked the board for its support.

Staff recommended that the Caddo Parish School Board: 1) approve the submitted Teacher Salary Schedule for SY2001-2002. Funding was included in the FY2002 General Fund Budget (\$7.7 million); 2) approve the local district's share of the across-the-board state raise at a cost of \$477,000; 3) approve the distribution of the one-time \$328 supplement to Caddo Parish support employees and approve a one-time supplement of \$328 from local/federal funds to those support employees excluded from the state supplement (the cost to the district is \$173,800); 4) approve Option B - a \$.25 per hour increase for hourly support employees (\$315-520 annually) and \$225 for bus drivers and attendants for SY2001-2002 contingent upon receipt of the state reimbursement of MFP funds to the Caddo Parish School District of \$1,828,000. The total cost of this proposed increase for support employees is \$1,137,000; and 5) that \$100 be added to the BA level, \$300 to the Masters level, \$400 to the MA +30 level, \$500 to the specialist level, and \$600 to the doctoral level, at a district cost of \$948,000, contingent upon receipt of the state reimbursement to the Caddo Parish School Board of \$1,828,000 in MFP funding. Concurrently, it is recommended that the attached Teacher Salary Schedule be approved for SY2001-2002, contingent upon the receipt of MFP funding of \$1,828,000.

## **APPROVAL OF SY2001-02 PUPIL PROGRESSION PLAN**

*Mr. Mims moved, seconded by Mr. Thibodeaux, approval of the 2001-2002 Caddo Parish Pupil Progression Plan as recommended by staff.* The superintendent recognized Marlene Ritter, Director of General Education, who responded to board members' inquiries about revisions to the plan. Mr. Burton asked about retention of first graders and test promotion. Mrs. Ritter said Mr. Burton's inquiry is referencing youngsters going from kindergarten to first grade. Currently there is a point system and children moving from kindergarten to first grade must earn two out of three points. The points are one for reading, one for math, and one for social emotional. This year students are required to pass a locally developed test that is developmental appropriate for the students and students had to pass a test in reading or math in order to pass. The difference is that this year it has been changed to where children are required to pass both the reading and the math, and staff is recommending the change. Mrs. Ritter said the reason for the recommendation is that in the promotion criteria for kindergarten to first, first to fifth, and sixth to eighth there is nothing that prohibits the students from failing one or the other and moving upward. She said a measure is being inserted to prevent the students from failing a subject throughout their school years, thus becoming complacent, bored or not able to function in school. Mr. Burton said he is concerned about kindergarten students being held accountable for something that might be someone else's problem *i.e.* family, high rate of teacher absences, the child is sick on a test date. He suggested that by holding kindergarten students back, it becomes an experiment by the parish and state. Mrs. Ritter said it is a state mandate that Caddo has some criteria in place, and it is the same kind of test for both parts. Mr. Burton asked what happens to other measurements that are taken during the year. The superintendent said the major focus at the kindergarten level is the pre-literacy development, and what staff is able to accomplish at that point readies the child for the reading and math competencies in first grade. Furthermore, as long as the CPSB has a no social promotion practice and policy that by strengthening the standard and making it more objective, then staff does not run the risk of a student going forward who is not ready for first grade in math or reading. Mr. Burton said perhaps the board and staff should define *social promotion*. Moreover, it is concerning to him because the kindergarten student could be an honor student but because he misses one part of the test he is held back, and as he progresses he is held back at another level. Mr. Burton said these students are being programmed to not finish school and until the board provides alternatives and studies the

instructional methods, then the child should not be held hostage. The superintendent said one of the major components of the plan is that for the first time, it provides an opportunity to address students who have been retained and repeatedly retained by changing the program so that a student would not be sentenced to repeat a grade with the same program. The superintendent said the Pupil Progression Plan requires the criteria to be promoted from grade to grade. Staff, in keeping with the notion that students are readied academically to move forward, is attempting to define the criteria that is more objective than subjective; not to sentence a student to go forward in their grade level progression when the student is not ready for the work; and, to build a program that will attend to students who have been retained and attempt to accelerate their learning so that they could possibly move forward by two grades to catch up with their age-level peers. The superintendent said he needs direction from the board relative to this particular issue. Mr. Burton again suggested that social promotion should be defined. Mrs. Ritter said there has to be some type of mastery criteria for a kindergarten student to move to the first grade; and, for first through fifth grade, staff is not recommending one test, but is recommending that students pass the subject areas (reading, math, language arts, science, social studies). The superintendent said there is a disconnect between students who are getting *As* and *Bs* and passing their courses, but yet not able to meet the minimum competencies of the state test; that there is a problem with the standards in the classroom. He also noted that across the state promotion from fourth to eighth grade is tied to students passing the LEAP test, and this is a standard on which Caddo should not back off. Mr. Burton said he could not support retaining kindergarten students and perhaps this part should be divided from the motion.

Mrs. Armstrong said she believes the key word is *readiness* and when kindergarten students are tested, it is for readiness for first grade. Moreover, these students are given a test of readiness skills that are taught to prepare the student for first grade *i.e.* knowing the difference of up and down; cognitive-type skills; and, not reading skills as thought of for an adult. Mrs. Armstrong said the test would be more of a judgmental-type skills or situations, it would perhaps be done from pictures rather than written words, and number recognition. Mrs. Ritter said Mrs. Armstrong is correct in her thinking, that this is known as developmental appropriate. Dr. Hitchcock asked if he heard staff say that this is an attempt to catch problems and gaps in understanding at an earlier point, and correct them at one time - that is before students enter first grade in order that the child would have a better opportunity of progressing in grades one through five. Mrs. Ritter said *absolutely*. Dr. Hitchcock asked if he heard staff say that there is a targeted remediation at this level and this point that would be designed to give students who are deficient caught up to a point where staff believes that they would have a running start for the elementary grades. The superintendent answered in the affirmative and said this is the purpose in what has been designed. Mrs. Ritter said at the lower level, it is staff's intent to take the data that is used for any type of assessment, do an analysis, and have the teachers use the data in developing programs to meet individual needs of students.

Referencing page four of the document, Mrs. Pugh expressed concern about the statement on page four that reads, "*In order to be promoted to Grade 1, kindergarten students must score a 66% or above on locally developed tests that are correlated with the State Content Standards in the areas of reading and mathematics. Students who have not attended kindergarten must meet the same standards in reading and mathematics.*" She asked if staff is going to be able to prep a youngster and test him within one week. The superintendent said this is intended for those students coming to the district who have not attended kindergarten to determine their readiness for first grade - the initial intake. Mrs. Pugh asked what has been done for youngsters in the system who reside within the system and come to the campus without kindergarten experience. Mrs. Ritter said this is for anyone coming into the system who has not attended kindergarten. Mrs. Pugh asked if staff has a curriculum in place that they would be able to offer a child in one week and then test the child. Mrs. Ritter said the child would not be offered a curriculum. He or she is supposed to be entering the system with readiness to enter first grade and staff has to have some kind of assessment in place to determine if the child is ready and could be successful in grade one. Mrs. Pugh asked what would staff do with the students coming to the system who are not ready for first grade. Mrs. Ritter said the child would go to kindergarten. Referencing *page four, section B – Grades 1-5*, Mrs. Pugh asked what instrument is in place to determine language development and who makes the determination. Mrs. Ritter said in grades 1-5, staff is not giving just an assessment; that is based on teacher grades or the grades that students pass or fail within the course of instruction during the whole school year. It's a matter of being in the curriculum, being taught, and making a passing score based on the grading policy. The superintendent said these are report card driven plus the LEAP in grade four.

Mr. Milam asked what happens to a kindergarten child who doesn't pass the assessment or the test, yet the teacher looks at this knowing that the child could be successful in first grade. Mrs. Ritter said there is a mechanism in place and it could be referred to the School Building Level Committee for examination. The superintendent said the plan states that the School Building Level Committee would review the record of each student who is in danger of retention and determine grade placement based on local requirements. He said there would be a case-by-case review. Furthermore, staff is attempting to address inconsistent practices throughout the district where students are being promoted to the next grade and are not ready, while others in a school with stronger standards are being retained. The superintendent said staff is attempting to identify what is in the best interest of being able to identify the student in need and address the appropriate program placement, and intervention at the earliest time possible.

*Mr. Burton made a motion to amend the motion, seconded by Mrs. Pugh, that Section 4 that deals with kindergarten students taking two tests and passing both parts of the exam be denied and that the CPSB go back to the old way of evaluating the kindergartner.* Mr. Burton expressed concern that students have matriculated in the program through the school year, have been good students, and then could not pass the test. He said he wants staff to develop another way to deal with kindergarten students. The superintendent said currently the student could pass the team level of mastery just in reading, be considered to have the attitudes and behavior socially to be promoted, but not have the base mastery in mathematics to go forward. Staff examines test scores throughout the district and is finding that many students are scoring below mastery level, particularly in math. He said staff is reversing this in an effort to raise the level of standards, and providing earlier intervention is to predicate the promotion to assure that students are ready in both math and reading literacy. Mrs. Armstrong asked staff to consider making a stronger statement regarding the involvement of the School Building Level Screening Committee within the plan. Mr. Powell said he heard the superintendent's description of base reading literacy mastery and base mastery of mathematics and he asked the superintendent if he was saying this in context of the board's expectation of kindergartners. The superintendent said he is talking about kindergartners and referenced page three of the document that speaks to current practice. Mr. Powell said there are children who come to the system and do not enroll in kindergarten because of the age requirement for mandatory attendance. He noted that under this policy and regardless of age, if they didn't attend kindergarten then they would need to go back for an assessment. Mr. Powell asked the superintendent if there is a way to alleviate board members' concerns that have been expressed without changing the standard. The superintendent said he believes staff could do this and he would like to insert language into the plan that would embrace the School Building Level Committee's ability to be able to do a review of students who may be considered for retention. Also, the committee's ability to consider the entire year's progress of the child and also the readiness to meet the math and reading literacy. Mr. Powell said the board and staff need to be careful when testing children of the kindergarten age and he would like for the plan to provide some flexibility at that level. Furthermore, as a board member he wants the standard included, but he knows that staff needs to be careful with children in early grades.

*Mr. Thibodeaux made a substitute amendment, seconded by Mr. Powell and Mr. Burton, that any kindergarten student who fails the exit exam for kindergarten but has shown academic and social levels at or above the standard during the school year, would be reviewed by the School Building Level Committee with a presentation of the necessary facts and recommendations by the teacher and principal.* The superintendent clarified that the exams are not exit exams. Mr. Thibodeaux said he is aware of this, but did not know what else to call them. *Dr. Hitchcock made a motion to postpone consideration of this motion until 6:45 p.m. tonight in order to allow for the board to continue with its agenda and to give staff time to word a motion for the board's consideration.* Mr. Burton seconded the motion, which carried with board members' consent.

The CPSB revisited this postponed item at 6:45 p.m. *Mr. Burton made a second substitute amendment, seconded by Mr. Thibodeaux and Mrs. Armstrong, that a kindergarten student who scored below 66% on the locally developed test in either reading or mathematics may be recommended for promotion provided there is documentation to support the student's readiness for grade one. The recommendation shall be based on student report cards, student work, and teacher recommendation. The School Building Level Screening Committee, including the principal, parent(s), guardian(s), teacher(s), and any other personnel relevant to the decision must review all documentation and determine placement. Vote on the motion carried with Mr. Mims absent for the*

*vote. Board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Milam, Vance, Brooks, Powell, Slack, Armstrong and Dr. Hitchcock. Mrs. Armstrong asked if it is still the practice that the first week of school for kindergarten students is set up for testing; and they are scheduled for testing but do not remain at school. Mrs. Ritter said there is a staggered schedule and the students come for testing. Mrs. Armstrong asked if it could be included in the plan that first graders who have not attended school in Caddo Parish would have the assessment test and be a part of the staggered schedule. The student could be assessed that week and upon passing the test enter first grade. If they do not, they would be placed in kindergarten. Mrs. Ritter said this is staff's intent. Mrs. Armstrong said if this could be specifically incorporated into the plan, then it might clear up some of the possibilities. Mrs. Ritter asked Mrs. Armstrong if she was referring to *page four under Section B, and, the last item*. Mrs. Armstrong said she is referring to the statement that was referenced by Mrs. Pugh earlier (*third full paragraph on page 4*) just above *Section B*. She said the plan could read, "Entering first graders who have not been given the local kindergarten assessment test would be tested on a staggered schedule with kindergartners." Mrs. Ritter asked Mrs. Armstrong if the language could be included in the following paragraph, and Mrs. Armstrong agreed. Dr. Hitchcock said he doesn't see a need for the suggested revision; that it is redundant. Furthermore, the plan reads that students who have not attended kindergarten will be initially placed in kindergarten; the superintendent's staff says that those students that are in kindergarten are tested on a staggered schedule; and, the policy states that they are put in kindergarten. *Dr. Hitchcock moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end the debate carried unanimously. Vote on the main motion, as amended, carried unanimously.**

## **PERSONNEL RECOMMENDATION**

The superintendent informed the board that Corey Parham, newly appointed head coach at Booker T. Washington High School, has just arrived at the meeting after motoring from Dallas, Texas. He asked Mr. Dilworth to introduced Mr. Parham to the board and audience.

## **CONSIDERATION OF OUTSOURCING SUBSTITUTE TEACHERS SERVICES/APPROVAL OF CONTRACT**

The superintendent said he informed board members of the receipt of another proposal and he sought the board's directive. *Mr. Thibodeaux moved, seconded by Mr. Powell, that the board should consider a Request for Proposal process to be initiated immediately with board action in either August or September for the purpose of outsourcing the substitute teachers' services.* Dr. Hitchcock said the system that is in place now is bad and if the board has to live with the current system until August or September, then he would like for the superintendent to take a hard look at it and repair it to the extent that is possible. Mr. Powell expressed appreciation for opening up the process and said it is important, as a public body, for the CPSB to have an open and fair process. He said he hopes that there are many that would become aware of the need for this service. Also, Mr. Powell said he thinks board members' concerns should be addressed in the process and he particularly referenced benefits to employees. Mr. Powell said he hopes the process would be full and complete. He asked the superintendent to keep board members informed of the progress that is being made in this regard and of the steps taken to ensure that the process is open and fair. Mr. Brooks asked if the board has the time to open up the process. The superintendent said that under the best of circumstances, staff would not be able to bring a recommendation to the board before the opening of school. He said the process might stretch into September. Furthermore, he has talked with the vendors and they believe it is more advantageous to start before schools open, but he has the assurance that they will work with the transition, should they receive a contract, so that the service could go into effect shortly after the awarding of a contract. Mr. Brooks asked the superintendent if he has a recommendation. The superintendent said his recommendation on Friday was for the Kavanaugh group, and another vendor made themselves available late Friday afternoon. They also provided a detailed proposal at 10 a.m. on Monday morning. He said it appears that after the first review of the latest proposal, it is less expensive but he has not had a chance to fully analyze the proposal neither check it out in terms of the company. Mr. Brooks said the board should go with the company that has the lowest cost to the system. The superintendent said depending on the RFP, it would be predicated on quality of services, capacity to offer service, and the cost to the district. *Vote on the motion carried unanimously.*



## **CONSIDERATION OF A REVISED LEGAL FEE STRUCTURE BETWEEN CPSB AND BEARD & SUTHERLAND**

The president asked the board for its favorable consideration of this request. He noted that legal council (Beard & Sutherland Law Firm) for the CPSB has not had a pay raise in 15 years and the amount of the requested increase is 3.5 percent. The president said other entities of the state cause the CPSB to be behind, but he is proud of the Caddo Parish School Board for doing a yeoman's job for its employees. Moreover, quality of work with legal counsel is important. *Mrs. Pugh moved, seconded by Mr. Mims and Mr. Thibodeaux, that the CPSB would comply with the request of legal counsel for the salary adjustment as stated in the mailout document.* Mr. Powell asked the superintendent what is the projected impact on the budget. The superintendent said staff sets a target amount for legal fees from year-to-year. He recognized Ben Wreyford, director of finance, who noted that staff looked at the five-year historical view of the legal budget. It has been running lower the last few years and since the actual legal cost is under the budgeted amount, staff actually lowered the line item by \$25,000. Mr. Wreyford said if staff reverts to the prior year budget and adds \$25,000, it appears that it would be adequate to absorb the raise. Mr. Powell said the increase from \$85 to \$135 an hour is annualized at \$280,000 a year versus the current scale \$176,000. Mr. Powell said there is some impact on the budget but the board won't know what it is until all of the bills have been paid. Mr. Powell asked the superintendent if he is recommending the amount of increase. The superintendent answered in the affirmative and said staff feels comfortable in making an internal transfer to raise the level by \$25,000. Also, the money would come from the ending balance. Mr. Powell said he has no doubt that 15-16 years ago \$85 an hour, an increase today to \$135 an hour plus increase in retainer to \$5,600, that there is not some need for an increase. He said he has the same concerns as reflected in the board minutes (June 19, 2001) and this is not a reflection on Mr. Sutherland. Mr. Powell said the philosophy of the school board having an area that it spends that amount of money on services and never goes out to the public never does an RFP. He said the board goes out to the public for an external auditor and for a CPA every three years. The superintendent, who makes significantly less than \$135 an hour, the board also goes out periodically to look at that under the contract. Because of this, he could not vote for something that is a closed shop when public money is spent. Mr. Powell said he hopes that at some point in time, the school board would deal with this issue. He said going out periodically to the public would give the CPSB an opportunity that maybe it wouldn't go 15 years at \$85 an hour; maybe there would have been an increase as the board saw what the market would bear. Mr. Powell said he thinks that as a public body, and the board wants to say that it is fair with the dollars being spent over time, that the board has to have a mechanism to assure that accountability. Mr. Powell said he has a concern that an increase that could be in excess, based on last year's numbers of \$100,000, if whether or not \$25,000 would cover it. Mr. Powell said the board would be able to discuss this come budget time next year when the board has the actual numbers to compare what was spent to what the board thought it would spend. Mrs. Armstrong asked if when the CPSB uses other attorneys, would the cost be in addition to the requested fees *i.e.* when legal counsel outsources legal services for particular cases. The superintendent said there is a billing back to legal counsel by the other attorneys. Legal counsel said the collected amount includes all of the attorneys, saving and except for the bond and tax counsel. Mr. Brooks spoke in support of the superintendent's recommendation and said he hopes that legal counsel opens up the service. Mr. Brooks asked legal counsel if he has any Black lawyers on his staff. Legal counsel said he does not, but he uses Black attorneys in the city to do some of the work for the CPSB. *Vote on the motion carried with Mr. Powell opposed. School board members supporting the motion were Guin, Burton, Thibodeaux, Pugh, Mims, Milam, Vance, Brooks, Slack, Armstrong and Dr. Hitchcock.*

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent reported that an update on the construction projects was provided in the mailout for board members' review. He also commented that in the next couple of weeks, schools would be in readiness for school opening.

**Summer School.** The superintendent reported that staff has closed out a very successful summer school program at the elementary and middle school level. The second session of high school summer school is still operating and staff is anxiously waiting to see the results of the assessment program for the summer school students. The superintendent also reported that staff is planning

another high school graduation ceremony for those students who have met all of the standards and grade test levels. He said the graduation ceremony last year was very successful.

**Louisiana School Boards Association (LSBA).** The superintendent said he sent to board members a copy of a letter received from the LSBA listing the number of total credit hours that each board member has earned as part of on-going professional development. As part of the record, a copy of the letter will be placed into the board file to demonstrate that each board member has been meeting the number of credit hours.

#### **UNFINISHED BUSINESS**

No unfinished business was presented at the meeting.

#### **NEW BUSINESS**

No new business was introduced at the meeting.

#### **ANNOUNCEMENTS AND REQUESTS**

**Uniforms.** Mr. Powell asked the superintendent to provide board members with the official list of schools that have adopted uniforms and identify the uniforms that have been adopted for each school. The superintendent said this would be provided in the *Friday Letter*.

**Dress Code.** Mr. Milam said the board recently adopted a system-wide dress code for students and he asked the superintendent to consider a system-wide staff dress code. Mr. Burton echoed this sentiment.

**Telephone System.** Mr. Burton inquired about staff's efforts to inform all schools and the general public about changes in the central office telephone system. Clay Slagle, technology manager for the CPSB, reported that one ad has already been published in the Sunday newspaper. Staff plans to run subsequent ads in the Sunday paper leading up to the opening of school.

**Personnel Recommendations.** Mrs. Armstrong said she recognizes that staff has had crunch time in staffing positions, and she asked the superintendent to provide board members with information on personnel recommendations prior to the meeting, perhaps *via* the *Friday Letter*. She also stated that she made contact with a state representative in South Louisiana today to follow-up on a personal level with recommendations and got good reports. Mrs. Armstrong said she likes to have a personal idea of people who comes into the system from another area on how they work. The superintendent said in this particular case and because people were out of the state, on vacation, or out of the country, staff was unable to get written confirmation from them. The earliest that he could get the confirmation was 10 o'clock Monday and staff needed to make recommendations for the appointments of people who were readied for positions. The superintendent said if board members ever want to know about reference checks, that he would be happy to verify the extensive reference checks that he and staff do for each candidate.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mr. Thibodeaux seconded the motion, which carried* and the meeting adjourned at approximately 7:00 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Johnny Vance, Jr., President

**August 7, 2001**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at approximately 4:55 p.m. on Tuesday, August 7, 2001, with President Mark Milam presiding and Phillip R. Guin and Willie D. Burton present being a quorum. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. The president said the Executive Committee would dispense with the invocation and Pledge of Allegiance.

### **SPECIAL PRESENTATION – MATH/SCIENCE TECHNOLOGY CLUSTER PARTNERSHIP INITIATIVE**

The superintendent expressed appreciation for the school board's partnerships with many different groups in the parish that bring something to the school system to enrich the lives of students and teachers. He said staff has been working with Jack Sharp, president of the Biomedical Research Foundation (BMRF), and other representatives to examine ways to expand this partnership. He invited Mr. Sharp, Dr. Kenneth Schwab, president of Centenary College, and Dennis Lower, vice president of planning and development at BMRF, to share their thoughts on how the CPSB could utilize the resources and their expertise in a way to enrich the lives of students and staff.

Mr. Sharp said their group is offering to work in partnership with the school system by focusing on the math/science/technology needs that characterize the areas of attention for technology development, workforce development, and the new economy. He said their group has been refining its presentation and proposal to lend support, to bring human and financial resources, and to help strengthen programs toward the development of job, technology, and careers. Mr. Sharp introduced Dr. Schwab who reported that the diverse group of consortium members is very active and has studied this partnership issue since 1998. He said the proposal being presented today is to work with the CPSB and two parish schools to advance the best practices in math, science, and technology. Dr. Schwab said the Math, Science, and Technology Consortium's (MST) mission is to promote and support best-practice teaching of mathematics, science and technology in the k-12 Caddo public school system that results in scientifically and technologically literate graduates better suited to participate in the new knowledge-based economy. Dr. Schwab said Centenary College is committed to the MST cluster partnership vision and will continue to provide leadership. He also noted that Centenary would continue to define the professional development requirement to ensure that MST teachers are prepared to use the outlined curricula.

Mr. Lower gave an overview of the cluster partnership *via a Power Point* presentation that defined: a) the need for a highly skilled workforce; b) the cause - shifting from 20<sup>th</sup> century industrial and extraction-based economy to the 21<sup>st</sup> century information-based economy, and shifting from a local and national economy to a global economy with constant innovation and change characterizing the new-economy workforce; c) the challenge to prepare a technologically literate workforce to compete in the new economy; d) the MST Consortium – BMRF, Centenary College, business community and community-at-large; e) MST Consortium Mission, as previously stated; f) cluster and teaching objectives; g) MST Consortium offerings *i.e.* connections to higher education academic and research institutions, fundraising and grant-writing support, mentoring, internships, guest speakers, field trips, professional and curriculum development assistance, etc.; and h) the cluster elements. Mr. Lower said the next steps would be for the CPSB to give its approval to explore a cluster partnership (summer 2001); to develop model and program structure (fall 2001); and, begin implementation (January 2002). The proposed initial cluster would be Keithville Elementary/Middle School and Southwood High School. At the CPSB's discretion, the proposal could be rolled out to other geographical clusters. Board members received a written draft of the presentation.

Mr. Sharp said their group has attempted to be considerate of several issues that they sensed to be important to the CPSB. He said this proposal transfers the consortium's support into the school system and hopes to bring in more resources. Furthermore, they have been identifying other foundations that are looking at the educational requirements that the new economy is bringing into the entire country, and there are some very deep pockets that would provide money to help facilitate this shift. Mr. Sharp said this partnership would make their appeal more optimistic. He asked the CPSB to allow them to move forward and explore further with the two schools' principals what

would be required and then come back to the board with collective thinking that might allow them to get into an implementation phase.

Mr. Powell expressed appreciation for the presentation and said the proposal looks like an extremely exciting opportunity for the school system and the community-at-large. He said most schools have an urban element within the demographics of the school, and asked if the consortium is concerned about using a model that is far from the Intertech and many of the business community locations in selecting the k-8 school as a pilot. Mr. Sharp said the schools were chosen because the group needed to put this into the system and they were advised that there was already an authorization for a new program at Keithville. The group could help facilitate the installation of such a program. Furthermore, Keithville is a k-8 school with the elementary and middle school in the same geographic location. Also, Southwood High School does not have a current magnet program. Mr. Powell asked if the program at Southwood would become a magnet. Mr. Sharp said that decision belongs to the CPSB; that their intent is to reach as many children as possible with the programmatic elevation that they could help to facilitate. Capacity wise, Mr. Powell asked the superintendent how many children could be accommodated at Southwood. The superintendent said the school is running at 1,600 plus students, but the building has design capacity for about 400 more students. He said 2000 would be pushing it and it would be more comfortable around 1,875. Mr. Powell asked if transportation would be provided to these schools or if parents would be asked to provide transportation. The superintendent said this issue has not been discussed in any of the considerations. Mr. Powell said there is a math/science program at C. E. Byrd, and he asked if this proposal is something different with the partnership. The superintendent said *yes*, and one of the things that they have discussed is to not be redundant, but to branch off into other unique areas. Mr. Powell asked if staff believes that by offering a program with the proposed strength, would it alleviate some of the pressure off of the magnet at C. E. Byrd. The superintendent said it would provide the balance that the school system is not currently enjoying geographically. He said this is an opportunity to provide for students who may not have college in mind. The program could translate into high-level employment at the end of high school and continuation into a two-year technical program or a four-year program should they desire this. The superintendent said this proposal is addressing a critical need, building, job development and a ready workforce. Mr. Powell asked if Biomed is considering extending the Intertech zone out toward the west or South Park Mall. Mr. Sharp said *no*, that this is not a project that is geographically specific to the Intertech. He also noted that people from the business community have approached them offering support to this project. Mr. Powell asked if the group is looking at a holistic approach. Mr. Sharp said at the time that they spoke about a roll in, they were also talking about a roll out because they were trying to identify a campus that would be changed into a new setting. This is a programmatic injection into already operating schools as a model to be followed, if successful. Mr. Powell asked about implementation plans in 2002. Mr. Sharp said if the CPSB gives the group the go ahead, they would then move into high gear with school system people to look at curricula and how the program would be moved into place and optimistically they would be looking at the fall of 2002. Mr. Powell asked about the period of time for a review before another step would be taken for expansion. Mr. Sharp said they do not know this at this point, and they would work with the CPSB in determining this. He said school system staff would have to embrace it, would be involved in authoring it, and these are elements that the CPSB would have to address. Addressing the administrative structure in schools, Mr. Powell asked what does the group envision within the partnership that they would need, *i.e.* what authority the group would have. Mr. Sharp said the intent in this proposal is that this becomes a program of Caddo schools. Principals would be in control of the program with their students. The partnership would be lending support and resources through their coordinator. Mr. Powell expressed concern that *via* the strategic planning, the board has dedicated resources and efforts to improve enrollments at some schools, and special programs have been implemented to accomplish this. He said if this proposal is going to be a wholesale effort, it would be a magnet context that would draw students. Mr. Powell said he needs to know how it would impact some of the inner-city schools that the board is concerned about, specifically those high schools that have been put on monitoring watch. Mr. Powell said he is very supportive of the proposal, but hopes that the group will take his comments and concerns into consideration.

Mr. Thibodeaux asked if staff is expecting a motion today or if this item will be held over until the board's regular meeting. The president said action would be considered at the regular school board meeting. Mr. Brooks asked why did the group select Keithville and Southwood as the pilot schools. Mr. Sharp again stated that the group was drawn to Keithville because it had a recently authorized need to add programmatic content, it is a feeder school to Southwood, and Southwood does not have the programmatic content as some of the other high schools. Mr. Sharp said he is mindful of board

members' expressions relative to other school sites, but the program has to have a starting point. Mr. Brooks said he wants one of the magnet-type programs implemented in district seven. He also noted that three of Caddo's high schools are already on probation because of low student enrollments, and he expressed concern that by implementing the program at Southwood it would help eliminate students from other schools. Mr. Brooks said he doesn't want any schools closed and district lines could be redrawn to shift students. He asked what type of funding would be required from the CPSB. Mr. Sharp said the group has not asked the school system for any money, that they are suggesting that if they could agree to the partnership then they would go out and try to find additional resources to help facilitate the improvements as defined. Mr. Brooks said the proposal is good and he will support it; however, he would like to see a program of this type implemented in the black community. He said a program of this type would enhance student enrollment and the community, and this program should be expanded. Mr. Sharp said the group's initial proposal was not acceptable because it was taking resources away from the system, but this model is designed to build better curricula to appeal to other groups to lend financial support. Furthermore, if the pilot program is successful, then the cluster system grows. Mr. Sharp emphasized that the group is not seeking to control this process, they are offering to bring support to the system hopefully to enrich math, science and technology outcomes.

Referencing the feeder pattern of the attendance zones, Mrs. Pugh asked if the plan is to implement the program holistically in the elementary, middle, and high school simultaneously. Mr. Sharp answered in the affirmative. Mrs. Pugh noted that this means that they are limiting the expansion at this point in order for the board and staff to get a feel for the type of curricula and effectiveness that it would have, or whether or not it could be implemented in other schools. Mrs. Pugh said the attendance zones must be considered, and she asked if the patterns have been reviewed. Mr. Sharp said the group has not torn the zones apart and they are more interested in the programmatic aspect. Mrs. Pugh asked the superintendent if he is of the opinion that this program would allow youngsters to be attracted to these schools by virtue of the fact that the curricula is there. The superintendent said it would strengthen the schools and it might attract students. But, the purpose is to have a program that would strengthen the schools and then be able to replicate the program in other environs and clusters of schools so that the math, science and technology aspects could be strengthened throughout. Mrs. Pugh asked if this would be an opportunity for youngsters to select any of the three schools because of this particular program, and the superintendent answered *yes*. He said Keithville was approved for a magnet program within the school, and it would allow for students to elect to be able to attend. The superintendent said their hope is to be able to implement the program at each of the levels simultaneously, and he would see this in year one as having marginal impact on other schools. Mrs. Pugh said if it's a holistic approach, then she concurs that there is a need for schools like Keithville and Southwood. However, she expressed concern for expansion to other schools where feeder school patterns are so diverse. The superintendent cited examples of sequencing schools in each geographical cluster. Mrs. Pugh said attendance will be a problem this school year and she is concerned about establishing the fact that if this is going to be rolled out holistically, then the board should have some concept that all other patterns will not look like Keithville and Southwood. Mr. Sharp said if the program is expanded, there are issues that need to be worked out and they recognize that feeder patterns are not the same. He said their commitment is to do everything that they know how to do to support the CPSB as the system tries to deal with such issues. Mrs. Pugh said the implementation stages, curricula wise, would impact only Keithville and Southwood for next year, and Mr. Sharp concurred with Mrs. Pugh's assessment. Mrs. Pugh asked if the memorandum of understanding means that each party would bring to the table their understanding, or if it means that just the group would bring to the CPSB its memorandum of understanding. Mr. Sharp said the group would work with the schools that are engaged to come to a common memorandum of understanding that would define how they would work together. Mrs. Pugh asked the Executive Committee to put this document on the agenda for the next school board meeting.

Dr. Hitchcock asked the superintendent if he is prepared to move forward as requested for the CPSB to approve the exploration of a cluster partnership. The superintendent answered *yes*, and said he would like to have the item put on the agenda for the August 21, 2001 school board meeting. Dr. Hitchcock thanked Mr. Sharp and the group for not giving up on the CPSB and for responding to school board members' concerns.

Mr. Burton asked how could he be assured that the concern of draining students from Booker T. Washington and Green Oaks would not be a problem and that the schools would not be closed for low student enrollments because of implementation of this type of program. He said the board has

talked about implementing programs in inner-city schools to attract students and this type of program would attract students, but it is being proposed for another area. Mr. Burton said he is concerned about draining students from inner-city schools if students are being allowed to attend schools with a magnet concept. The superintendent said staff has installed in the inner-city schools additional programs to attract students and they hope that the initiatives would start paying some returns starting next week. He said as staff moves along, they are attempting to design new programs for Booker T. Washington to go on line and Green Oaks to go on line in 2002. Mr. Burton expressed appreciation for staff's efforts; however, he said the trend now is to have curricula in math and science. Mr. Burton said when it's time to evaluate the schools, he hopes that the inner-city schools are not penalized because of low student enrollments since students are being allowed to go to other areas.

Mr. Slack thanked the group for their presentation and efforts. He said the proposal is an exciting idea, the corporate effort is good, and it's an opening to explore. Mr. Slack said this is a way to explore opportunities to better prepare students for exciting opportunities in the future. He noted that some details need to be worked out, but hopefully the program would be successful and extended to other clusters. Mrs. Armstrong agreed with Mr. Slack's assessment and said this is an opportunity to really explore a programmatic pilot program for the system. It would also provide directions for two schools that need assistance. She, too, thanked the group for igniting the interest. Mr. Powell said the board likes the idea and he asked Mr. Sharp if they are tied to doing only one cluster initially. Mr. Sharp said he senses a problem with trying to do more at one time, and for the resources that they would have to commit. He said this endeavor is not easy and the group still has a lot of definition to do and expansion at this point would make the job very complex and less likely to succeed. The group believes that if they could get the first cluster successfully employed, then it would move rapidly into other schools as desired by the CPSB. Mr. Sharp said the group would pledge to anyone doubting the group's sincerity to move this program into other schools and clusters; that this is critical to their success that this happens. The president thanked the group for their presentation and encouraged board members to contact Mr. Sharp and/or staff if they have more questions. He also thanked the group for their persistence. The president said *Mathematics, Science, and Technology Cluster Partnership - Preliminary Approval of General Model and Targeted Schools* would be added to the agenda for the August 21, 2001 school board meeting.

**Recess.** The president called for a ten-minute recess at approximately 6:12 p.m. The board reconvened at approximately 6:32 p.m.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE AUGUST 21, 2001 CPSB MEETING**

The superintendent reviewed the proposed agenda for the regular August 21, 2001 school board meeting.

**Public Hearing – Name Change of CPSB Facility (Caddo Parish Stadium).** The superintendent said CPSB policy was revised at the July 17, 2001 school board meeting to permit the naming of a facility after a living person, and was done in conjunction with the change in legislation. The Captain Shreve Alumni Association is requesting to rename the Caddo Parish Stadium and a public hearing will be held at the August 21<sup>st</sup> meeting. Mrs. Armstrong expressed support of the request.

**Approval of Bids.** The superintendent said another bid would be added to the agenda requesting approval for electrical wiring for technology at 14 schools. Information would be included in the mailout. Mr. Thibodeaux asked if this item would be asking for approval of 14 separate bids or as a package. The superintendent said this would be approval of a bid for 14 schools (8g) grant.

**Approval of Revised Job Description for School Principals.** The superintendent said one distinctive thing between the job description for teachers and principals is that in the job description for teachers there is an element whereby evidence of student achievement and progress is a part of the criteria. In reviewing the job description for principals, it was determined that there are no standards relating to student achievement or school performance. He said as the CPSB moves toward assuring that all of the processes are in place to bring to a higher level of student achievement and school performance, that it would naturally follow to add a standard (#8) to the job description for principals as criteria for evaluation.

**Approval of Performance Measures SY2001-2002.** The superintendent said annually and by the end of August, the CPSB needs to set a series of performance measures. Several measures have been outlined in a memorandum for the board's consideration and suggested ideas *i.e.* LEAP test, IOWA test, external revenue increases, reducing dropout rates, and special education targets. He asked board members to consider amending these as necessary for approval at the August 21<sup>st</sup> meeting. Mr. Powell asked the president at what point would the evaluation of the superintendent come to the board. The president said evaluation information was sent to board members and he would be contacting board members.

**Approval of a Request to Change the Name of the Caddo Career & Technology Center Scholarship Foundation.** The superintendent said the request is from the foundation's president to officially change their name to the *Caddo Career and Technology Center Foundation*. The superintendent said he supports the request.

**Employee Grievance.** Mr. Powell said he received communication from one of the teacher groups indicating that a grievance would be coming to the board regarding the placement of a teacher at a school. He asked the superintendent if he is aware of the grievance and if an item would be on the agenda. The superintendent said he has not been made aware of the grievance and certainly not for an item to be added to the agenda for the board's consideration. Mr. Powell asked the president to add it to the agenda if a grievance comes to the board. The president said it would be added if the grievance is presented in line with regular procedures.

**Transportation – Broadmoor Middle Laboratory.** Mr. Powell said an issue came up regarding transportation for Gateway students. He said it's been related to people in the community that it is an issue of board policy, and he understands that it may not be and could be something internally. He said if it is determined that board policy is involved, then he will request that the item be added to the agenda.

**Renaming of Facilities for C. E. Byrd High School.** Mr. Thibodeaux asked that this item be added to the agenda. He said 90 days have to be given and this initiative is to get the clock moving. Mr. Thibodeaux said more information would be forthcoming.

**Letter.** Mr. Thibodeaux said board members received a letter from parents of a Northwood student and he asked if the board would hear the matter or if staff has already addressed the case. The superintendent said staff is working with this case. Mr. Thibodeaux asked the superintendent if he has made a final determination on the parents' request. The superintendent said he just received the referenced letter today, and the matter that he has been addressing is out of staff's hands. He said the matter is being addressed by the legal jurisdiction (Sheriff's Department), but staff is trying to resolve some of the issues brought forward with respect to the school.

**Pine Grove Elementary School Construction.** Mr. Brooks said he and Mr. Mims visited with Mr. Vance and on his behalf, they also visited the Pine Grove Elementary School site. He said the construction project has been delayed too long and they want the issue resolved by the end of this month. He said parents are also concerned and he asked the president to add this item to the agenda. Mr. Milam asked Mr. Brooks to get his motion to staff for inclusion in the mailout.

**Consent Agenda.** The president recommended that agenda items 10-15 and the added item (*Preliminary Approval of General Model Proposal and Targeted Schools - Mathematics, Science and Technology Partnership #17*) be categorized as consent agenda. *Mr. Burton moved, seconded by Mr. Guin, approval of the proposed consent agenda. 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 items.

Priscilla Savanna, president of Caddo Association of Educators (CAE), asked if principals had an opportunity to provide input on the revised job description (*addition of Standard #8*) for principals. She said association members feel that the issue has already been addressed in School Improvement Plans as well as in the professional growth plans.

Tahira Abdul-Rahman, parent and realtor, said she heard Mr. Sharp's presentation earlier in this meeting and she asked if a timeframe could be established for extending the program to inner-city schools, if it is successful. Also, Ms. Abdul-Rahman asked how would it be communicated to parents, teachers, and the community that such a commitment has been made to implement the mathematics, science and technology program. She suggested that such a commitment that the inner-city schools would also benefit from this program should be presented in writing. Ms. Abdul-Rahman said students attending West Shreveport Elementary School would eventually or possibly attend Booker T. Washington High School and consideration should be given to making this school a part of the proposal. She also said other programs *i.e.* Uniformed Services Academy are being implemented in some schools, but academic programs are desired for Booker T. Washington, Fair Park, etc.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Guin seconded the motion, and the meeting adjourned at approximately 6:55 p.m.



**August 21, 2001**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:38 p.m. on Tuesday, August 21, 2001, with President Mark Milam presiding and the following school board members present being a quorum: Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, S. L. Slack and Michael J. Thibodeaux. Ginger Armstrong arrived at the meeting at approximately 5:01 p.m.; Johnny Vance, Jr. (deceased). Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Dr. Hitchcock introduced Rhonda Fogleman, teacher at Walnut Hill Elementary/Middle School, who introduced students from the school who gave the invocation and led the Pledge of Allegiance. The students were Jared Sattler, Haley Higginbotham, Ashley Green, Karmen Rubin, Tyler Todd and Robert Thames.

### **CONSIDERATION OF MINUTES OF THE JULY 17, 2001 AND AUGUST 7, 2001 CPSB MEETINGS**

Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the minutes of the July 17, 2001 and August 7, 2001 CPSB meetings. Vote on the motion carried unanimously.

### **PUBLIC HEARING – NAME CHANGE OF CPSB FACILITY (CADDO PARISH STADIUM)**

The president declared the public hearing on the proposed name change of CPSB facility (Caddo Parish Stadium) open.

On behalf of a committee, John Hayter said he and others are seeking to rename the Caddo Parish Stadium after Lee Hedges, a well-respected coach, teacher, peer, and friend. He thanked the superintendent and other CPSB staff for the invaluable assistance that they have given through this process. He also expressed appreciation for Senator Max Malone's assistance. Mr. Hayter recognized Coach Hedges and presented him to the audience. He also introduced other visitors with whom Coach Hedges worked, taught, or coached and are supporters of the proposed name change. They were: Richard Hiller (Captain Shreve Alumni Association president), Bo Harris (former Captain Shreve graduate and pro athlete), Ron Rice (peer and friend) and John Frierson (former student). Mr. Hayter informed the board that Charles Henington, Caddo Parish tax assessor, also submitted a letter of support to the committee. He said the group is asking the CPSB to give its approval at the September 18, 2001 school board meeting to honor Lee Hedges by naming the stadium after him.

Jo Allen, former CPSB member, administrator, and peer, spoke in support of renaming the Caddo Parish Stadium after Coach Hedges. She said it would be an honor for the coach as well as for the school system.

For clarification, Mr. Powell asked what would be the board's first opportunity to approve this request. The president said it would be the September regular school board meeting and the board would take action at that time. Mr. Brooks spoke in support of the request and he asked the board to allow him to second the motion that is made at the September meeting. Mrs. Pugh asked Mr. Hayter if it would be acceptable to the committee if Lee Hedges' name was added to the current name, as has been done with other facilities in the past, *i.e.* Lee Hedges Caddo Parish Stadium. Mr. Hayter said their request is to name the stadium after Coach Hedges, but if the CPSB chooses for Caddo Parish Stadium to follow his name, then they have no objections. Mrs. Pugh said there is history attached to the present name. Mr. Burton said the committee is requesting that the stadium be renamed Lee Hedges Stadium, and he doesn't think that anything should dilute the power of the individual. There being no other speakers, 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 revisions to the proposed agenda. Mr. Thibodeaux requested that "*Renaming Facilities at C. E. Byrd High School*" be postponed until the September 18, 2001 regular school board meeting. For clarification, Mr. Powell asked if the motion for "*Approval of Resolution to Hold Tenure Hearing for Certificated Staff*" that appears on the motion sheet has the correct date listed. The superintendent said the date should be September 18, 2001.

## **SPECIAL PRESENTATION/RECOGNITION(S)**

**2001 U. S. Women's Amateur Champion.** The superintendent asked Mr. Thibodeaux if he would preside over the special presentation. Mr. Thibodeaux recognized Meredith Duncan, amateur golfer and former Caddo Parish student (Arthur Circle Elementary, Broadmoor Middle, and C. E. Byrd) for being the *2001 U. S. Women's Amateur Champion*. Mr. Thibodeaux applauded her parents for their strong backing and support of Meredith and noted that Meredith's deceased grandfather, Oree Marsalis, was instrumental in getting the whole family involved in golf. He also noted that Meredith is an outstanding athlete, an academic honor student, and he cited the numerous accomplishments and honors that she has won. The president and superintendent joined Mr. Thibodeaux at the podium as he presented Meredith with a certificate of recognition for her outstanding accomplishment. Meredith thanked the board for the special recognition. She also thanked Mr. Thibodeaux and her former teachers for their contributions to her success. Mr. Brooks informed Meredith that her grandfather also played an important role in his life. He said he caddied for Mr. Marsalis and played golf with him.

**Armstrong.** The president announced that Mrs. Armstrong has arrived at the meeting and her husband and claims adjuster for the school board, Tommy Armstrong, underwent gallbladder surgery earlier today and the procedure was successful.

**Wright.** The president recognized Mrs. Wanda J. Wright, the unopposed school board candidate for District Ten who was present. He announced that Mrs. Wright is the next Caddo Parish School Board member to represent District Ten and she will be officially sworn in once she receives official confirmation from the state.

**Vance.** The president said Mr. Johnny Vance, former CPSB member representing district two, died last week and the CPSB will be honoring him with the adoption of a resolution to be read at his funeral on Saturday, August 25, 2001, at 11:00 a.m. at Southern University. The superintendent said a copy of the resolution is at each board member's station and staff is requesting the board's approval of the resolution expressing condolences to the family. He said the resolution would be officially read and presented at the funeral. *Mr. Powell moved, seconded by Mr. Burton and Mr. Brooks, to suspend the rules for the purpose of considering the resolution. Vote on the motion carried unanimously. Mr. Powell moved, seconded by Mr. Brooks and Mrs. Pugh, that the CPSB adopt the Resolution – Johnny L. Vance, Jr., that is before each board member. Vote on the motion carried unanimously.*

The superintendent said the CPSB has a defined vacancy created by the death of the school board member for District Two, and as the board's secretary, he is informing board members that no later than August 27, 2001, the CPSB should appoint an individual to fill the vacancy. Also, at that time, the CPSB should adopt a proclamation calling for a special election to fill the vacancy. The dates for qualifying for candidates for the special election are Wednesday, February 13, 2002, through 5:00 p.m. Friday, February 15, 2002. The date for the special primary election is April 6, 2002; and the date for the special general election is May 4, 2002. The superintendent also said staff is asking the board for its consideration of calling a special meeting of the CPSB on Monday, August 27, 2001, at 5:30 p.m. in the boardroom. The purpose of the meeting would be for board members to interview candidates for the District Two vacancy as well as for the board to appoint an individual for the district. He announced that candidates seeking the interim position should submit a written letter of application and a resume' to the superintendent's office, 1961 Midway Street (Room 115), Shreveport, LA by 4:00 p.m. Friday, August 24, 2001. The superintendent said candidates should be available for an interview at the special meeting on Monday, August 27. *Mrs. Pugh moved, seconded by Mr. Powell, to suspend the rules for the CPSB to consider the actions stipulated by the superintendent. Vote on the motion carried unanimously. Mrs. Pugh moved, seconded by Mr. Powell and Mr. Mims, that the CPSB would approve the recommendations of the superintendent regarding the election for District Two. Vote on the motion carried unanimously.*

The superintendent said Mr. Vance touched many lives in the community and school system and in recognition of that he announced the establishment of the *Johnny L. Vance, Jr. Memorial Scholarship Fund* that would be administered by the superintendent, board president, and appointed family member or friend. The fund is being established to benefit Mr. Vance's son, Johnny Dion Vance, who is currently a middle school student. The superintendent reported that Mrs. Vance has

expressed heartfelt thanks to the CPSB for this idea to invite friends and employees of the CPSB to contribute to the fund that would further educational opportunities for her son upon completion of high school. He said letters would be sent to employees and donations could be made by check or money order in increments of \$5, and should be sent to the superintendent's office for administering *via* a local bank. The president said the establishment of a scholarship fund is an excellent idea and the CPSB appreciates him coming forward with the idea. The president also said the public is welcome to participate.

## **VISITORS**

Mell Brown, parent, complained about the school bus route from Cleveland Street in the Mooretown community to Midway Elementary Professional Development School. She said her two children have Sickle Cell Anemia and are crippled in their legs and knees. Ms. Brown said because of the anemia, her children miss a lot of school because they do not have a ride to school, and she asked the board to provide transportation for these children. The president advised Ms. Brown to speak with Don Toppett, director of transportation about this matter.

Missy McCathran, parent, informed board members that currently the CPSB allows students to attend summer school if they fail two subjects. She said the policy also states that a high school student who attends summer school and passes the subjects, the letter grade for each course respectively replaces the failing grade; however, the new grade is not used to calculate the student's grade point average. Ms. McCathran said the board has created a disadvantage for a particular group of students. The student who fails only one subject is not offered the opportunity to attend summer school, yet a child failing two subjects can attend summer school, pass, and go to a magnet school. Ms. McCathran asked the board to review the summer school policy and not overlook this particular group of children. Ms. McCathran submitted a letter to board members requesting the board to place her son on administrative academic probation in the magnet program at Vivian.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), expressed concern about the lack of materials and supplies made available to classroom teachers. She said the district currently allocates funds for purchasing materials and supplies for students at each grade level, but there is a breakdown between central office and implementation in the classroom. Mrs. Lansdale said teachers should be trusted to decide what materials and supplies they need in the classroom. Furthermore, a certain amount should be allocated to each teacher; they should be trusted to purchase materials and supplies; and, then submit a receipt for reimbursement.

David Broussard, independent insurance agent from New Iberia, Louisiana, informed the board of his non-profit and personal campaign to have all school buses equipped with cellular phones. He suggested that by equipping buses with cellular phones, it would maintain children's safety in the highest standard. Moreover, the phones would give school bus drivers a major tool immediately at their fingertips for emergencies or assistance. Mr. Broussard said this project would not cost the CPSB anything. He submitted letters of explanation and support, newspaper editorials of this endeavor, and legislation regarding standards for school buses and operational and vehicle maintenance procedures to board members and staff. Mr. Broussard asked the CPSB to consider and adopt his proposal.

Priscilla Savannah, president of Caddo Association of Educators (CAE), expressed sympathy to the family of Johnny Vance, Jr. on behalf of the association. She said Mr. Vance was a dedicated leader and she feels that he would want the CPSB to continue striving to make the best decisions for children. Ms. Savannah also thanked the CPSB for taking action against the state to receive funds that were due the system, and said employees are excited about receiving a pay increase in September.

## **CONFIRM THE CONSENT AGENDA**

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

## **Agenda Item No. 10 (A, B, C, D)**

**Personnel Recommendations.** The superintendent recognized John Dilworth, chief operating officer, who announced the personnel recommendations and they are: 1) Aloysius Graham was appointed interim principal at Atkins Elementary School; 2) Joannette Underhill was appointed assistant principal of instruction at Linwood Middle School; 3) Jennifer Stephens-Dickson was appointed counselor at Barret Elementary and Eighty-First Street Early Childhood Education Center; 4) Katherine Randall Metcalf was appointed counselor at Judson Fundamental Elementary School; 5) Renee Zerangue was appointed counselor at Hollywood and Linwood Middle School; 6) Stenson Baker was appointed counselor at Southwood High School; 7) Donna Jones was appointed counselor at Northside Elementary School; and 8) Ruthie Adams was appointed counselor at Captain Shreve High School. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she/he is appointed.

**Requests for Leaves.** Staff recommended approval of the following requests for leaves as included in the mailout.

Sabbatical (Medical), Fall Semester of the 2001-2002 School Year

James Parker, Teacher, Cherokee Park  
Karla Rushing, Teacher, Summer Grove Elementary

Leave Without Pay (Personal), 2001-2002 School Year

Ninette Farrar, Teacher, North Highlands Elementary

Sabbatical (Medical), Remainder of Fall Semester of 2001-2002 School Year

Ollie Hardy, Teacher, Fairfield Elementary

Leave Without Pay, 2002-2002 School Year

Barbara Owens, Teacher Aide, Linear Middle School

Leave Without Pay, August 10, 2001 to June 3, 2002

Rae M. Ducharme, Teacher Aide – Special Education, Broadmoor Middle Laboratory

**Requests of the Board.** Kathleen Cook requested to rescind her sabbatical leave for the 2001-2002 school year.

Stacy Scott requested to rescind her request for a leave without pay for the fall semester of the 2001-2002 school year.

Marilyn Sartor was on a medical sabbatical during the spring semester of the 2000-2001 school year. Her health has not improved and she has applied for and been granted a medical retirement. Ms. Sartor asked to be relieved of the obligation to repay monies she received while on leave.

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended that the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout be approved.

**Promotional Appointment Contract for a New Counselor.** New counselors are listed under the heading of *Personnel Recommendations*.

## **Agenda Item No. 11 (A, B, and C)**

**Approval of Bids.** Staff recommended approval of the bids of: 1) Follet Library for library books totaling \$65,200 as included on the bid tabulation sheet; and, 2) Sargent Welch of 26% for science

supplies and equipment as indicated on the bid tabulation sheet. A copy of the bid tabulation sheets marked "Exhibit A, 9 pages, July 17, 2001" is filed in the official papers of the board.

**Approval of Bids (Construction and Capital Projects).** Staff recommended approval of the Capital and Construction Projects: 1) Project 2002-211 "Roof Main Building Hamilton Terrace, Phase II" be awarded to Johnny's Roofing for the sum total of \$228,385; and, 2) Project 2002-312A "Electrical Wiring for Technology 8(g) at Arthur Circle, Bethune, Donnie Bickham, Cherokee Park, Central, Eighty-First, Mooretown, Hollywood, Northwood, Pine Grove, Queensborough, Ridgewood, Southern Hills and Walnut Hill" be awarded to J. D. Electric for the sum total of \$148,385.

**Authorization to Publish Legal Ad for Professional Services.** Staff was authorized to advertise for professional architectural and engineering services. From the architects and engineers submitting qualification statements, staff will select designers for projects to recommend to the board for approval. A copy of the proposed advertisement was included in the mailout.

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

**Approval of Settlement of Workers' Compensation Claim.** Staff recommended approval of the settlement of workers' compensation claim of Ms. Karen D. Smith for a total payment of \$17,500 as submitted in the mailout.

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

**Approval of Com-Net Services, Inc. Contract.** Staff recommended that the CPSB approve the contract included in the mailout for \$1,160,970 with Com-Net Services, Inc. The contract is consistent with the specifications set forth within the previously approved Request for Proposal and for the contract amount submitted to the CPSB in December of 2000.

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

**Approval of Revised Job Description for School Principals.** Staff recommended approval of the revised job description for school principals as submitted in the mailout. A review of the current job description shows that there is no mention of any performance responsibility related to student achievement or school performance. This new standard adds a performance responsibility to the job description and evaluation process.

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

**Approval of Performance Measures SY2001-2002.** Staff recommended that the CPSB approve the performance measures for SY2001-2002 as submitted in the mailout. Performance Measures for SY2001-02 will relate to the various performance indicators contained in the School Accountability Roster published by the Louisiana Department of Education, and may include other performance measures or indicators mutually agreed upon by the board and superintendent. *i.e.* school accountability scores, LEAP test, IOWA test, increase external revenues, reduce dropout rate and special education.

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

**Preliminary Approval of General Model Proposal and Targeted Schools – Mathematics, Science & Technology Partnership Between Biomedical Research Foundation and the CPSB.** Based on the presentation provided by the Biomedical Research Foundation at the school board's Executive Committee meeting on August 7, 2001, staff recommended that the CPSB grant preliminary approval of a general model proposal and targeted schools (Keithville Elementary/Middle and Southwood High School) for a mathematics, science and technology partnership between Biomedical Research Foundation and the CPSB.

## Agenda Item No. 19

**Approval of Policy JHCD – Administering Medications to Students and Policy JHCD-R – Administering Medications to Students.** Staff recommended that the proposed policies and regulations regarding administration of medications to students be approved as submitted in the mailout.

## Agenda Item No. 20

**Approval of Resolution to Hold Tenure Hearing for Certificated Staff.** Staff recommended approval of a resolution to hold a tenure hearing for certificated staff on September 18, 2001.

### **APPROVAL OF A REQUEST TO CHANGE THE NAME OF THE CADDO CAREER & TECHNOLOGY CENTER SCHOLARSHIP FOUNDATION**

Staff recommended that the Caddo Career and Technology Center Scholarship Foundation be authorized to change its name to the Caddo Career and Technology Center Foundation as requested by members of the foundation. Mr. Powell said he was one of the original board members, served as secretary of this group, and is an Advisory Board member; therefore he would be abstaining on the vote. Mr. Milam said he, too, serves on the board and would be abstaining as well. *Mr. Thibodeaux moved, seconded by Mr. Brooks, that the Caddo Career and Technology Center Scholarship Foundation be authorized to change its name to the Caddo Career and Technology Center Foundation as requested by the members of the foundation. Vote on the motion carried with board members Powell and Milam abstaining. Board members supporting the motion were Burton, Thibodeaux, Pugh, Mims, Guin, Brooks, Slack, Armstrong and Dr. Hitchcock.*

### **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** A copy of the monthly update on classroom wings and other major new construction was included in the mailout.

**Ribbon Cutting Ceremonies at Five New CPSB Facilities.** The superintendent called school board members' attention to the public announcement that there will be ribbon cutting ceremonies at five new CPSB facilities and parents, students, staff and the public are invited to tour the new facilities on Sunday, August 26, 2001, from 3:00 p.m. until 5:00 p.m. The new facilities are: Claiborne Fundamental Library, classroom wing at Creswell Elementary, multi-purpose room at Judson Fundamental, classroom wing at North Highlands Magnet and classroom wing at Summerfield Elementary.

**Disclosure Statements.** The superintendent reminded school board members that *Disclosure Statements* for the 2001-2002 school year should be submitted to his office so that staff could file them with the Ethics Board by the end of this month.

**Publication – Caddo Parish Public Schools Pride Points.** The superintendent called board members' attention to the newest publication *Caddo Parish Public Schools Pride Points*. He said after meeting with the Mayor and others, staff decided to showcase the wonderful accomplishments of the district. He said staff has identified the significant accomplishments of the district that probably are not known. They have identified the districtwide accomplishments and are also in the process of making inserts within each publication whereby each school will identify the specific pride points that have occurred in the individual school. He reviewed the listing of pride points as included in the pamphlet, *i.e.* seven Blue Ribbon Schools of Excellence as designated by the U. S. Department of Education, top ranking schools, IOWA test scores ranking, school performance scores vs. poverty level, Certificate of Excellence in Financial Reporting, highest bond rating from Moody's Investors Service, new school staffing formula, all JROTC units have been honor units with distinction, the ACT composite score exceeds the state composite score, transportation provisions for students, nutritional breakfasts and lunches served daily, largest PTA in the state, uniforms in 43 schools, etc. A pamphlet is filed in the official papers of the board and others are available for public distribution upon request. Dr Hitchcock expressed appreciation to the superintendent and staff for the publication and asked where should they call for other copies. The superintendent said persons needing more pamphlets should contact the Communications

Department. The president noted that the pamphlet is concentrated, it's a great publication, and he asked staff to consider scanning the pamphlet and putting it on the website.

**School Opening.** The superintendent reported that the 2001-2002 school year opening was superb. He said central office staff has been out in the schools, he has personally visited 53 schools thus far, and he is proud of the school based and central office staff (maintenance, school transportation, principals, teachers, etc.) for what has taken place to get school started. The superintendent said he would be sending board members a written report on the implementation of the many changes and results of the changes. He gave a brief overview of the changes made and specifically cited what was targeted and what staff has been able to accomplish *via* implementation of the Strategic Plan for Plant Utilization and Facilities Study. Some highlights noted were on: a) increased or decreased student enrollments as desired in select schools as a result of redistricting and/or closing of schools; b) development of a partnership with Centenary College with the Blue Ribbon Professional Development School; c) successful reconstruction of Midway and partnership with LSU-S; d) the implementation of new career oriented programs at Fair Park (stabilized enrollment) and Woodlawn (declining enrollment); e) overall district middle school student enrollment is low; f) the student population at Herndon Magnet is what was projected and has the kind of diversity desired; g) extended year program was implemented at Newton Smith and student enrollment has increased, etc.

Mrs. Pugh thanked the superintendent for the report and said she heard some challenging information. She referenced the parent's concern that was expressed earlier in the meeting about her child walking to Midway. She said she is concerned about the dangerous Greenwood Road and Jewella corridor, and asked staff to review the number of students walking to Midway and consider providing transportation for these children. Mrs. Armstrong asked the superintendent and staff to verbalize to staff the board's appreciation for their hard work in readying schools in time for school opening. The president also thanked staff for doing a great job with all of the reorganizing and additional staffing. He asked central office staff to pass the board's appreciation on to other employees working beneath them.

#### **UNFINISHED BUSINESS**

No unfinished business was presented for the board's consideration.

#### **NEW BUSINESS**

No new business was introduced for the board's consideration.

#### **ANNOUNCEMENTS AND REQUESTS**

**Bus Transportation for Students Attending Midway.** Mr. Burton requested a report from staff on the parent's concern about her children walking to Midway, and asked staff to report back to him *via* letter or telephone call.

**Summer School.** Mr. Burton asked staff to look into the provision of a summer school program for students who fail only one course.

Mr. Guin asked the superintendent to report back to the board on relevant CPSB policy and current practice on how staff is handling students who fail one versus two or three courses as it relates to summer school and magnet placement.

**Classroom Materials and Supplies.** Mr. Powell asked the superintendent to provide him with a report concerning the amount of funds in each school's M & S account as of the end of 2000-2001 fiscal year, June 30, 2001. Further in the report, include an analysis of whether funds for this are presently funded at an adequate level to meet the M & S needs of Caddo classrooms, and that there is not an expectation that CPSB teachers use their own funds to accomplish the task of adequately providing sufficient M & S supplies to educate Caddo students.

**LEAP Test.** Mr. Mims asked the superintendent and staff to look at the number of fourth graders who are repeating the grade two or three consecutive years because of failing the LEAP test.

**CPSB Member for District Ten.** The president announced that assuming that Wanda Wright receives her certification from the state as the new CPSB member for District Ten, this would be the last official CPSB meeting for S. L. Slack. On behalf of the CPSB, the president thanked Mr. Slack for his service. Mr. Slack said it's been a unique experience for him, he has enjoyed serving on the board, and has enjoyed getting to know the other school board members. He wished Mrs. Wright good luck in her tenure on the CPSB.

**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.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President



**August 27, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at 5:30 p.m. on Monday, August 27, 2001, with President Mark Milam presiding and the following board members present being a quorum: Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell, III, Mildred B. Pugh and Michael J. Thibodeaux. Ginger Armstrong arrived at the meeting at approximately 5:35 p.m. Also present was Robert E. Schiller, secretary, and Fred Sutherland, legal counsel. The president gave the invocation and led the Pledge of Allegiance.

The purpose of the special meeting is for the board to consider and act on the following:

1) Administer the Oath of Office to CPSB Representative for District Ten; 2) Interview Candidates for the Vacant CPSB Position – District Two; 3) Appoint an Individual to Fill the District Two Vacancy (interim position); 4) Administer the Oath of Office to CPSB Representative for District Two; and, 5) Call for a Special Election to Fill the District Two Vacancy in Accordance With LSA – R.S. 18:602.

#### **ADMINISTER THE OATH OF OFFICE TO CPSB REPRESENTATIVE FOR DISTRICT TEN**

The president asked Fred Sutherland, legal counsel, to administer the oath of office to Mrs. Wanda J. Wright, CPSB representative for District Ten, and he complied with the president's request. Having been officially sworn into office, Mrs. Wright took her seat on the dais. Mrs. Wright recognized and presented her special guests who were in the audience.

#### **INTERVIEW CANDIDATES FOR THE VACANT CPSB POSITION – DISTRICT TWO**

The president said the CPSB would proceed with interviewing candidates for the District Two vacancy. He outlined the format that the board would follow as described: *Each candidate would present an opening statement; address his or her reasons desiring to serve as interim board member from District Two; relate his or her special skills or experience to offer as a board member from District Two; describe his or her perspective on the role of a board member; and give a summary statement.* The president said each candidate would have up to ten minutes to speak and candidates would be considered in alphabetical order. The following candidates were interviewed: Eursla Dickerson Hardy (106 Holcomb Drive); John D. Washington (3217 Redstone Drive); and, George Wright, Jr. (2921 Logan Street).

#### **APPOINT AN INDIVIDUAL TO FILL THE DISTRICT TWO VACANCY (Interim Position)**

The president said each candidate's name would be called and board members would have one vote. The following votes were cast: Mrs. Hardy received nine votes with board members Burton, Thibodeaux, Mims, Guin, Milam, Brooks, Powell, Wright and Armstrong voting *yes*. Mr. Washington received one vote with board member Dr. Hitchcock voting *yes*. Mr. Wright did not receive any votes. Mrs. Pugh abstained from voting. The president said Mrs. Hardy received the majority of the votes and she would fill the interim term for District Two. The president thanked the other candidates for their interest, concern, and commitment to the children of Caddo Parish.

#### **ADMINISTER THE OATH OF OFFICE TO CPSB REPRESENTATIVE FOR DISTRICT TWO**

The president recognized legal counsel and he administered the oath of office to Mrs. Hardy. After which, CPSB members welcomed her to the District Two chair on the board's platform. Mrs. Hardy was given an opportunity to recognize her special guests who were in the audience.

#### **CALL FOR A SPECIAL ELECTION TO FILL THE DISTRICT TWO CPSB VACANCY**

The president announced that a special election to fill the District Two position would be held in the spring. The dates for qualifying for the candidates in the special election are Wednesday, February 13, 2002, through 5:00 p.m. Friday, February 15, 2002. The date for the special primary election is April 6, 2002; and, the date for the special general election is May 4, 2002.

*Mr. Guin moved, seconded by Mr. Powell, that the CPSB adopt the proclamation calling for a special election to fill the District Two vacancy. The dates for qualifying of candidates in the special election are Wednesday, February 13, 2002, through 5:00 p.m. Friday, February 15, 2002. The date for the special primary election is April 6, 2002; and, the date for the special general election is May 4, 2002. Vote on the motion carried unanimously.*

**Announcement – Summer Commencement Ceremony.** The president announced that the summer commencement exercise would take place on Tuesday, August 28, 2001, at 7:00 p.m. at Caddo Magnet High School. He invited school board members to be present.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Thibodeaux and Mr. Powell seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:00 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President

**September 4, 2001**

The **Executive Committee** of 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 Tuesday, September 4, 2001, with President Mark Milam presiding and Phillip R. Guin and Willie D. Burton present being a quorum. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Guin gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**State of the Caddo Parish Commission.** The superintendent introduced Billy Hanna, parish administrator, who gave the annual address of the State of the Caddo Parish Commission. Mr. Hanna thanked the CPSB for allowing him this opportunity to tell the school board about parish matters of concern and solutions. Mr. Hanna indicated that the overall financial condition of the parish is good; revenues are stable; reserves are adequate in most funds; the capital infrastructure is in good condition, and they, together with the CPSB, have the highest bond rating in the state for any governmental entity. Mr. Hanna reported that the parish is mandated by state law to fund the criminal justice system including the First Judicial District Court, Juvenile Complex and Juvenile Detention, and some expenses for the Sheriff for operations at Caddo Correctional Center (CCC). He presented the financial plan for Caddo Parish and distributed to school board members and staff a brochure outlining their request for voters' approval of three renewal propositions and five rededication propositions of existing ad valorem tax millages in the October 20, 2001 election. He recited the funding plan with no new taxes as follows: 1) Internal Operations minus savings (seven months) \$700,000; 2) Internal Funds Millage Rededication \$1,000,000; 3) Shreve Memorial Library Millage Rededication \$400,000; and, 4) Bio Medical Millage Rededication \$50,000 for a total of \$2,150,000. The president thanked Mr. Hanna for the presentation.

**Report on Test Results.** The superintendent introduced the presentation on test results and Rosemary Woodard, testing/evaluation specialist for the school board. The CPSB received staff's overview and visual presentation on the most recent LEAP test results for 4<sup>th</sup> and 8<sup>th</sup> grades examining a three-year trend analysis in English Language Arts, mathematics, science and social studies. Staff also presented a two-year analysis of the spring and summer retest data. A longitudinal analysis of the IOWA test data was also presented (grades 3, 5, 6, 7 and 9). American College Test (ACT), Scholastic Aptitude Test (SAT), and Developmental Reading Assessment (DRA) test results were presented. Some highlights of the presentations were: a) in English Language Arts, 35 of 46 elementary schools decreased the percent of students scoring unsatisfactory; and, 10 of 18 middle schools decreased the percent of students scoring unsatisfactory; b) in mathematics, 32 of 46 elementary schools decreased the percent of students scoring unsatisfactory; and, 17 of 18 middle schools decreased the percent of students scoring unsatisfactory; c) for 4<sup>th</sup> grade and 8<sup>th</sup> grade LEAP 21, there was an increase in the percentage of students scoring approaching basic or above in English Language Arts, math, science and social studies as compared to students' scores in 1999 and 2000; d) a greater percentage of students (grades 4 and 8) passed the LEAP 21 spring and summer test in the English Language Arts area than in 1999 and 2000; e) in examining the IOWA test data, it reveals that student groups are improving as they grow older, yet in the middle school transition period (5<sup>th</sup> and 6<sup>th</sup> grade), there is a slight decline but it picks up again; f) for students taking college ACT prep courses, test results remain relatively constant as is with vocational and other groups, and Caddo's scores are above the state level and slightly below the national level; g) SAT scores remain constant; and, h) DRA students were initially tested in first grade (three-year study) and scored below the 40<sup>th</sup> percentile; now they are scoring up to the middle and advanced level. The superintendent said board members were provided with detailed information, school by school, and the report was published in the media. The president thanked staff for the report.

Mr. Burton said in looking at trends from previous years, test scores in some schools increase while others remain the same or decrease. He asked staff if they are examining what is happening in the schools that are making progress so that these practices might be utilized in other schools to bring their test scores up. The superintendent answered *yes* and said directors look at individual schools, counsel with principals in reworking School Improvement Plans, and the adoption of the new textbook series will bring good results. He also noted that there is a high mobility rate in a lot of the schools, and staff is reducing the amount of variations that these students would see in schools. The

superintendent said staff would not be satisfied until all of the schools are showing increase and have stepped up efforts to disaggregate data, work with staff, and replicate programs that are successful in other places.

**Report on Newly Developed District Programs.** The superintendent said staff has been successful in developing new programs that are designed to address issues to prevent students from repeating failures from year to year, particularly for students who have not had their needs met in the traditional fashion and those being retained. He introduced Marlene Ritter, director of general education, who said the reason for developing the new programs is to improve student achievement, and she gave an overview of the new programs and benefits for participants. 1) The *LEAP Acceleration Program* addresses the needs of 4<sup>th</sup> and 8<sup>th</sup> grade students who were unsuccessful in one or more components of the LEAP 21 assessment and/or those students who scored in the lowest quartile on the IOWA Test of Basic Skills. Focus is on literacy skills, the time has been extended in this program, there are certified teachers with a pupil-teacher ratio of 15:1 and classes are self-contained with different curricula. The LEAP Acceleration classes are not only for students who fail the LEAP exam. If space is available at a school site in the program and there are other students in the same grade level who performed in the bottom quartile on IOWA, then they could participate in the program. The superintendent said staff believes this program is a potential success recipe for students. Mrs. Ritter said there is also room for curricula advancement in the program. 2) The educational component at Rutherford House has been redesigned to become a performance-based program and credit is determined through student proficiency rather than by time spent in a particular course. This program has become the *Caddo Accelerated Remedial Effort*, a separate Caddo Parish alternative school. The performance based programs are Pre-GED Skills Option 3, Job Corps Opportunity Center Program, Caddo Accelerated Program for Transition (CAPT) and Caddo Accelerated Remedial Effort (CARE). Overall, the programs provide academic remediation, pre-career exploration, and behavioral supports for participants who have been assigned to the program by the Juvenile Court for Caddo Parish, the Louisiana Department of Corrections and the Office of Community Service. 3) *The Shreveport Job Corps Opportunity Center* is a new alternative school for low-income youth ages 16-22 who lack the skills to find a job. The Center will provide academic, vocational, and life skills training. It will also provide opportunities for students to earn a GED, regular high school diploma, and/or a skill certificate. Charlotte McGowan, director of the Shreveport Job Corps Opportunity Center, greeted school board members and expressed her excitement about the development of this challenging partnership. 4) The *Caddo Accelerated Program for Transition* is an alternative program for students who are 14-16 years of age and who have been unsuccessful with traditional educational opportunities. These students are also at risk of dropping out of school. Participants in this program will be provided with academic remediation, pre-career exploration, and behavioral support. This program will be housed at Woodlawn High School and the curriculum includes academic offerings, skills concentration areas, a pre-GED component and an extensive guidance and counseling component. Students are required to successfully complete course objectives rather than spend a certain amount of time in each specific course. The superintendent said in response to board members' requests, staff has developed a variety of alternatives for students who have been retained and who are not progressing. He said staff is developing programs that would prepare students for the workplace, and partnerships with other entities provide dimensions to recognize that not all students learn at the same pace neither progress at the same time.

Dr. Hitchcock thanked staff for the presentation and commended staff for their work. He noted that the LEAP Acceleration program talks about basic literacy skills and self-contained settings, and he asked if staff is at a point where they could take a look at what area of the LEAP an individual student performed poorly. Also, if staff has any targeted programs to help with specific problems for specific children. Mrs. Ritter said staff has such programs in LEAP as well as plans to look at IOWA test scores for these students. She said staff has plans to work with teachers in the schools to show them how to disaggregate IOWA data, which gets more specific to the needs of students. The superintendent said staff is trying to laser in on specific and individual needs based on students' deficiencies. Dr. Hitchcock said he is pleased about the 15:1 pupil/teacher ratio and he asked how many teachers are tied to the LEAP Acceleration Program. The superintendent said staff does not have a number, but in most cases staffs in schools work with individual principals and identify staffs at the schools. The superintendent said staff would compile the data and get it to him later this week. He also noted that when the budget was developed, he pulled out money for initiatives to

address this particular issue and as needs are identified, there is a pool of money to draw from. Dr. Hitchcock said considering the 15:1 pupil teacher ratio, it's more costly in having them in the program. He asked if principals are getting any relief on the assignment of teachers. Furthermore, if staff is penalizing the mainstream classroom by pulling teachers out into this program which requires a higher staffing level. The superintendent said staff is not doing this. John Dilworth, chief operating officer, said staff is still working through this issue but they are not pulling away from the needs and placement of teachers in other classes to accommodate the new programs. Referencing the Job Corps Center and the Caddo Accelerated Program for Transition, Dr. Hitchcock noted that the majority of the students are opting for a regular diploma as opposed to the GED. He asked how does staff accommodate the diversity of needs. Mrs. Ritter said they purchased computer-assisted software and established labs in the schools. The software has courses that are structured at all grade levels with all particular courses and could be used with a certified teacher. Dr. Hitchcock asked how many Caddo teachers are assigned to the Job Corps Center. Mrs. Ritter said Caddo pays for three teachers, a principal, counselor and clerical person and the Center pays for other staffers.

Mr. Burton thanked staff and the other partners for developing the new programs. He noted that students are being held accountable to pass the LEAP test and he asked if staff has a plan to ensure that students, particularly in grades 4, 3 and 8, are on target in classwork when there is a high use of substitute teachers at these grade levels. The superintendent said as of this year, when a teacher is going to be out of the classroom for a long term, rather than employing a substitute teacher staff is putting the person on a teacher's salary. Furthermore, staff is looking for teachers who would make the long-term commitment and is a certified teacher. Mr. Burton said he is interested in getting data on staffing for these particular grades, and the superintendent said staff would get the information for him.

Mr. Brooks said he is excited about the new program changes for the district. He said he believes the new programs will bring all of the children back into the mainstream, particularly students between the ages of 16 and 22. Mr. Brooks thanked the staff for developing these programs. Mrs. Pugh also thanked staff for the presentation. She said staff talked about improved student achievement in the LEAP Accelerated Program and also indicated that there was a space problem in some of the schools. Mrs. Pugh said space is an issue of concern for her and she asked staff to clarify. Mrs. Ritter said her comment was that if there is available space in the class (the class didn't fill to capacity) then they could use other students in the lowest quartile. Staff said there is not a space problem in the elementary and middle schools. Mrs. Armstrong asked if on the LEAP Acceleration Program, if she understood staff to say that there would be something that is equivalent to an IEP. Mrs. Ritter said it won't be called an IEP, but staff would need to do an individual profile for each student in the 15:1 class.

Mr. Powell also expressed appreciation for the report and complimented the superintendent and staff for responding to board members' concerns. He asked if the 50 additional teaching slots in the budget are not going to become a limitation, at least for this year. The superintendent said he is comfortable that the 50 slots are adequate for this year, but he anticipates the demand to increase over the years. Mr. Powell asked if staff has done an analysis to determine why there are certain sixth grade classes that are down in comparison to seventh and eighth grades. He asked if this could be attributed to no social promotion. The superintendent said staff is starting to see a wave or a dip in enrollment in middle schools in studying the demographics. Also, staff is looking at the number of retentions and the fifth grade number is more swollen than perhaps suggested demographically. The superintendent said this could be attributed to retention, LEAP, and the wave of numbers dipping in that demographic. Clay Slagle, technology manager, said staff believes that from the preliminary analysis of the data, the three aforementioned phenomena would explain the situation. The superintendent said staff hopes that the new programs will cut down the dropout numbers which have been pushed from 16 to 17 with parents' permission, in recent legislation. Mr. Powell asked if Woodlawn is a permanent location for the Caddo Accelerated Program for Transition. The superintendent said it is the location that staff thinks would bolster the enrollment at that site and it is an age appropriate place. Mr. Powell said he hopes that the superintendent would be anticipating within next year's budget being able to allocate sufficient staff for the anticipated growth next year and also to capture space availability concerns.

Mr. Thibodeaux said all of the programs look promising and he said even though there is a lower pupil/teacher ratio for most of the programs, he asked that teachers not be overloaded with

paperwork. He said the time and energy required to complete the paperwork come directly from the time and energy that the teacher has to teach. He encouraged staff to do whatever is possible to reduce the amount of paperwork for teachers. Mr. Thibodeaux said he is concerned about the *intangibles* (parental involvement, personal responsibility required by students to do their part, the cultural and community emphasis or priority that is put on education). He said there isn't very much that the board and staff could do about these things, but they play a large part in why the students are where they are. He said staff couldn't get around the fact that if the participant in the program does not truly give an effort, then he won't be successful. Furthermore, anybody could be invited to the table of knowledge, but if they refuse to partake in the bounty, then the school system should not be blamed and the responsibility needs to be placed where it belongs. Mr. Brooks clarified that his reference about everyone coming to the table is the result of his having witnessed other programs being closed to certain students. He said he wants everyone to have an opportunity to participate in the new programs. The president thanked staff for the presentation.

**Recess.** The president called for a 12-minute recess at approximately 5:50 p.m. The board reconvened at approximately 6:10 p.m.

### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE SEPTEMBER 18, 2001 CPSB MEETING**

The superintendent reviewed the proposed agenda for the regular September 18, 2001 regular school board meeting and discussion followed as summarized.

**Public Hearing – Caddo Public Schools Internet Safety Policy and Caddo Public Schools Network Acceptable Use Policy.** Mr. Slagle informed the board that effective June 30, 2001 Congress and the Federal Communications Commission engaged the Children's Internet Protection Act (CIPA). School districts are required to create an Internet safety policy and distribute it to their school community; to implement technology-blocking measures to filter inappropriate sites from children's use or viewing in school districts, and to conduct a public meeting to disseminate and discuss the school's new or revised Internet safety policy.

**Approval of Request to Release Request for Proposal for Fixed Asset Software System.** Ben Wreyford informed the school board that the CPSB currently has over \$200 million invested in land, buildings, and equipment throughout schools in the parish. The current tracking process is often unreliable and largely done manually. The CPSB needs a better system to satisfy the auditors, and the recent changes to accounting standards by the Governmental Account Standards Board require significant revisions in reporting requirements. Mr. Wreyford said staff will be seeking the board's authorization to release a Request for Proposal (RFP) to obtain a Fixed Asset Management software system which would meet the school system's needs.

**Approval of Bus Usage Agreement – North Louisiana Teamworks.** The superintendent said this is an after-school program in conjunction with Linwood Middle School. The Teamworks program is being expanded to offer a year-round program for at-risk middle school students. The request is for use of one school bus to transport students from Linwood Middle School to their designated stops.

**Approval of Resolution – Cooperative Endeavor Agreement to Provide Classroom for Public Education.** The superintendent said staff would be requesting the board's approval of a resolution to enter into a cooperative endeavor agreement to provide classrooms for the Joy Home for Boys.

**Approval of LEAP 21 Tutoring Program Budget.** The superintendent said staff will be seeking the board's approval of the LEAP 21 Tutoring Program Budget. A draft of the budget will be in the mailout packet.

**Approval of Title XIX – KidMed, Health Program Proposed Budget.** The superintendent said this budget provides health program services to MEDICAID eligible children whose parents choose the school system nurses as their service providers. The school system would be reimbursed for providing certain services and the proposed budget total is over \$552,000.00.

**Approval of Policy EGA – Caddo Public Schools Internet Safety Policy and Policy GBN/JB – Caddo Public Schools Network Acceptable Use and Approval of Policy DIE – Audits.** The superintendent said staff has previously alluded to the two policies and information will be in the mailout. He said the board has approved a new policy and staff is seeking authorization to remove the previous policy. Mr. Guin asked the superintendent why is this action necessary. He said the board has already approved a policy that replaces a previous policy and with the board's approval, then this should have done away with the previous policy. Shannan Hicks, assistant to the superintendent policy/personnel/legal, said she understood that whenever a policy is added, revised, or deleted, then board action is required. The superintendent said staff would look into this matter.

**Approval of Renaming Caddo Parish Stadium.** The superintendent said a public hearing was held at the August board meeting and now it is time for the CPSB to take action on renaming Caddo Parish Stadium. Mr. Powell said everyone who spoke at the public hearing was in favor of the name change to *Lee Hedges Stadium*. He said staff's recommendation in the mailout packet was for renaming the stadium *Lee Hedges/Caddo Parish Stadium*. He asked if he would be in order when this item is considered at the September school board meeting to make a motion to rename the stadium *Lee Hedges Stadium*. The superintendent said this is the board's prerogative. He also noted that there has been an inconsistent practice in the parish for renaming facilities, but some state documents and schedules refer to it as the Caddo Parish Stadium. He said it is left to the board's determination as to what it wishes to name its facilities. Mr. Powell said the board should not overshadow the fact that, as attested by all speakers at the public hearing, Coach Hedges only sought to get the best out of children regardless to where they ended. He encouraged the board to support a motion to rename the facility the *Lee Hedges Stadium*. Mrs. Armstrong echoed Mr. Powell's statements and said staff's recommendation could be used for advertising purposes, but the official record would reflect the stadium being renamed the *Lee Hedges Stadium*.

**Request to Rename CPSB Facility (Math/Science Building at C. E. Byrd High School).** The superintendent said request letters have been received from the C. E. Byrd High School Alumni Association to rename the Math/Science Building at C. E. Byrd High School in honor of R. Lynne Fitzgerald, former principal. He said the process would begin at this time. Mr. Thibodeaux asked if this item could be listed as a public hearing on the agenda and that it be advanced on the agenda to follow the other listed public hearing. Mr. Burton asked if the two public hearings could be listed together on the agenda. The superintendent said the two should be separated.

**Approval of Contract With Vendor for Outsourcing Substitute Teacher Services.** The superintendent said information is not available at this time because proposals for providing services are due today. He said a committee will be reviewing and evaluating each of the proposals against the criteria and he would be meeting with the vendors early next week to discuss services and seek clarification. The superintendent said he hopes to have a recommendation for the board's consideration during the middle or latter part of next week.

#### **ADDITIONAL AGENDA ITEMS**

**Classroom Materials and Supplies.** Mr. Powell asked that a report on the classroom materials and supplies account be added to the agenda under the Superintendent's Report. He said it would depend upon the information presented as to whether or not action would be needed, as well as determine if it would be appropriate to take a look down the road to determine if the board is doing things procedurally and in the most adequate way to provide materials and supplies for classrooms.

**CPSB Supplemental Reading List.** Mr. Powell said board members received a letter dealing with graphic representation in *The Great Santini*. He said he is concerned about the material even though the board approved the book to be on the supplemental reading list in 1999. Mr. Powell asked that an item be added to the agenda for the purpose of reconsidering the supplemental reading list. He also asked the superintendent, to the extent staff could duplicate the material, to provide the language that the parents submitted and are concerned about. Mrs. Armstrong asked that *The Chocolate War* be included in the review of supplemental reading material. She also asked the superintendent to convene the review committee for the parish suggested reading list as soon as possible. Mrs. Armstrong asked staff to encourage parents to become involved and read the material on the reading list.

**Comparison of the Old and New Staffing Formula for High Schools.** Dr. Hitchcock asked staff to provide him with a report on the comparison of the old and new staffing formula for high schools. He said this item could be added to the agenda, possibly under the Superintendent's Report, and if he isn't pleased with the report then he might want to introduce a motion. Dr. Hitchcock said when the School board and staff discussed the new staffing formula, there were representations made that schools would be no worse off under the new staffing formula than they were under the old staffing formula. He said he also recalls seeing a report on this subject. He expressed concern that in the new staffing formula, the CPSB took away the half student for special education students in the count for teachers, and other things were added. He said now that the enrollment numbers are in, he would like for the board and staff to look at the staffing in each high school and compare the new formula to the old staffing formula; and, if there are cases where the new formula causes the CPSB to lose teachers, then he would like for this to be discussed in the report.

**CPSB Member's Comment to the CPSB.** Mrs. Hardy expressed appreciation to school board members who supported her candidacy to fill the interim position as CPSB representative for District Two. She pledged to give dedicated and exemplary service, and to work cooperatively with other school board members. Mrs. Hardy also thanked the superintendent for escorting her on tours of schools within District Two.

**Consent Agenda.** The president recommended that agenda items 10 (a, b, d) – 18 be categorized as consent agenda. *Mr. Burton moved, seconded by Mr. Guin, approval of the proposed consent agenda. 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 items, but no speakers came forth.

**Superintendent's Evaluation.** The president reminded CPSB members to submit their evaluation report on the superintendent to him as soon as possible.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mr. Guin seconded the motion, which carried unanimously, and the meeting adjourned at approximately 6:36 p.m.*



**September 18, 2001**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:30 p.m. on Tuesday, September 18, 2001, with President Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Guin gave the invocation and led the Pledge of Allegiance following the posting of the colors by the Southwood JROTC. Mr. Luther Myers, music teacher at Ingersoll Elementary, sang *God Bless America*.

#### **CONSIDERATION OF MINUTES OF THE AUGUST 21, 2001 AND AUGUST 27, 2001 MEETINGS**

*Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the minutes of the August 21, 2001 and August 27, 2001 meetings. Vote on the motion carried unanimously.*

#### **PUBLIC HEARING – CADDO PUBLIC SCHOOLS INTERNET SAFETY POLICY AND CADDO PUBLIC SCHOOLS NETWORK ACCEPTABLE USE POLICY**

The president declared the public hearing on the Caddo Public Schools Internet Safety Policy and Caddo Public Schools Network Acceptable Use Policy open. There were no speakers wishing to address this agenda item, thus the public hearing was closed.

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

The president polled school board members and the superintendent for revisions to the proposed agenda. Mr. Powell asked that agenda item 11-A be removed from the consent agenda. The superintendent stated that there is a change in status for one of the personnel recommendations in that the appointment for the position of Instructional Coordinator for Caddo's Accelerated Transition Program (CATP) would be an interim appointment. Mr. Burton asked that agenda item 26(2) be added to the consent agenda.

#### **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions.

**National Science Olympiad Winners.** Mrs. Anderson recognized 4<sup>th</sup> and 5<sup>th</sup> graders from Judson Fundamental Magnet who competed in the National Science Olympiad last Spring. She stated that each team consisted of ten members and their combined scores were sent to the national headquarters and ranked by top team score. Eight of Judson's ten-member 5<sup>th</sup> grade team made perfect scores on their individual tests. David Lamar is the teacher at Judson Elementary who heads this program. The president and superintendent assisted in making presentations to the following: Garrett Lambert, Ndia Hobdy, Jasmyme Pinkney, Daniel Sharbono, Kyle Rutledge, Logan McCrary, Jenifer Tauzin, Jared Wilson, Heather Jacobson and Kathryn Bluck. The 4<sup>th</sup> grade team winners recognized are as follows: Keshav Kooragayala, Shiva Kooragayala, Haley Blake, Stephen Merendino, LaDawn Penigar, Latisha Williams, Latasha Henderson, Kendall Belcher, Cameron Suzuki and Breannah Bloomer. Mrs. Sandra Denmark is the principal. Parents present were also recognized.

**National PTA Top Ten Unit Award.** Mrs. Anderson recognized Carolyn Fullilove, president of the Arthur Circle PTA. She announced that Arthur Circle's PTA was recently chosen as one of ten outstanding PTA units in the nation for 2000-2001. The award was officially presented at the National PTA convention in Baltimore, Maryland in June. The award is presented to PTA units that have a lot of parental participation and support. Mrs. Anderson highlighted the "Adopt-a-Homeless Student" project that the Arthur Circle PTA sponsored and received recognition. Mrs. Sally Cox is the principal.

**Caddo Association of Educators Grants.** Mrs. Anderson introduced Priscilla Savannah, president of the Caddo Association of Educators, who presented to Broadmoor Middle

Laboratory School (Susan Shofner, principal, and Tracey Jamison-Harris, assistant principal) and Central Elementary School (Mary Bethel, principal, and Joyce George, counselor) \$1,000 mini grants. The CAE received these grants through the National Education Association (NEA) Urban Grant Program. These grants will allow these schools to design their own solutions for increasing parent participation by working closely with neighborhood and community organizations to improve student achievement.

**Blue Ribbon School of Excellence.** Mrs. Anderson made a presentation to Mrs. Pam Byrd, principal of South Highlands Academic and Performing Arts Elementary Magnet School, on behalf of their being named a *Blue Ribbon School* for 2000-2001. Highlights from the independent report were shared with the board and audience. The faculty, staff, and parents of South Highlands were recognized.

## **VISITORS**

Sue Borne, president of the Caddo Parish Magnet High School Friends of Magnet/PTSA, addressed the board regarding a request to name the library at Caddo Parish Magnet High School for Ascension Delgado Smith in honor of her vision and leadership for the school. Ms. Borne highlighted the many accomplishments of Ms. Smith as the first principal of Caddo Magnet High School, and the many areas of service to the school and the community. She encouraged CPSB members to support this request.

Pamela Hamilton, substitute teacher, expressed her concerns about the outsourcing of substitute teacher services and salary and benefits offered to substitute teachers.

Syralia Griffin, children's counselor at the YWCA, addressed the CPSB with her concerns relative to the reassignment of students who reside in the YWCA and other shelters from Arthur Circle to Barret. Ms. Griffin highlighted the success of the program at Arthur Circle and encouraged the CPSB to not reassign these students to Barret.

Angela Holmes, substitute teacher, expressed her desire to have the CPSB address raising the pay and benefits for long-term substitute teachers.

Jerome Casey, representative of Local 100 Support Employees International Union, addressed the recent pay increase for non-professional school support employees and requested that the CPSB consider an additional pay increase for this group of employees.

Jackie Lansdale, president of the Caddo Federation of Teachers/Support Personnel (CFT/SP), shared with the CPSB a recently conducted survey of teachers regarding the materials and supplies funds allotted to teachers. Ms. Lansdale shared with the CPSB the evident inconsistency in the allotment of these funds from school to school. She said the matter of supplies in the classroom continues to be a problem and asked that this matter be investigated.

Priscilla Savannah, president of Caddo Association of Educators (CAE), reported to the Board CAE's commitment to give monies, through the NEA Grant Program, to high priority schools to assist in increasing parental involvement. Ms. Savannah also encouraged the CPSB to look at raising the pay for substitute teachers and if not, to look at some type of incentive that could be offered to them. She also reported that in school suspension facilitators did not receive a pay increase and asked the CPSB to do something to keep them in Caddo's educational family.

## **CONFIRM THE CONSENT AGENDA**

*Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the board agenda items categorized as "consent agenda" as amended. Motion carried unanimously.* The following items were categorized as consent agenda by the CPSB.

**Agenda Item No. 10 (A, B, D)**

**Personnel Recommendations.** The superintendent recognized John Dilworth, chief operating officer, who announced the personnel recommendations in his area and they are: (1) Susie Payne-Smith as supervisor of Attendance and Child Welfare, (2) Travis Smith, Interim Assistant Principal at Summer Grove Elementary School, (3) Emma Moore Farmer as Interim Assistant Principal of Instruction at Bethune Middle School, (4) Nettie Pamplin, counselor at Jack P. Timmons and Mooringsport Elementary Schools, (5) Margaret Clayton as counselor at Stoner Hill Elementary School, (6) Louise Jones, counselor at North Highlands Elementary School, and (7) Chad Zarangué, counselor at Middle Career and Technology Center at Hollywood.

Marlene Ritter, director of general education, introduced the following personnel recommendations: (1) Carol Waites as interim Instructional Coordinator for Caddo's Accelerated Transition Program (CATP), (2) Regina Washington as the Site-Based Transition Counselor for CATP, and (3) Tonya Evans as supervisor for elementary mathematics.

Janis Parker, director of Title I, introduced Tracy Adcock, newly appointed Title 1 Parental Involvement Educator.

Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she/he is appointed.

**Requests for Leaves.** There were no requests for leaves submitted for the board's consideration.

**Promotional Appointment Contract for New Counselors.** New counselors are listed under the heading of *Personnel Recommendations*.

**Agenda Item No. 11-B**

**Approval of Bids (Construction and Capital Projects).** Staff recommended that the Capital and Construction Project 2002-208, "Roof Broadmoor auditorium and gym Phase I, be awarded to Terry's Roofing and Sheet Metal for the sum total of \$107,790.

**Agenda Item No. 12**

**Approval to Hold Annual Fall Salvage Sale.** Staff recommended approval of the request to hold the annual salvage sale in November 2001.

**Agenda Item No. 13**

**Approval of Request to Release Request for Proposal for Fixed Asset Software System.** Staff recommended that the CPSB authorize staff to release a Request for Proposal (RFP) to obtain a Fixed Asset Management software system. Detailed and accurate fixed asset records demonstrate accountability and are critical in tracking assets, identifying and recovering lost or stolen items, and complying with guidelines of state and federal grants. The system will provide reliable data both internally and to local and state auditors.

**Agenda Item No. 14**

**Approval of Bus Usage Agreement – North Louisiana Teamworks.** Staff recommended approval of a request for bus transportation for students participating in the North Louisiana Teamworks after school program. The bus will be used to transport students from Linwood Middle School to their designated stops after participating in the program. The program will use the bus for the period September 18, 2001 through May 9, 2002, Tuesdays, Wednesdays, and Thursdays, 2:30 p.m. – 5:30 p.m.

**Agenda Item No. 15**

**Approval of Resolution – Cooperative Endeavor Agreement to Provide Classroom for Public Education.** Staff recommended approval of a resolution to execute the Cooperative Endeavor Agreement to provide classroom for public education with the Joy Home for Boys.

**Agenda Item No. 16**

**Approval of the LEAP 21 Tutoring Program Budget.** Staff recommended approval of the LEAP 21 Tutoring Program Budget as submitted in the mailout. This program is a state-funded grant to provide remedial and preventative instruction to eligible students in the 4<sup>th</sup> and 8<sup>th</sup> grades.

**Agenda Item No. 17**

**Approval of Title XIX – KidMed, Health Program Proposed Budget.** Staff recommended approval of the Title XIX – KidMed, Health Program proposed budget as submitted in the mailout. Services are provided to MEDICAID eligible children whose parents choose the school system nurses as their service provider, and the CPSB is reimbursed for certain services.

**Agenda Item No. 18**

**Approval of Policy EGA – Caddo Public Schools Internet Safety Policy (GBN/JB – Caddo Public Schools Network Acceptable Use).** Staff recommended approval of Policy EGA – Caddo Public Schools Internet Safety and Policy GBN/JB – Caddo Public School Network Acceptable Use as submitted in the mailout. These policies replace the current Caddo Parish Network Use Policy that was approved by the CPSB on September 16, 1996.

**Agenda Item No. 20**

**Approval of Request to Hold a Public Hearing at the October 16, 2001 CPSB Meeting – Name Change of CPSB Facility (Math/Science Building at C. E. Byrd High School):** A public hearing on the Name Change of CPSB Facility (Math/Science Building at C. E. Byrd High School) will be on the agenda for the October 2001 CPSB meeting.

**Agenda Item No. 26 (2)**

**Tenure Hearing for Certificated Staff:** Staff recommended approval of continuing the certificated staff tenure hearing until October 2, 2001.

**BIDS**

**Approval of Bids.** Mr. Powell stated that he asked that this item be removed from the consent agenda because he provides legal services to the vendor that is being recommended. *A motion was made by Mr. Thibodeaux, seconded by Mr. Burton, that the Caddo Parish School Board approve staff's recommendations of the bids of Wray Ford totaling \$45,570 for automobiles as indicated on the bid tabulation sheet. Motion carried with board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Milam, Wright, Armstrong and Dr. Hitchcock supporting the motion. Mr. Powell abstained. A copy of the bid tabulation sheet marked "Exhibit A, 2 pages, September 18, 2001" is filed in the official papers of the board.*

**PERSONNEL TRANSACTIONS REPORTS**

**Other (Hiring, Assignment Changes, Separations and Resignations).** *Mr. Powell moved, seconded by Mr. Brooks, that the Caddo Parish School Board approves the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout. The motion carried with board members Guin, Hardy, Burton, Thibodeaux, Mims, Brooks, Powell, Milam, Wright and Armstrong supporting the motion and board members Pugh and Dr. Hitchcock abstaining.*

## **APPROVAL OF RENAMING CADDO PARISH STADIUM**

*Mr. Powell moved, seconded by Mr. Brooks, that the Caddo Parish Stadium be renamed and known henceforth as Lee Hedges Stadium. Mr. Powell stated that the board has gone through the 90-day process, through a policy, a public hearing held last month with a number of speakers in favor of the name change, and he encouraged the board to support the motion. Mr. Powell further stated that renaming the Caddo Parish Stadium for Coach Hedges would reflect the type of quality and character Mr. Hedges has and the type we desire to instill in all of Caddo's students, not just athletes. Mrs. Armstrong echoed Mr. Powell's comments regarding Lee Hedges, saluting those in the parish who came forth with this request for naming one of Caddo facilities after this valued education and community leader. *Vote on the motion carried unanimously.**

## **APPROVAL OF CONTRACT WITH VENDOR FOR OUTSOURCING SUBSTITUTE TEACHER SERVICES**

*Mr. Burton moved, seconded by Mr. Brooks, that the Caddo Parish School Board approve Kavanaugh Group Temporary Services, Inc. as the vendor for the substitute teacher outsourcing services, pursuant to a contract to be finalized by the superintendent on behalf of the Caddo Parish School Board. Mr. Burton asked the superintendent if the group would be dealing with long-term substitutes. The superintendent answered that they would not, but that we have reserved the right that we would be assigning at a differentiated pay scale the long-term substitutes. Mrs. Armstrong inquired if the contract would be brought to the board stipulating the length of the contract. The superintendent answered that the RFP spells out that the contract would be for this school year with renewals, and that any other recommendations for extension would be brought to the board. Mrs. Armstrong also inquired as to the stipulated rate and benefits. The superintendent responded that the rate is established by the Caddo Parish School Board and the benefits available are stipulated in the proposal. Mrs. Wright inquired as to whether or not all options had been exhausted within the Caddo Public School System for supplying substitute teachers. The superintendent stated that for many years the system had looked to increase the fill rate and having looked at a variety of options last year and looking at the success rate that vendors have had, that they could provide aspects of recruitment, retention, pay schedule, benefits and a variety of other aspects that is their primary business. He further added that staff believes that they could increase Caddo's 86 percent fill rate to the highest level to what they want, and that is a substitute teacher in every classroom for every vacancy that we have, and that this would be the best step forward and would surpass what staff could do internally. *Vote on the motion carried with board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Wright and Dr. Hitchcock supporting the motion. Mrs. Armstrong abstained.**

**Recess.** The president called for a 15-minute break at approximately 5:50 p.m. The board reconvened at approximately 6:15 p.m.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** A copy of the monthly update on classroom wings and other major new construction was included in the mailout.

**Report on Classroom Materials and Supplies (M & S) Account (Powell).** The superintendent reported that at the last meeting a request was made for information regarding the schools' M & S accounts and this information was provided to school board members in the September 7, 2001 *Friday Letter*. Mr. Powell stated that he was very appreciative of the information provided by staff. He added that in looking at the money that is left in accounts at the end of the year that they are not utilizing, and some of the restrictions placed on teachers, and in looking at the discrepancies of schools receiving anywhere from \$15 for some to \$200 for others, he asked the superintendent to take the information that was put together by the CFT and ascertain the accuracy of the figures provided, and determine what is happening in the classroom. Mr. Powell asked that a look be taken at the other side and see if from a policy standpoint if the CPSB wants to do something different, in a more fair and equitable way. He said the board needs to determine that it is spending the money appropriately and allocating the money that is available.

Mr. Powell requested that this item be placed on the October or November agenda for a report from the superintendent on his findings in this matter. Mr. Burton asked if staff could also determine the parents' part in supplying needed supplies. He asked if schools prepare a list so that throughout the year, parents are aware of the supplies that they will be asked to provide. The superintendent stated that this is a concern that all share and it is a function of money. However, to bring it up to a level that would negate individuals from going into their own pockets would be looking at a total of millions of dollars. He said staff is looking at this particular account, as they did raises, and the decision was made to budget raises. He noted that the District does not have the necessary funds available to give to each school an appropriate allocation that would negate parents from having to bear this expense; however, working to reduce that obligation is something he would like to work toward.

Mrs. Armstrong shared that in her 34 years of teaching, that she had never been in a situation where she did not have everything she needed in order to do the basic job. However, she was a teacher that went out each year and spent a sizeable amount of money for unique projects. She asked that a committee be formed with a lot of input from teachers and try to get a handle on where the money is going and what the expectations are for the money being supplied by the CPSB. She said as a teacher, she was allocated a specific amount for things she needed in the classroom and many times she did not get them. In such a case, Mrs. Armstrong said she was able to go to a storage room and get additional supplies. She said teachers' input is important in addressing this issue.

**Report on and Reconsideration of the Supplemental Reading List.** The superintendent reported that he provided the board with a report and copies of pages from the policy that controls supplemental reading materials. The policy that was adopted in 1995 states that the CPSB is legally responsible for the selection of materials that are used in schools in the system. In May of 1999, a supplemental reading list was developed administratively and sent to the schools based on a task force/committee's recommendation but it was not brought to the board. The superintendent stated that what he would like to do is to immediately convene a committee to review the current supplemental reading list so that a recommendation could be brought to the board this fall and in time for the second semester. He said staff has already initiated a review for the 2002-2003 school year and is putting together a committee for this review.

Mr. Powell stated that when he asked for this, he had received some information from staff that the board had approved the list. Since that time it was determined that there was an oversight (prior to Dr. Schiller's employment), and in fact it was never approved by the school board. Mr. Powell said his request to reconsider might be premature, but he said it doesn't change the difficulty because now there are materials in the schools that should have been approved by the board. He stated that he appreciates the steps that the superintendent has taken to expedite a review, but he is still concerned about one of the books. Mr. Powell said having the legal responsibility for the materials that are in the schools, he has a concern about continuing to wait when there is a book in the schools that could possibly set a pattern or behavior that would violate the board's sex education policy and what state law requires in the spirit of education. Also, students cannot write out words that are in this book without being subject to suspension from school. Because of that, *Mr. Powell moved that at a minimum to suspend the use of The Great Santini and that the book not be utilized pending a review of this committee and coming back and first being approved by the school board the way it should have been in the beginning before it would be utilized as at least suggested by the Caddo Parish School Board as a book to be read by 10<sup>th</sup> graders. The motion was seconded by Mr. Brooks. Mrs. Armstrong moved, seconded by Mr. Mims, that the motion be amended to add The Chocolate War. Motion on the amendment carried. Vote on the main motion, as amended, passed unanimously.*

**Reassignment of Students from Arthur Circle to Barret.** The superintendent stated that he sent correspondence to the CPSB outlining an issue at Arthur Circle where the enrollment is approximately 423 students and Barret has approximately 215 students. He said this situation allows an opportunity to relocate about 45 students from Arthur Circle to Barret where class sizes are low and the school would be in closer proximity to these students' residences (downtown). He reported that the numbers at Arthur Circle indicate the need to hire two additional teachers. In looking at what ultimately would be in the best interest of the children, he said staff has met with representatives of these residences and believes the change would be a

smooth transition even though it is being made after school has been in session for five plus weeks. Mr. Burton asked if there would be a need to redraw attendance zone lines in order to reassign these students. The superintendent submitted to board members a map showing the locations of the attendance zone lines and said the CPSB has the prerogative to change these lines. Mr. Burton expressed concern over making this change at this time and asked who are the students that are being recommended for reassignment. The superintendent answered that the students live in the Providence House downtown, the YWCA, The Well Hotel and shelter homes for students in transition. He also noted that these students could be in these residences for short periods of time or through the entire school year. Mr. Burton stated that he has concerns about reassigning these students because of their current family situations, and asked if Barret would be able to address the needs of these students. The superintendent explained that these students would be transferring to compatible classes and the staff from Arthur Circle assigned to the homeless program would also be reassigned to Barret. Mr. Burton said he feels that more input from the people and organizations involved should be received before the reassignment takes place.

The superintendent stated that staff has met with the organizations involved, the staff at Barret, and persons who oversee the homeless program. He asked staff to address board members questions/concerns about this recommendation. Pittre Walker, coordinator for the Homeless Program, explained that she had met with the staff at the shelters to talk about this move, to receive input, and to put them at ease regarding their concerns. Furthermore, an inservice was held on Monday, September 17, 2001, with the staff at Barret and all shelter directors to talk about their concerns. Mrs. Walker said a homeless teacher would be housed at Barret Elementary and a homeless education counselor, in addition to herself, so that a safe transition would take place. The superintendent explained that there are a number of factors that figure into this recommendation. Mr. Burton said the safety of these children and the quality of education is very important.

Mrs. Armstrong commented that she feels that there has not been enough dialogue/preparation into this issue in an effort to alleviate the number of concerns that are in these families' lives. She said she has grave concerns that the CPSB and staff might be rushing into this too quickly.

Mr. Brooks expressed his support of the superintendent in this recommendation. He said the reassignment is something that needs to be done throughout the parish.

The superintendent stated that this is a very difficult decision for the staff and the board, but he would be remiss if he did not bring this option to the board in an effort to address the issues that are being faced. He said he believes that the decision that is being made will be in the best interest of the students and the district.

Mrs. Pugh inquired as to a contract between the district and the agencies being served. Staff said there is no contract between the district and the agencies. The superintendent asked staff if a student (and the family) from a particular school relocates to one of the shelters, if technically the student could continue at that particular school. Staff answered affirmatively that the student could stay at their school of origin. Mrs. Pugh expressed concern about the location of Barret and said it is in a dead end location where the family may not feel secure in being able to get in and out. Discussion ensued on each of the shelters and how often families move in and out of these situations. Staff reported that a family usually stays in a shelter anywhere from 30 days to two years. Moreover, staff has met with the directors of these shelters and they also attended a meeting at Barret to go over this proposal. Mr. Brooks said board members should remember that the CPSB wants to do what is best for the students and also consider what is the best financial decision for the district. Mrs. Pugh said she could not support this decision because she does not believe that the quality of life would be the same as what's provided for these children at a school with open access. Mrs. Hardy stated that only one agency spoke against this change and she asked if the other agencies involved support reassigning the children. Staff answered in the affirmative. Mrs. Hardy asked if the children from the YWCA (the agency opposed to the change) chose to stay at Arthur Circle, could they do so. Staff answered in the affirmative. Mrs. Pugh asked the superintendent to respond. Mr. Powell asked board members to follow procedure, and he yielded the floor to the superintendent to respond to Mrs. Pugh's request. Mr. Powell asked the superintendent if he wished to add anything to staff's response and that he

believes the point was that the student in fact did not have to go to Arthur Circle or Barret, but could be going to their home school. The superintendent acknowledged that the student does have that option. Mr. Burton called for a point of order and asked if the superintendent was asking the board to take action today on this matter. The superintendent stated that he would not move forward unless the board concurred. Mr. Burton stated that if the board is going to debate the matter, then he would ask that a motion be made rather than go on with dialogue. Mr. Powell asked was it true that some of these students are only at some shelters (YWCA) for 30 days, and asked if they are still eligible for majority-to-minority (M to M) transfers. The superintendent responded that all Caddo's students would be eligible for M to M if they are the majority in a school. Mr. Powell further asked that some of our students, depending on race and what other school they might want to go to, might have other options. Staff answered in the affirmative. Mr. Powell requested to hear from the principals regarding this matter. Dr. Kerley, principal at Barret Elementary, assured the board that he and the staff at Barret felt very confident to receive these children and provide them with a quality education and take on the additional staffing that comes with this program. Barret will be able to do this without overcrowding. The ratio in the classroom at Barret will be lower than at Arthur Circle and that is part of the consideration in this matter. Mrs. Cox explained that her experience in the continuity of students from the beginning of the school year to mid-term and mid-term through the end of the school, is that there is quite a bit of mobility with the children from the shelters. There is about an average of nine weeks in and out for students from the Providence House (from which the majority of shelter students come), and approximately 30 days for the YWCA; however some are located at Arthur Circle for as few as seven days. Mr. Powell asked about the quality of staff at Arthur Circle involved with this program versus the staff where the reassignment will be, is it correct that the staff members that have the direct interaction with the program are moving with the program. Mrs. Cox confirmed that the staff that are directly with the Stewart B. McKinney grant, which funds this program, would be moving with the students, along with the funds. Mr. Powell asked Mrs. Cox about the class sizes and her experience of these students being in larger vs. smaller class sizes and what is better for them. Mrs. Cox affirmed that the smaller class size is definitely better for these students. She referred to the previous principal's request and subsequent approval from the board for additional staffing at the school because of the children in this program being housed there and recognizing that these students needed to be in smaller classes. Mrs. Cox added that there is a need today to add two additional teachers at Arthur Circle because of overcrowding in some classes, partly because of the number of students in the homeless program and also because Arthur Circle incorporated students this year from Fairfield. Mr. Powell stated that timing is a concern, but timing for these students is from seven days to nine weeks and if staff waits to mid-term, we will be dealing with a completely different set of students. He agrees that we need to put the children first, but he is hearing from the superintendent that in his expertise and opinion, this is what is best for the students and the district. Some have expressed concern not just in timing, but in moving the children from Arthur Circle to Barret. He encouraged the board to consider the expertise of the superintendent and the fact that these children will probably perform better with a lower ratio in the classrooms. It has been brought out that if continuity is a factor in a particular child, that the options are there, and it might be in that child's best interest that they not be reassigned short term.

Dr. Hitchcock asked the superintendent if he is asking the board to approve this. The superintendent answered that when first looking at this issue, he thought it to be a programmatic decision; however, in reconsidering, he felt that the board should understand its implications and the reasons why. Since it is a zone issue and the Providence House, YWCA, etc. are located in a zone, then it is the providence of the board as a policy decision. If the board wishes to endorse it, it will be an action of the board. If not, administration would not move forward. *Dr. Hitchcock moved that the Caddo Parish School Board approve the superintendent's recommendation regarding the reassignment of students from Arthur Circle to Barret. Motion seconded by Mr. Brooks.*

Dr. Hitchcock asked Mrs. Cox to clarify the class size that these students are in now at Arthur Circle. Mrs. Cox stated that the 2<sup>nd</sup> grade class numbers 24, kindergarten 23, and 1<sup>st</sup> grade class is 20. Dr. Hitchcock asked Dr. Kerley about class size at Barret. Dr. Kerley responded that most class sizes would be in the teens. He asked Dr. Kerley if it is his opinion that if these students were moved to an environment with the same type of support, but with class sizes one-third smaller, would it be of benefit to these students. Dr. Kerley and Mrs. Cox both concurred with



this statement. Dr. Hitchcock asked for affirmation that all resources associated with the program at Arthur Circle would be transferred to Barret. The superintendent affirmed that this is correct and all things that the board had approved for the program at Arthur Circle would be moved to Barret. Dr. Hitchcock also inquired as to transportation provisions for these students. Mrs. Cox answered that Bus 136 is the bus that picks up the children and transports them 3.5 miles to Arthur Circle. Mrs. Walker added that this bus would continue to transport the students and it would continue to transport the children to the after school tutorial program at First Presbyterian Church. Dr. Hitchcock asked the superintendent that in trying to make sense of the district lines, would it seem appropriate to have school districts to be contiguous areas. The superintendent responded that this is the direction that staff is trying to go in to provide, to the extent possible, the neighborhood configurations within the context of various restrictions under which staff is working. He noted that actions taken by the board last year is the first step and he understands from board members that staff needs to look further at middle and high schools. Furthermore, staff must be cognizant of the fact that the shift in demographics in the last 10-15 years renders integration within Caddo schools to be more natural within neighborhood boundaries than any other time. He said he plans to bring to the board next month a look at the neighborhoods and schools where the board could provide for parents and children close proximity of schools to their homes while also permitting the greatest flexibility for transfer based on M to M, curriculum, or hardship. The superintendent said one of the greatest struggles has been to place the children in schools closest to their homes, and also to look at the savings in transportation that could be used in the area of curriculum. He said staff is looking at Caddo's goals of stabilizing enrollments in schools where they are declining (middle and high) and addressing overpopulated schools by rethinking boundary lines, as well as define year four and five bond monies and how that may be more strategically placed.

In considering the reorganization plan in the district, Dr. Hitchcock said the superintendent addressed the issue of a school reaching a sufficiently low enrollment whereby it is difficult to sustain that school, and he asked if 217 is an enrollment below the figure discussed. The superintendent answered in the affirmative. The superintendent explained that if a school has 25 first grade students, this is too many for one class, but if you divide the class into two classes, then this is not cost efficient. He said funding for each school for enrichment teachers is predicated on 1:300 for music, art, physical education, and counselor. He added that when you look at one end of the spectrum where elementary schools are at 900 and the other end of the spectrum where schools are at 215, then you are dealing with two sets of problems. Moreover, the very small elementary school is very hard to sustain and although some districting changes were made for Barret, that area is in transition and the numbers did not materialize. In fact, many of those numbers migrated to Caddo Heights. The superintendent said staff is attempting to stabilize Barret, improve the programs, address Arthur Circle's enrollment, and "neighborhoodize" as much as possible so that students could be as close as possible to the school.

Dr. Hitchcock asked the superintendent to verify that this proposal would reduce the amount of time that students ride the school bus, would put students in smaller class sizes, would continue all the support that they presently have including the same homeless teacher and counselor, would put parents closer to the education environment that the student is in right now, and would help the board save another endangered school. The superintendent agreed with Dr. Hitchcock's assessment and added that it also lowers the class size at Arthur Circle, lowers the student enrollment, and eliminates the need to hire two additional teachers.

Mr. Thibodeaux asked why would it not be possible to move the students at the end of the nine weeks. Staff explained the advantages and/or disadvantages of waiting three more weeks. The superintendent stated that the only disadvantage would be with Arthur Circle in terms of their class sizes.

Mrs. Pugh reminded the Board that it could not always save Barret. It has been closed once before and it might be on the closing list again. She asked how could youngsters be considered on an M to M transfer this year when there are guidelines to be followed. The superintendent explained that he was not necessarily referring to these students because they are in transition, but about other students who reside in Barret's district and are in the majority. Mrs. Pugh asked for clarity if the statement that was made about these students and the fact that they could attend

another school on an M to M transfer. The superintendent responded that if a student is attending a school and they are in the majority and they wish to transfer to a school where they will be in the minority, there is a time each year when they could apply for a transfer. The children being reassigned this year would not qualify for an M to M transfer this school year, but could if they are still in Barret on May 1, 2002 and still residing at the Providence House and the YWCA at that time. Mrs. Pugh asked the superintendent to rethink this issue. She said Arthur Circle was chosen because it is in a location that is not well known to the general public and most people have to look for the school because they are in a different environment and away from the person who might be seeking them. With all of the positive information provided, Mrs. Pugh stated that she still has some concerns about some misinformation about other opportunities for these students. The superintendent added that if the board approves this reassignment, some of these students might not be at Barret, but filtered into the system into other schools within a week. He further added that the law provides that they could stay at their home school and that they could seek a school or program of their choosing.

Mr. Guin asked if he understood correctly that all of the shelters that would be affected have been visited and all but one are in agreement, and also if they choose to, their records could be transferred back to Arthur Circle rather than being transferred to Barret. Staff answered in the affirmative, but stated that the parent would have to provide the transportation if this option was made.

Mr. Mims stated that he understands that Caddo's goal is to put all of the children in the best possible educational environment. He said this program has been at Arthur Circle for some time and children in the program are looking for protection and security. He encouraged the board and staff to give consideration to the families' needs and what affect this move would have on them. He said he could not support moving children from one school to another since school is already in session. Mr. Burton asked for clarity that the entire homeless staff would be in place at Barret, that the same program would exist and that transportation is provided for the students.

Mr. Powell said if the motion passes, he wants the superintendent to give the board assurance that staff people at the school and from outside the area (Title I), would be in place. Staff reported that if the board approves this plan, then staff would be in place tomorrow morning to greet the students, would check with the teachers who would be in the school to assist them, and would be reporting to Janis Parker, director of Title 1, on how the children are adjusting to the change. Beyond that, the superintendent assured the board that staff would be closely monitoring this situation so that if there is a need for any modification, it could be done. He said staff would also be monitoring the students through the directors of the shelters.

Discussion was held on moving the students the next day if the board concurred. Mrs. Armstrong asked how much counseling had been given to the parents regarding this transition. Staff reported that the shelter representatives have met with the parents about this move and the report back to Caddo's staff has been positive.

*Mr. Brooks called for the question, seconded by Mr. Burton. The motion to cease debate carried unanimously. Vote on the original motion carried with board members Guin, Hardy, Thibodeaux, Brooks, Powell, Milam, Wright and Dr. Hitchcock supporting the motion. Board members opposed were Burton, Pugh and Mims. Mrs. Armstrong abstained.*

**Renaming of CPSB Facility.** The superintendent stated that he received a request to rename a Caddo Magnet High facility. The request would activate the timing and the next step would be, if the board approves the request, to call for a public hearing on the agenda for the October regular school board meeting to be held at the November board meeting, and possible action by the board at the December meeting, thus meeting the timeline set forth by policy.

Mr. Powell asked for clarification on the request, because the request received on Monday was to rename the proposed new wing and the request today is to rename the library. He further stated that as he understands it, since the wing has not been built yet, legislation prohibits the naming of a facility not yet built. The president verified that the request received today to rename the library supersedes the request received on Monday to name the future wing. The superintendent confirmed that both requests would meet the 90-day timeline requirement.

## UNFINISHED BUSINESS

There was no unfinished business discussed at the meeting.

## NEW BUSINESS

**Upcoming Football Games.** Mr. Guin asked the superintendent about football games over the next several weeks that would require Caddo students to travel to Ouachita Parish. He said he understands that the Louisiana High School Athletic Association (LHSAA) has said they would not support Caddo's request to stay home and that Caddo might be possibly fined. He stated that the governor of the state has declared a state of emergency and the National Guard has been involved by going house to house and encouraging people not to be outside after dark. Cases of encephalitis are still being reported and he doesn't understand why Caddo stands to be penalized for not putting students at risk. The superintendent responded that he is working on this situation in that Caddo will not put its students at risk. He has called the commissioner of LHSAA regarding their decision and staff will continue to monitor the situation in Ouachita Parish. He said he is concerned about the stand that the LHSAA is taking and would challenge the association in this if the Board approves. Mr. Brooks extended his appreciation to the superintendent for turning the busload of students around and not putting them at risk. He encouraged the superintendent to send a message to the LHSAA that they do not run the Caddo Parish School System.

**Military Duty.** Considering the events of the past week and the possibility that some of Caddo's employees could be called to active military duty, Mr. Powell asked the superintendent to make sure that Caddo has policies, and that the board would take action conducive to allowing its employees to serve our country in a time of crisis. The superintendent assured the board that staff has a strong commitment to support Caddo's employees and would be prepared to make certain that the services in Caddo continue as it has in the past. The superintendent added that each school and all the staff truly extended themselves on the National Day of Remembrance last Friday in expressing their sincere patriotism and honoring the time for what is taking place in our country.

## ANNOUNCEMENTS AND REQUESTS

**Long-Term Substitute Teachers.** Mr. Burton asked the superintendent to look into the issue of substitute teachers that have certified degrees and have served in a position for a long time, and that there is a plan in place to recognize them with a stipend. The superintendent said staff has talked about when a sub is placed in a teaching position where a teacher is out on sick leave (long term), it's not a daily substitute that staff is looking for and we have placed in the budget an amount for those persons. Ron Festavan, assistant superintendent for support services, commented that along with the outsourcing plan for substitute teachers, there is also a co-plan that Caddo would retain the hiring of long-term substitutes and staff has identified them as those persons serving in one position for more than 10 days. A stipend would be included in this plan. It is also staff's intent to make every effort to place certified teachers in those positions.

**Recess:** The president called for a 10-minute recess at approximately 7:50 p.m. The board reconvened at 8:10 p.m.

## EXECUTIVE SESSION

**Discussion of Superintendent's Evaluation and Contract.** *Mr. Brooks made a motion, seconded by Mr. Burton, that the CPSB go into executive session for 30 minutes for the purpose of discussing the superintendent's evaluation. The motion carried unanimously and the CPSB went into executive session at approximately 8:12 p.m. The CPSB reconvened in open session at approximately 9:25 p.m.*

**Any Action to be Taken With Respect to the Executive Session Agenda Item.** *Dr. Hitchcock moved that the superintendent shall receive the performance bonus for SY2000-2001 as detailed in the employment contract and that it be awarded and paid. The motion was seconded by Mr. Powell and carried unanimously.*

*Dr. Hitchcock moved, seconded by Mrs. Pugh, that modifications to the Superintendent's employment contract be approved as follows:*

- Article 1. Term of contract be extended to December 31, 2003;*
- Article 5. The base salary set at \$140,000 for SY2001-2002;*
- Article 7. Vacation days be adjusted to 25 annually and that 15 days be permitted for carryover;*
- Article 8. The interim annuity be adjusted to 13.5% effective SY2001-2002 that all other terms in the contract remain in effect; that the Board attorney draft the revised language for the employment contract.*

Mr. Powell asked the superintendent if he agreed to the terms, and the superintendent answered yes. Mr. Powell asked if the superintendent waived the seven-day advance notice provision of the evaluation, and the superintendent responded that he concurred with the waiver. *Vote on the motion carried unanimously.* The superintendent also requested board approval to adjust the salaries for the superintendent's two assistants. The board unanimously consented for the superintendent to do so.

**Adjournment:** There being no further business, the meeting was adjourned at 9:31 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President

**October 2, 2001**

The **Executive Committee** of 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 Tuesday, October 2, 2001, with President Mark Milam presiding and Phillip R. Guin and Willie D. Burton present being a quorum. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

## **SPECIAL PRESENTATIONS**

**Quarterly Financial Report.** The superintendent recognized Ben Wreyford, director of finance, who gave a brief overview of the status of the Caddo Parish School System's quarterly financial report. Mr. Wreyford reported that staff continues to monitor the revenue stream as well as expenditure limits set forth in the budget. Highlights of the report are: 1) sales tax collections make up about 20% of the General Fund Budget and through the first quarter, Caddo is 3.4 % ahead of this same period last year; 2) in view of the recent terrorist attack, Mr. Wreyford noted that sales taxes are actually reported the month after the actual sales occur so it will be October before September sales are reported to the sales tax agency; furthermore, consumer spending appears to be bouncing back; 3) property taxes make up about 20% of the General Fund Budget and a portion of Capital Projects and Debt Service and it would be November before the assessor releases the property values which determines income; 4) on a preliminary basis, staff believes the assessment is about 1.5% of the total property assessment and this equates to about \$1 million plus in added income for the district; 5) MFP makes up about 60% of the general operating budget and in July, the state projected and began the revenue stream based on what they believe was a decrease of 2% in Caddo's MFP student count (almost 900 student drop); 6) as of October 1, 2001, the drop was only about 360 students and Caddo will see a greater impact from primarily two new schools – Shreveport Job Corps Center and the Rutherford House; and, 7) the two new schools will provide approximately 300 additional students. The superintendent noted that had Caddo not added the new students, the total drop in MFP funds would be in the millions. Mr. Wreyford said MFP is a complicated formula with many factors and staff will not know until January how all the factors boil down. He encouraged board members to call him if they have questions regarding the school system's financial status.

**Facilities Utilization, 4<sup>th</sup>/5<sup>th</sup> Year Bond Fund Projects.** Through oral and visual presentations, the superintendent gave a report, which represents the results of the study and considerations for the CPSB to review in order to address its objectives pertaining to ongoing challenges and concerns for selected schools and areas. Maps of district zones were on display in the boardroom. Individual maps and a report on student enrollment by race were shared with board members. The report given is as follows:

### **Presentation: Facilities Utilization, Redistricting, and Use of 4<sup>th</sup>/5<sup>th</sup> Year Bond Funds**

**Introduction:** It is the administration's mission to assist the CPSB in its planning not only to address current but to anticipate emerging challenges and future changes in the parish and needs of the students.

The Strategic Plan adopted by the Caddo Parish School Board in February, 2001 provided opportunities to better utilize facilities, addressed the shift in demographics and its impact on the schools, adjusted some attendance zones that had been left unchanged in many years, and initiated many new educational programs and services.

During the CPSB discussion and adoption of goals and objectives for SY 2001-2002, the CPSB determined to have the administration study middle schools and high schools, which were declining in enrollments. The following report represents the results of the study and considerations for the CPSB to review in order to address its objectives.

In addition, due to continued shifts in demographics that are occurring in the parish and impacting upon our facilities, a review has been conducted focused on identified schools experiencing the challenges of changing levels of enrollments. The administration has prepared a series of

considerations for the CPSB to address ongoing challenges and concerns for selected schools and areas.

The theoretical construct that guides the proposals for CPSB consideration in regard to changes in school zones is as follows: to stabilize enrollments in schools by adjusting zones between/among schools that lie in close proximity; to provide a strategy to bolster enrollments at schools with low or declining enrollments so school closures may be postponed or avoided; to locate students at schools which are geographically closer to students' homes; to reduce transportation time for students and costs to the district; to maintain or establish fluid and geographically contiguous feeder patterns from elementary to middle to high schools; to maintain choice options of students through majority-to-minority, curriculum, and/or hardship transfers; maintain or establish diversity in student enrollments, as desired or as necessary, primarily by means of capitalizing on the shifts in demographics which have created diversity in many schools today.

Twenty years ago, certain schools could not achieve diversity naturally by nature of the racial composition of those who lived in the school zones. Neighborhood schools, in some cases, had their zones changed so some schools could be integrated. The transportation of students beyond their neighborhood school zones, along with the majority to minority transfers and magnet schools, provided a method to diversify the student body in some schools. Now the circumstances are somewhat different in many of the same schools. The shift in demographics has provided the diversity within schools and their natural zones no longer needing to transport students beyond their home areas. This current transporting of students and the continuation of non-linear school zones have caused some schools to be overcrowded and others to lose considerable enrollment over the years. To be specific with an example, enrollment has dropped at J. S. Clark because of demographic shifts, but students leaving Central Elementary School at the end of grade five have been transported to Linwood instead of attending Clark and students leaving West Shreveport Elementary School at the end of fifth grade have been transported to Youree Drive, 6.2 miles, instead of attending Clark for the past twenty years. The transporting of the students beyond their neighborhood middle school has limited the pool of students eligible to attend Clark. In turn, fewer students at Clark has led to fewer students in the pool to attend Booker T. Washington High School. The fact is that the consent decree provides that option of adjusting zones.

Furthermore, the administration has studied the demographics and district needs in light of decisions that the CPSB must consider relative to appropriate uses and application of remaining bond funds (@\$18mm). The administration has prepared a series of considerations/options for the CPSB to review and decide upon.

In addition, the administration has looked at needs of the students in alternative programs, as required by the SDE (Option 3) and as determined by the CPSB to address students who are 14-16 years old, who are not experiencing success in the regular program, and who may be considering Option 3. The Pupil Progression Plan, as approved by the CPSB in July 2001, created a series of alternative programs that are rapidly gaining in subscription and outpacing the designated facility currently housing the program. The administration has prepared options for the CPSB to review.

Finally, the administration has looked at its facility needs to best accommodate its staff and to best serve its public. Concurrently, the administration studied its available resources/facilities to determine best available use. The administration has prepared an option for the CPSB to review.

#### I. **High Schools:**

**Challenge:** One of the CPSB's objectives for SY 2001-2002 is to determine the most effective and efficient use of school buildings by examining the current districting for high schools so as to stabilize enrollments at some high schools, especially those experiencing declining enrollments: Woodlawn, Booker T. Washington and Fair Park. Please find considerations for adjusting attendance boundaries affecting Booker T. Washington, Woodlawn and Fair Park in such a way so as to increase enrollments while decreasing enrollments at Byrd, Southwood and Huntington.

**Considerations:**

1. Possible Redistricting of High School Attendance Zones to accomplish objective. (See attached map-illustrating attendance of high school students)
  - a. Increase enrollment at Booker T. Washington and decrease enrollment at C. E. Byrd by incorporating a portion of the Byrd zone into the BTW zone. Note: The only geographical direction to consider is east as Green Oaks borders BTW to the north, Woodlawn borders BTW to the South, and Fair Park borders BTW to the west and south
  - b. Increase enrollment at Woodlawn, and decrease enrollment at Southwood and Byrd, by incorporating a portion of the Southwood and Byrd zones that are contiguous to Woodlawn.
  - c. Increase enrollment at Fair Park and decrease enrollment at Huntington by incorporating the portion of the Huntington zone that adjoins Fair Park to the west. BTW and Woodlawn adjoin Fair Park.
  - d. The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests.
  - e. The curricula choice program for incoming 9<sup>th</sup> graders at Fair Park, Woodlawn, and Booker T. Washington, as approved in 2001, goes into effect for SY 2002-2003.
  - f. The enrollments at BTW, Fair Park, Woodlawn would become approximately the same, thus stabilizing the lower enrolled schools.

**II. Middle Schools:**

**Challenge:** One of the CPSB's objectives for SY 2001-2002 is to examine the middle school attendance zones so as to stabilize enrollments at some middle schools and create neighborhood attendance zones that are more geographically consistent with the nearby schools. (See attached map-illustrating attendance of middle school students).

Some middle schools' enrollments are declining and having a subsequent impact on the feeder high school, such as Clark and BTW. Some middle schools (Linwood, Ridgewood, Youree Drive) have been assigned students as part of their attendance zone wherein the students actually live closer to a neighborhood middle school (Clark) which is experiencing declining enrollment, thus having a subsequent impact on the feeder high school, such as BTW.

**Considerations:** Please find considerations for adjusting attendance boundaries affecting J.S. Clark, Bethune, Youree Drive, Linwood, Keithville, Broadmoor, Turner to address the problems outlined above:

1. Change the middle school feeder pattern/attendance zone for J. S. Clark so as to increase its enrollments and provide a flow pattern to BTW.
  - a. The current attendance zone for middle school students once they leave Central Elementary School is Linwood: J.S. Clark is geographically closer than Linwood. The students from Central have been attending Linwood to integrate the school for the past twenty years. However, the need to have these students transported to Linwood and away from J.S. Clark no longer is necessary. The change would not impact the diversity of either school.
  - b. The current attendance zone for middle school students once they leave West Shreveport Elementary School is Youree Drive, located 6.2 miles away from West Shreveport. The students from West Shreveport have been attending Youree Drive to integrate the school for the past twenty years. However, the need to have these students transported to Youree Drive and away from J.S. Clark no longer is necessary. The change would not impact the diversity of either school.

- c. The current attendance zone for middle school students, who reside in Highland/Stoner Hill, once they leave Riverside, is to Youree Drive. Immediately adjacent to this neighborhood are students who are zoned into Clark. These students who live in this area have been attending Youree Drive to integrate the school for the past twenty years. However, the need to have these students transported to Youree Drive and away from J.S. Clark no longer is necessary. The change would not impact the diversity of either school.
  - d. This change would create a neighborhood feeder pattern to Clark for middle school and to B. T. Washington High School; thus, stabilizing the enrollments at these schools.
  - e. This change would create space in Youree Drive for other rezoning of Youree Drive from Broadmoor and Ridgewood.
  - f. This change would reduce transportation time for students and costs.
  - g. The M to M transfer policy would remain in effect.
  - h. Students still have option of applying to Middle Career Center at Hollywood.
2. Change the middle school feeder pattern/zone for Linwood, Ridgewood and Youree Drive Middle Schools:
    - a. The current attendance zone for middle school students once they leave Summer Grove Elementary School is Linwood: Ridgewood is 1 mile from Summer Grove while Linwood is 5.4 miles from Summer Grove.
    - b. The current attendance zone for middle school students who reside in the Line Avenue, Pierremont, and Cedar Grove area once they leave elementary school is Ridgewood. Youree Drive is closer than Ridgewood for these students. These students have been zoned into Ridgewood to integrate the school for the past twenty years. However, the need to have these students transported to Ridgewood and away from Youree Drive is no longer necessary. In fact, the change in the attendance zone would provide diversity at Youree to replace the West Shreveport and Central students.
      - (1) This change would reduce transportation time for students and costs.
      - (2) Students still have option of applying to Middle Career Center at Hollywood.
3. Change the middle school feeder pattern for Bethune and Linwood:
    - a. The current attendance zone for middle school students once they leave Westwood Elementary School is Linwood and Hollywood: The new feeder pattern would be to Linwood and Bethune.
    - b. The additional students would stabilize Bethune's enrollment.
    - c. Students still have option of applying to Middle Career Center at Hollywood.
    - d. The M to M transfer policy would remain in effect.
  4. Change the middle school feeder pattern/zone for Turner and Bethune Middle School students, as attached:
    - a. This change would reduce transportation time for students and costs.
    - b. These changes would be closer to a neighborhood school for students.
    - c. Students still have option of applying to Middle Career Center at Hollywood.



- d. The M to M transfer policy would remain in effect.
5. Change the middle school feeder attendance zones for Broadmoor and Youree Drive:
    - a. These changes would provide diversity at Youree Drive.
    - b. These changes would reduce transportation time for students and costs.
    - c. These changes would assist with the student mix at Broadmoor.
  6. Change the middle school feeder patterns, attendance zone for Keithville:
    - a. The students who live along Williamson Way would be zoned into Summerfield for elementary (see below) and Keithville for middle school. This change would assist with stabilizing middle school enrollment at Keithville.

### III. Elementary Schools:

**Challenge:** Some of the elementary schools continue to be overenrolled or underenrolled. Some of the overenrolled schools are reliant upon temporary buildings to handle the enrollment. Changes in attendance zones could alleviate the need for temporary building use in some schools and alleviate the need to replace the temporary buildings with new construction as part of year 4 and 5 bond funds, as well as increase enrollments in some schools where there is capacity.

#### Considerations:

1. Mooretown ECE Center and Ingersoll Elementary School continue to be low enrolled. The CPSB may wish to consider the following:
  - a. Schedule non-categorical classes ECE students (@160), currently located at 81<sup>st</sup> Street ECE Center, to Mooretown ECE Center and at Ingersoll Elementary School: students from many geographic areas in the parish are transported daily to 81<sup>st</sup> Street. (See attached map illustrating location of current non-categorical students).
    - (1) Both Ingersoll and Mooretown are geographically as convenient as, or moreso than 81<sup>st</sup> Street for students.
    - (2) Both Ingersoll and Mooretown are low enrolled and operating at less than 50% capacity. These moves would stabilize enrollments at Ingersoll and Mooretown
2. South central Shreveport: Several schools continue to be over enrolled in the south central area: namely, Forest Hill and Southern Hills. Meanwhile, 81<sup>st</sup> Street ECE Center, currently serving neighborhood ECE and k students as well as non-categorical ECE students from throughout the parish, is the closest elementary school facility with the capacity to accommodate students. The shift of ECE non-categorical classes to Ingersoll and Mooretown opens up considerable space at 81<sup>st</sup> Street school.
  - a. Expand 81<sup>st</sup> Street ECE Center into a school-serving students in grades ECE to grade 5. (Please see a map illustrating the attendance zones currently in effect).
    - (1) This move establishes a neighborhood, ECE-grade 5 elementary school in an area that does not have a neighborhood school. Currently, the students are transported daily to four different elementary schools at some distance away from their homes. Currently, 81<sup>st</sup> Street serves some neighborhood ece and kindergarten students (@120) as well as ece and non-categorical (@160) handicapped ece students who live throughout the parish and are transported daily. The Consent Decree permits the Board to use its discretion to “operate such educational programs in these sites (Laurel Street, 81<sup>st</sup> Street, Mooretown. . . et al.) as it sees fit.”

(2) The new elementary school could become another professional development school as Grambling University has expressed interest to partner with CPSD.

(3) This change would reduce transportation time for students and costs.

(4) The M to M transfer policy would remain in effect should students/parents choose to elect this option.

(5) This proposed school would create lower enrollments at Southern Hills, Atkins, and Forest Hill Elementary Schools.

- b. Revise attendance boundaries between Forest Hill and Southern Hills, Forest Hill and Summerfield, Forest Hill and Keithville:

(1) The changes involved with 81<sup>st</sup> Street would allow for some redistricting between Forest Hills and Southern Hills, Forest Hills and Summerfield, Forest Hills and Keithville in order to reduce enrollments at Forest Hills and Southern Hills and to assure diversity at Forest Hills and Summerfield

3. Southwest Shreveport: Revise attendance boundaries/attendance zones between Walnut Hill and Summerfield, as attached:

- a. Summerfield has room to accommodate enrollment while decreasing enrollment at Walnut Hills and its dependence upon use of t-buildings.

4. Northeast and East Shreveport: Barret Elementary School continues to be a lower enrolled school and can accommodate additional students. Therefore, consideration could be given to:

- a. Rezone Riverside and Barret:

- (1) Some students who live in an area that is more contiguous to Barret than their current zoned school, Riverside, could be zoned into Barret in sy2001-2002.  
(2) This move would increase enrollment at Barret to slightly over 300 and decrease enrollment at Riverside and, perhaps reduce the need for replacement of t- buildings.  
(3) This change would reduce transportation time for students and costs.

- b. Revise attendance boundaries/attendance zones between Creswell and Riverside and/or Arthur Circle:

- (1) Creswell continues use of t-buildings despite recent addition.  
(2) There is space to accommodate students at Arthur Circle/Riverside.

5. Consider change of attendance zone for Riverside and University Elementary Schools in SY 2003-2004, contingent upon space available at University.

- (a) Students who reside in University Terrace are located closer to University than Riverside.

6. Central Shreveport: The schools, Caddo Heights (707), Werner Park (640), Atkins (598), Sunset Acres (640), and Westwood (483) are serving a large, growing and mobile population (3068). Several new apartment complexes are being constructed at West 70<sup>th</sup> and Mansfield, and West 70<sup>th</sup> and Jewella which will have an added impact on these schools, namely Sunset Acres and Westwood. There have been replacements of temporary buildings at Caddo Heights, Werner Park, and Sunset, construction is taking place at Atkins now, and a project is scheduled at Westwood. There are temporary buildings still being used for classrooms at these schools to accommodate the enrollments: Caddo Heights (6); Werner Park (14); Sunset Acres (3); Atkins (projected to use 6 t buildings after project is completed); Westwood projected to use at least 6 t buildings for classrooms after project is completed: projected project is 12 classrooms @\$1.451).

The Middle Career and Technical School at Hollywood, constructed and once used as an elementary site, is geographically centered for these students who attend the five schools. The Oak Terrace/ J.B. Harville site, formerly constructed as and used as a middle school, could be an excellent location for the Middle Career and Technical School. However, finding a suitable site for the alternative programs housed at Oak Terrace/ J.B. Harville is the challenge.

If Hollywood was converted to an elementary school, then each of the five schools (Atkins, Sunset Acres, Westwood, Werner Park, and Caddo Heights) could have their enrollments reduced and also eliminate the use of temporary buildings. In addition, the planned replacement of temporary buildings at Westwood (12 classrooms @\$1.451) could be cancelled with the concurrent savings.

**IV. Designation of Use for Years 4 and 5 Bond Funds:**

**Challenge:** The CPSB must determine district needs and appropriate uses of years 4 and 5 bond funds. The following projects had been identified in 1997:

Year 4

- a. Southern Hills 22 classrooms @\$2.538mm
- b. Turner 12 classrooms @\$1.454mm
- c. Arthur Circle 8 classrooms @\$1.015mm
- d. Herndon 8 classrooms @\$1.015mm
- e. North Caddo 6 classrooms @\$.8mm
- f. Westwood 12 classrooms @\$1.451
- g. Linwood 8 classrooms @\$1.015

Subtotal \$9.282mm

Year 5

- a. Woodlawn 6 classrooms @\$.8mm
- b. Ridgewood 6 classrooms @\$ .8
- c. Fairfield 6 classrooms @\$ .8
- d. CCTC 6 classrooms @\$ .8
- e. Riverside 8 classrooms @\$1.015
- f. Newton Smith 10 classrooms @\$1.232
- g. Stoner Hill 8 classrooms @\$1.015
- h. Magnet High 20 classrooms @\$2.321

Subtotal \$8.771mm

Total: \$18.053mm

**Considerations:**

1. The CPSB may want to consider going forward with the 4<sup>th</sup> year bond fund projects at the following schools in need of classrooms to replace t-buildings, as planned: (See attached floor plans of schools and their room use and enrollments).

- a. Magnet High 20 classrooms @\$2.32 Enrollment is stable.
- b. Westwood 12 classrooms @\$1.25 Enrollment is stable and probably will slightly increase due to new apartments being built and the shift in demographics to this area.
- c. Linwood 8 classrooms @\$ .8 Enrollment should remain stable after the changes.
- d. Fairfield 8 classrooms @\$ .8mm Enrollment has increased and should increase due to changeover to a magnet. T buildings are in use to house classes due to lack of space in the building

subtotal \$5.3mm

2. Due to changes in demographics, the CPSB may want to consider the following revisions to 4<sup>th</sup> and 5<sup>th</sup> year bond fund projects at schools, as tentatively planned:

- a. Herndon: No longer using any T-buildings on campus due to rescheduling at the school and the cap on enrollments. The savings are \$1.015mm by not replacing the t-buildings with a classroom wing
- b. North Caddo: Enrollment has dropped from 1200 to @400 and projected to decline. Replacement of t-buildings is not needed. Savings \$.8mm by not replacing the t-buildings with a classroom wing
- c. CCTC The CPSB invested @\$1mm from General Fund for the Posey Automotive Center in 2000. Currently, only 3 T buildings are being used for in school suspension, alternative programs. Savings \$.8mm by not replacing the t-buildings with a classroom wing
- d. Newton Smith: Enrollment does not justify a building project: only 2 T-buildings are being used for PE and Music. Savings @ \$1.232 mm by not replacing the t-buildings with a classroom wing
- e. Ridgewood: The need for the replacement project may be eliminated if the changes outlined above are made, with the implementation in SY 2002-3 of the magnet middle school program at Keithville, and general decline in middle school enrollments: Savings @\$\$.8mm by not replacing the t-buildings with a classroom wing
- f. Southern Hills: the size of the replacement project could be scaled back from 22 classrooms @\$2.5mm if the changes outlined above are made: (revised) 10-15 classrooms @ \$1.0-\$1.5mm (revised) Savings @\$1mm -\$1.5mm.
- g. Stoner Hill: Only 4 of the 12T-buildings are being used to house students at this time (strings/Gateway, Health/PE, In school suspension, Hosts). The other 8 buildings are used for offices, storage. The savings @\$600,000 by scaling back the building project by 50%. Or @\$1mm if project is eliminated.
- h. Arthur Circle: The savings @\$300,000 by scaling back the building project or @.9mm if project is eliminated.
- i. Turner : The enrollment has dropped due to redistricting. There are 4 T-building classrooms being used. Savings @\$1mm by not replacing the t-buildings with a planned 12 classroom wing or savings of \$1.45 if project is eliminated.
- j. Riverside: The replacement project could be eliminated if the attendance zone changes outlined herein are made with a savings of @\$1.015.
- k. Woodlawn: Hold off until late in year 5 to determine if redistricting being recommended has a positive enrollment impact. There could be savings @ \$ .8mm by not replacing the t-buildings with a classroom wing.

3. There is a need to address the current size of the schools and their available facilities at Walnut Hills and University Elementary. In addition, there is a need o plan for any future growth in the southeastern area that will impact enrollments and school facilities at University. The CPSB may want to consider earmarking the remaining bond funds from years 4 and 5 to the following: (See attached floor plans of schools and their room use and enrollments)

- a. Walnut Hill \*\* 20 T-building classrooms still being used and class sizes are in high twenties and low thirties in middle school due to lack of space to add teachers and classes. (See attached). The attendance zone changes affecting Walnut Hill, as outlined above, should reduce the enrollment slightly. However, it is projected that most of the temporary buildings will still be used. Replace at least 12-15 temporary classrooms @\$1.2-1.3mm

\*\* Bond counsel advises that the Board schedule a public hearing on the proposed changes and then vote to approve. This process would meet the standards.

EITHER

b. Replace 18 t-classrooms (@\$1.8mm) currently being used at University Elementary School (see attached) and build 10-15 new classrooms @ \$1-1.5mm to accommodate current and projected school needs. \*\* Please note that the infrastructure of the school (cafeteria, library, parking, ingress-egress etc. does not support an expanded enrollment

Process: \*\* Bond counsel advises that the Board schedule a public hearing on the proposed change and then vote to approve.

OR

c. Build a new elementary school in the southeast sector to serve students who live east of Linwood and south of Bert Kouns to accommodate growth in this sector and to alleviate enrollment at University, Forest Hills and Southern Hills (Projected school size 400-520).

Process: Bond counsel advises that the Board schedule a public hearing on the proposed changes and if the CPSB determines this course of action then hold a public vote to rededicate the funds for the use of constructing a new school. A decision must be made to hold an election by December 5, 2001 and a vote can be held on January 19, 2002 to rededicate the funds to a new building. There would be no new or increased taxes. The construction would be planned to be completed for SY 2003-2004.

4. The CPSB may consider reserving remaining bond funds for a contingency fund for replacement of T-buildings in late 2003 at sites to be determined, as needed.

#### **V. Alternative Programs:**

**Challenge:** The new Alternative CAPT program for 14-16 year old students located now where space exists at Woodlawn and serving @100 students. We currently have over 300 requests to participate in the program and have room for fewer than 100 students. Woodlawn does not have adequate space to house the increased CAPT program enrollment, especially if the above attendance zone changes are considered. Finding a suitable site for these students is the challenge.

**Consideration:** Should the decision be made to adjust the attendance boundaries for Woodlawn High School and to accommodate increased student requests to attend the CAPT program, then the new Alternative CAPT program for 14-16 year old students located now at Woodlawn and serving @100 students would need to be relocated so as to permit the increased enrollment at Woodlawn and to allow the CAPT program to accommodate the student requests. We currently have over 300 requests to participate in the program and have room for fewer than 100 students. A new site would need to be identified: Therefore, consideration may be given to:

1. Designate the Laurel Street School site to serve the students in the CAPT Alternative Program.
  - a. Due to the space needs of the program and the redistricting of Woodlawn, relocate the program and students from Woodlawn HS in either January or August 2002.
  - b. The skills training aspect of the program could be scheduled in conjunction with B.T. Washington throughout the day.

Note: The Strategic Plan of 2001-2002 closed the ece program at Laurel Street, but did not close the site. The Consent Decree permits the Board to use its discretion to "operate such educational programs in these sites (Laurel Street, . . . et al.) as it sees fit."

#### **VI. Central Office:**

**Challenge:** The Central Office staff at Midway is overcrowded with many staff working in less than effective conditions and the conditions do not offer ease of access to parents, staff, and potential employees. In order to address this problem as well as the need for accommodating various staff still housed in temporary buildings, and to find a suitable use for the vacant Alexander Building, consideration could be given to:

**Consideration:**

1. Reopen Alexander School site (currently closed) and designate and use as the Alexander Curriculum Center.
  - a. Locate the following staff at Alexander: General Education, Vocational Education, miscellaneous coordinators (i.e. Homeless coordinator) and others, TBD, who are located in various buildings in schools: total @ 30-35 staff.
  - b. Maintain room configuration in Alexander in the event that future need for the building to serve as an alternative school site emerges.
2. Reallocate space in Midway
  - a. Relocate Transportation Department, JROTC staff, Certified Staff Department, Classified Staff Department, Capital Projects Department, Attendance Department, et al., to available offices to better utilize space at Midway.

**VII: Suggested Process to Follow:**

Should the CPSB believe that the above challenges and considerations/options are worthy of pursuing, then:

1. A series of public forums and hearings would be held throughout the district to discuss the proposed changes and their impact and to solicit input throughout October and early November.
2. The input received at the forums would be catalogued and the above options would be reevaluated and reported to the CPSB.
3. The CPSB at its November board meetings would hold a public hearing and then determine a course of action.

**Discussion on the Presentation for High Schools.** Mr. Powell said he hopes that staff would try to be sensitive to feeder school patterns and try to have some continuity so that the communities could be embraced, especially when making changes in elementary and middle schools.

Dr. Hitchcock asked staff to provide school board members with maps of school districts as they are now and maps with the proposed changes.

Mrs. Pugh asked staff if consideration is being given to natural school boundaries. The superintendent said staff is seeking input from principals, the community, and board members to define boundaries that would work best. Mrs. Pugh asked if staff would be putting a ceiling on majority-to-minority (M-M) transfers to the closest schools and if transportation would be provided. The superintendent said it is currently written that transportation would be provided to the closest school.

Mr. Burton asked if the board approves boundary changes as proposed, if senior students would be allowed to remain in the school through graduation. The superintendent said staff would like to honor that junior and senior students choosing to finish at the school would be able to do so.

Mr. Brooks spoke in support of the superintendent's proposal. He said once the boundary lines are drawn, then youngsters all over the parish would have the same academic opportunities at each school. The superintendent said enrollments drive the staffing formula and programs, and when you have the numbers, staff could provide the programs. He said each school has separate programs which makes them distinctive, but in terms of staffing and available dollars for materials and supplies that these are all driven by student numbers.

Mr. Thibodeaux said he thinks it would be helpful if board members could get an updated list of the design capacity of each school versus the actual capacity, the number of transportable buildings that would remain at the school, and new construction. The superintendent said he has floor plans for every school, the number of students in every classroom, and the programs in each school. He said

he would make this information available to board members. Mr. Thibodeaux asked staff to be sure and keep this plan open to the public.

Mr. Burton said the board and staff needs to find ways to enhance programs at schools, *i.e.* Booker T. Washington Computer Science Program, so that the schools could stand alone. The superintendent said staff is in the process of building another special program at Booker T. Washington for business and economics. He said he would be bringing the program to the board probably within the next 60 days.

Mr. Mims asked the superintendent if he has taken into consideration that discipline problems might be created by transferring clusters of children from one geographical area to another. The superintendent said staff has not explored the impact of the transfers, but principals have been asked to look into this concern and advise him if they feel that certain neighborhoods would clash.

**Discussion on the Presentation for Middle Schools.** Mr. Brooks said the board needs to support the proposal because Booker T. Washington High School is the only school without feeder schools, and he feels that it is nonsense for students to pass over one school to get to another.

Mr. Burton asked to what degree would the racial composition at Youree Drive and Linwood be diminished if this plan is approved. The superintendent said the impact at Linwood would be negligible. Clay Slagle, technology manager, said Youree Drive's population has grown because of M-M transfers, but it figures into the J. S. Clark, Linwood, Ridgewood and Broadmoor situation and many decisions could be made. Mr. Slagle said staff has to be very careful and not district too many youngsters into Youree Drive. Mr. Burton said citizens would be asking questions about the Consent Decree and re-segregation of districts. He also said he favors the proposal to increase student enrollment at J. S. Clark by redistricting students from Central and West Shreveport. The superintendent said it is important for people to recognize that demographic shifts have brought about more natural integration twenty years later and staff would be working to assure that neighborhood schools are established, yet maintaining diversity.

Mrs. Pugh informed the superintendent that the Consent Decree gives a percentage of anticipated changes and it would serve him well to have this knowledge in his possession.

Again Mr. Powell expressed appreciation for the superintendent's efforts and said staff needs to be mindful of feeder patterns and of the impact that is seen immediately in elementary and middle schools, and the impact that this would have on high schools five years from now. Mr. Powell said the proposal would help some situations because there are communities with schools located nearby but parents don't look at it as a community school. He said this especially hurts parents who do not have transportation provisions so that they could be active in their children's lives. Mr. Powell said it would be interesting if staff could compare the numbers at Youree Drive some 20 years ago to what they would be if all of the changes were made.

Mrs. Wright said the CPSB should look at all school district lines and not a select few because there are students living closer to Southwood High School, but are districted to Huntington High School.

Having reviewed the plan for redistricting students attending Bethune and Turner, Mrs. Pugh noted that there are pockets in some areas of the district that are not walkable. She inquired about transportation provisions for these children. The superintendent said transportation would be provided if the distance from the child's home to the school is over a mile, if the distance is under a mile and there are hazards, or the area is not walkable.

Mr. Brooks spoke in support of the plan for some students to be rezoned to Bethune rather than Turner. He said Bethune is less than a mile from the targeted students' homes. The plan is workable and parents in District 7 would support the proposal.

Dr. Hitchcock noted that the swap of students between Bethune and Turner would not change the racial makeup of either school. The superintendent said the schools' composition would remain substantially the same, and it is a swap in numbers and proximity.

Mr. Powell said board members were concerned about Linwood's student population with regard to decline. He commented that when students are pulled from around the parish to one location then

problems are incurred, and some of this has been experienced at Broadmoor. He said a large addition was made to Youree Drive, but there are still concerns about where the school will be five years from now. Mr. Powell also said board members should be cognizant about Woodlawn's population decline and the need to do something. He said the board and staff are now looking at the school's district zone and at what feeds Woodlawn. Mr. Powell said if Linwood is strengthened, then it also helps Woodlawn.

Mr. Brooks asked the superintendent if staff would be putting equitable programs in Linwood like those in Youree Drive. The superintendent said when you have 1,000 to 1,100 students at Youree Drive and 600 at Linwood, then you would also see a different driving force with staffing and programs. Mr. Brooks said he would support youngsters staying in their neighborhood schools with the right curricula in the school.

**Recess.** The president called for a 12-minute recess at approximately 5:40 p.m. The committee reconvened its meeting at approximately 6:00 p.m.

**Discussion on the Presentation for Elementary Schools.** Mrs. Armstrong suggested that some of the Creswell group could be relocated to A. C. Steere rather than Riverside. Staff reported that there is no room at A. C. Steere. Mrs. Armstrong suggested that the boundary lines could be drawn to go north into Arthur Circle's zone, thus taking off some of the load at A. C. Steere. She also suggested that the ESL program that is housed at Creswell could be moved to another site, *i.e.* Barret. The superintendent said Barret does not have space for 90 additional students.

Dr. Hitchcock said he does not want to see Riverside students split between two areas whereby the children would need to be transported so far. He asked if the referenced blue area on the map for Riverside is reassigned to Barret's district, then could Barret accommodate the students. Mr. Slagle said he thinks so. Dr. Hitchcock asked if staff would remove the blue area from the upper section of the map from the Riverside district, would this not mitigate the need for building at Riverside. Staff said Dr. Hitchcock's assessment is probable. Dr. Hitchcock said this would get children back into the neighborhood school, cut out transportation, and the board would not build at Riverside.

Mr. Thibodeaux said students in the Creswell District attend J. S. Clark, Broadmoor, and Youree Drive Middle School. These students also attend Booker T. Washington, C. E. Byrd and some probably attend Captain Shreve. He said this is not a very good feeder system and if staff could take the small area that is near Kings Highway (around Linden) and move it, then these students would attend Byrd and they could attend elementary, middle, and high school together. Mr. Thibodeaux also noted that students living in the Highland area attend several elementary and middle schools and they go all over the parish to high school. He said it would be good if there is some way to help this neighborhood.

Mr. Powell said there is some distinction between University Terrace. If you overlay the middle and high schools, the difference is that University Terrace is going to Youree and Shreve; and Riverside is going to Youree and Shreve. He said this consideration should be made also. The superintendent said one possibility is instead of going to Youree, then the youngsters would go to J. S. Clark. He said the plan would perhaps be more consistent with Barret as the elementary school.

Mrs. Hardy noted that C. E. Byrd is already well stocked and the board does not need to create any situation where other children would be zoned to C. E. Byrd. Mr. Thibodeaux clarified that the children he referenced are already attending Byrd. The superintendent said these children attend Youree and Byrd and this is the area that the board needs to make a decision on – is this a natural or is it better to build up J. S. Clark and Booker T. Washington.

Mrs. Wright asked if the enrollment numbers being used today are going to drop significantly before the new numbers are attained in January. The superintendent said staff monitors the numbers weekly and he basically reports the findings to the board monthly. Mrs. Wright said the maps being used today show the 1990 census tract and she asked how soon would the numbers from 2001 be available. Mr. Slagle said the numbers are available today. He also noted that staff's presentation today is not based on the census tract, but is based on attendance zones and the number of children that live in the school attendance zones. Mr. Slagle said staff is not presenting projected data to the board, but is presenting data that is as of yesterday (October 1, 2001).



Mr. Mims expressed concern about the number of transportable buildings that is still on school campuses and said staff is enjoying the luxury of using them. However, he said at some time in the near future these buildings will need to be removed. He asked staff what are their plans when this happens.

Mr. Pugh said University was constructed in 1998 or 1999 and if the superintendent wishes to revisit the growth pattern of elementary schools, then timing is important. She noted that the population at A. C. Steere, Shreve Island, and Riverside are going to diminish as the childbearing parents mature in age. She said the shifting affected the area before and staff needs to remember that unless more people are coming into Shreveport, then the population is just being shifted.

**Discussion on the Presentation for Alternative Programs.** The superintendent said staff is proud of the CAPT program that has been created this year for students ages 14-16. He said the program was initiated and located at Woodlawn in an effort to boost Woodlawn's numbers. He also noted that about 85 students were interested initially, but now there are 300 students aspiring to be in the program. He recognized Marlene Ritter, director of general education, and asked her to update the board on activities pertaining to the program. Mrs. Ritter reported that staff has been interviewing students and reported that the last two days have been wonderful. They described the days and activities as *awesome, incredible, moving, and heartrendering* because the need is out there. Staff has interviewed 284 students and will finish up with three other schools on tomorrow. Mrs. Ritter said the commitment and attitude of the parents are definitely visible and unbelievable. She reported that the students were also excited and they realize that this is their chance and they will get it right. Mrs. Ritter said the program is quite large and staff is unable to serve everyone at this time. The superintendent said staff has created a *monster with a happy face*. He said four classes have been dedicated at Woodlawn and this is inadequate for the number of interested students. The superintendent said staff needs to find a new home to accommodate these students and the Laurel Street facility would be adequate. He also noted that these are over-age students, and if the CPSB is going to offer alternative programs with low class sizes, computer-assisted instruction, and the skills component, then these are not things that could coexist in existing schools. Ron Festavan, assistant superintendent for support services, reported that the facility is still in good shape and it would not take a lot to get it ready to house the program. The superintendent said the students are coming from throughout the parish and he would get the breakdown numbers by schools and send the information to board members. The superintendent and Mrs. Ritter reminded board members that the profile of these students is that they have been retained multiple times, are overage for the schools that they are attending, are potential dropouts, have not been successful with the LEAP test, and could be readied for the LEAP test or move into the pre-GED Option 3 program that is required by the state.

Mr. Brooks asked if Laurel Street is the only site available to house the CAPT program. The superintendent said if board members would look at the schools' floor plans and enrollments, then board members would see that there isn't a school that could accommodate 285 students. Mrs. Armstrong asked how would housing these students at Laurel Street impact Woodlawn's enrollment. Staff reported that these students come from all over the parish and are not presently counted at Woodlawn. Mr. Powell said this is a critical program and it would take care of the overage children. He said he hopes that the board would have a facility program so that classes would not be taken from Woodlawn. He said the whole Laurel Street facility could be utilized if the program is housed at Laurel Street. The superintendent expressed concern about the timing factor to relocate the program. He asked the board to consider whether or not to bring the program on line for the second semester or whether it should wait until the next school year. Mr. Powell said he believes that when this program proves to continue to be successful, the need is there, the willingness of parents and students coming forward, then an additional site would be needed. However, staff has to start somewhere and the board needs to give this program every chance to get off the ground and provide the success that could be replicated. Mr. Powell said he would rather see the board use Laurel Street rather than leave the building empty. He encouraged the superintendent to continue seeking the space and to come back to the board if he finds another facility that would lend itself to the program. Mrs. Wright said the CAPT program is wonderful and necessary. She asked why is the cutoff age set at 16. The superintendent said the state requires the board to offer Option 3 – pre-GED program. Caddo is among the first school districts to implement this requirement by the state and this is part of Caddo's Pupil Progression Plan. Mrs. Ritter reported that there are 177 students with the intent to go into Option 3 and these students are 16 years old and above.

**Discussion Following the Presentation on Designation of Use for Years 4 and 5 Bond Funds.**

The superintendent said staff has come to a point where the CPSB needs to make some determination and give staff direction regarding the use of years 4 and/or 5 bond funds. The president said the superintendent would be sending board members maps with streets that board members could read with the overlays.

Dr. Hitchcock asked how would he be able to make a decision about the use of years 4 and 5 bond funds before the board decides whether it would do some of the redistricting and proposed changes. He asked if it would be safe to assume that the board would first look at the proposal on what redistricting the board would have an appetite to do; then after this is considered, the board would modify years 4 and 5 bond funds. The superintendent agreed and said they are part and parcel and one grows out of the other. Dr. Hitchcock said one consideration has to go first and the consideration of new district boundaries, changes and utilization, and the number of students at some of the schools would come first. The superintendent said this would be true in some cases. Dr. Hitchcock asked how would board members know what are some cases until they see the superintendent's ideas on implementation of redistricting. The superintendent said he thought the board could look at the schools that are not affected by any of the changes for which there have been preliminary identification for a project, *i.e.* Caddo Magnet High. Dr. Hitchcock said the superintendent's plan is to pull out schools that he anticipates would not be affected by any of the changes and then ask the board to proceed with those. The superintendent said *yes* or to make a determination not to proceed with some that are not affected. Furthermore, these are needs that were identified years ago but now demographics and enrollments have changed and the board will ultimately have to make a decision as to which one it wishes to go forward with or cancel. Dr. Hitchcock asked the superintendent what sequence does he propose to use. The superintendent said he was just presenting a scenario and the data that has to be considered about each project as outlined on page 11 of the mailout document.

Mr. Guin said citizens contacted him basically informing him that the newspaper article alluded to the fact that the CPSB would be taking bond money out of the north to build a new school in the south. He said he is not in disagreement with what is in writing that Herndon, which by design has a decline of enrollment; and there is also the projection for further decline by design. Consequently, the school had a projection to replace eight transportable buildings. He said the school is not utilizing the transportable buildings, and it's not prudent to build when there is nothing to replace. Secondly, North Caddo is another school that for year four it was projected for transportable building replacement and there is a decline of enrollment there. Mr. Guin said he is concerned that he did not see anything in writing in the mailout about the fact that roughly a year ago a new wing was opened at Vivian Elementary/Middle School to replace six buildings, eight classrooms. With the changes made beginning this year, staff now has each of the buildings full again. He said Blanchard is up 40 plus students from last year. The ISS program is housed on the stage, there is trouble in grades three and five, and there is literally no space for additional teachers. He asked the superintendent if the board is going to look at redirecting some of the bond money that was set aside in the beginning for District 1 to address some of the district's problems or if it is true that the money would be used to build a new school. Mr. Guin said a portion would be acceptable if everyone is somewhat contributing. The superintendent said a lot of schools have been identified with new additions, which was to replace 80% of the transportable buildings. He noted that transportable buildings are still being used and the board would need to decide what it wants to do with \$18 million in remaining bond funds. He said the board identified the projects that were recommended by the administration to go forward with in the first several years, but nothing was identified as a board action for years 4 and 5. Furthermore, prioritization factors and projected enrollments that were developed and used by the committee four years ago are no longer valid.

Mr. Mims said the public put its trust in the CPSB when it approved the bond money, and he asked if the board and staff would be scheduling public meetings prior to the board taking action on the proposed plan. The superintendent answered in the affirmative. He said if the board thinks that the things that were discussed and options are worthy of pursuing, then a series of public forums would be held throughout the district. Furthermore, forums would be held to discuss the proposed changes and their impact and to solicit input throughout October and early November. The input would be cataloged and the options would be reevaluated and reported to the board. Staff would then come back to the board, hold another public hearing, and the board would take action in November. Mr. Burton spoke in support of the board and staff scheduling public forums. He also suggested that a

professional or community group (comprised of representatives from each district) should be formed to analyze the changes. Mr. Burton said legal and civil rights groups would be asking questions about the boundary changes. The president suggested that the superintendent should go ahead and get the ball rolling and hearing no objection from board members, he asked him to start planning for the public forums.

Mrs. Hardy asked about the status of the unfinished construction project at Pine Grove. The superintendent said the matter is in litigation and he is unable to discuss it publicly at this point. He said he would provide her with information *via* a written communiqué. Mr. Brooks said a lot of parents have called him about the project at Pine Grove and he encouraged legal counsel and staff to settle the issue and end the litigation.

Mr. Powell said Mr. Guin's situation is different from others that were alluded to in that when the board put limitation on Herndon, there were not a lot of places for the children to go. The students were assigned to Vivian and there was already a space problem at Vivian because the board had already added an 80% wing. He said when the board took action last year, he said there is something to saying a wing is not now needed at Herndon because the numbers are down. Mr. Powell said it might be disingenuous for the board not to consider the fact that the children might still need permanent classroom space, which happens to be at Vivian.

The superintendent gave a status report and some considerations of the fourth and fifth year projects that were identified (page 11 of the mailout document). Mr. Thibodeaux said the board might want to consider getting the overlay maps and, if necessary, call a special meeting so that the board could decide what it wants to do. He said once this is done, the board could hold its public meetings.

**Recess.** The president called for a 12-minute recess at approximately 7:49 p.m. The meeting was reconvened at approximately 8:30 p.m.

**Elementary Magnet Schools Procedures.** Wanda Gunn, Area II, Cluster IV director, reported that the magnet schools' staffs have united in an effort to have common efforts so that there would be opportunities in all magnet schools. She said there would be a coordination of testing and there is a standard application for magnet schools. Mrs. Gunn announced that a showcase of magnet schools would be held on Thursday, October 4, 2001, from 6:00 p.m. until 8:00 p.m. at Caddo Magnet High. The participating schools are Claiborne Fundamental, Eden Gardens Fundamental, Judson Fundamental, Fairfield Magnet, South Highlands Academic and Performing Arts, E. B. Williams Stoner Hill Professional Development (with Centenary College), North Highlands Multimedia Performing Arts, Herndon Magnet and Oil City Magnet. Staff will make a PowerPoint presentation and parents will be able to learn about the programs, services, and features of each magnet school; admissions procedures and the application process. They will also be able to get information on qualifications, testing, and transportation. The superintendent said principals, the testing coordinator, and other staff have taken a holistic look at all of the district's magnet schools' procedures to avoid redundancy, duplications, and chart a unified direction. He acknowledged staffers in the audience who worked with this project and invited them to provide input.

Pam Byrd, principal at South Highlands Elementary Magnet, expressed appreciation for the opportunity to have a unified body. Betty Lawrence, principal at Claiborne Fundamental, expressed similar sentiments and particularly thanked Dr. Jeanette Taylor, director of special education, for her leadership in adding creative touches to the school's *Gateway* program. The superintendent said staff would be bringing to the board, shortly, ideas about expanding the *Gateway* program and moving in dimensions that staff has not yet moved to help students develop independent learning.

Mr. Brooks inquired about the application process for students interested in attending a magnet program, and Principal Byrd explained the application process. Mr. Brooks asked Mrs. Byrd about the diversity in student enrollment and staffing at South Highlands. The superintendent cited the enrollment figures that were presented to board members in the mailout (63.8% white and 36.2% African-American/other race last year and 60.5% white and 39.6% African-American/other for this year). Mrs. Byrd said she interviews every applicant who wants to come to South Highlands to teach and she staffs positions the best that she can and the people do an outstanding job. Mrs. Byrd said she does not hire teachers based on race, but on whom would best work with the students. Mrs. Pugh asked Mrs. Byrd what is the diversity percentage in staffing at South Highlands. Mrs. Byrd

said she is not certain of the percentages, but there are three black staff members at South Highlands out of 40.

**Transportation.** Mr. Powell said the superintendent said the board needs to look at whether or not the CPSB should go back to the old transportation procedures, and he asked if an item would be on the agenda for that purpose. The superintendent said yes, that this is a board decision, and he would be making a recommendation. Mrs. Wright asked if the board would be debating on providing transportation to all schools or just the magnet schools. The superintendent said the issue is to the magnet schools.

**Appreciation.** The president announced that he received letters of thanks and acknowledgements that were addressed to the entire CPSB from Gloria Finister and Linda Vance.

### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE OCTOBER 16, 2001 CPSB MEETING**

The superintendent reviewed the proposed agenda for the October 16, 2001 regular school board meeting and discussion followed as summarized.

**Approval of Cooperative Endeavor Agreement With Forcht Wade Correctional Center.** The superintendent said information would be included in the mailout.

**Approval of Qualified Zone Academy Bond Loan Resolution.** Mr. Wreyford said the board approved a proposal in June authorizing staff to submit pre-qualification forms to the state to participate in a loan program, which came through the federal government for certain school improvements. He reported that the package would have a range from \$.5 million to \$3 million with a payback of up to 14 years with no interest. Mr. Wreyford said he received telephone confirmation that Caddo's preliminary application did qualify and possibly would get substantially more than the minimum number if the board chooses to go in that direction. He said staff would get final documentation next week from the agency and would include the paperwork in the mailout. Hopefully, the money would be in hand by January. Mr. Wreyford also reported that the criteria for using the money are that the schools must be those where 35% of the students are eligible for reduced or free lunch and the projects must be linked to instructional improvement. He said the CPSB specifically indicated that the funds would be used to hasten the remaining school air-conditioning projects and the lighting retrofit projects. Mr. Brooks asked if this report means that the auditoriums would also be air-conditioned. Mr. Wreyford said just the cafeterias would be completed with exception of Fair Park's project which includes the kitchen, dining area, and auditorium. Mr. Brooks reminded staff that the people at Bethune are burning up. Mr. Burton inquired about the air-conditioning project at Cherokee Park, and Mr. Wreyford said it would be on this list. Mr. Burton asked if staff has made any progress in relocating a site for the summer feeding program so that the Cherokee Park project could be completed this summer. The superintendent said staff has been able to air-condition the auditorium by relocating air-conditioners from other sites. Staff has looked at the feasibility of being able to do the same thing with room air-conditioners in the cafeteria at Cherokee Park but ran into a problem with the electrical support system. Mr. Festavan said the electrical power would not support the units being placed at Cherokee Park. Furthermore, there has to be a complete upgrade of the electrical system and it is one of the projects for this new money.

**Personnel.** The superintendent announced that David Barr, director of classified staff, has been called to active military duty. For the short term and until staff has a recommendation for an interim director, he publicly thanked Woody Wilson, director of maintenance, for stepping into the position for a week or two. He also thanked David VanDyke for backfilling Mr. Wilson until staff has had a chance to go through the process of posting the job, conducting interviews, and making a recommendation to the board.

**Approval of Request to Hold Public Hearing at the November 2001 CPSB Meeting – Renaming the Library at Caddo Magnet High.** The superintendent said a request has been submitted for a public hearing to be held at the November school board meeting to rename the library at Caddo Magnet High.

**Approval of Test Security Policy.** The superintendent reported that staff has made changes to the current policy for test security as mandated by changes by the State Board of Elementary and Secondary Education (BESE). He said the changes are underlined.

#### **ADDITIONAL AGENDA ITEMS**

**Report on Benchmarks Assessments.** Mr. Burton asked that this item be added to the agenda and for staff to provide him with information on the new progression policy (counting for 10% of the students' grades) regarding the standardized test. He asked staff to be sure that the instructors are prepared and have privy to material that students would be tested on prior to the testing dates.

**Facilities Utilization and Redistricting and Use of Fourth and Fifth Year Bond Funds.** Mrs. Pugh asked that this item be placed on the agenda under the superintendent's report for action. The president said this item would be placed on the agenda under the superintendent's report and he noted that board members might receive notice for a called business meeting for next week to discuss tonight's report. Mr. Burton said he is not ready to take action on the proposal until it has been presented to the communities and input has been received. He said the CPSB has already given the superintendent its unofficial okay to start planning now and to line up meetings. Mr. Milam said with the board's consent this is what the board will do and when he suggested this earlier tonight, there was no opposition from board members. Mr. Milam said this posture gives the superintendent a head start and board members would be receiving additional information (maps and overlays) in the mailout.

**Recision of Administrative Decision Regarding Transportation Provisions for Students Enrolled in Magnet Schools and Reinstatement of Transportation Policy for SY2002-2003.** Mrs. Pugh said this item should be added to the agenda under the superintendent's report for action. The superintendent said this would be an action item and perhaps should not be listed under his report. The president said the item would be listed separately.

**Foster Grandparents' Day Proclamation.** Mrs. Pugh said today was the celebration for Foster Grandparent's Day (20<sup>th</sup> celebration) and they render a valuable service in schools. She asked that an item be added to the agenda to approve a proclamation for this observance.

**Guidelines for Staff to Attend Regional, State, and National Conferences.** Mr. Brooks asked that this item be added to the agenda and that staff's report includes the guidelines for selecting staff to attend conferences. Mr. Brooks said he would share his reference letter with the superintendent. He also said if the superintendent could deal with this item without adding it to the agenda, then this would be fine. The president suggested that the superintendent be allowed to look into this before adding it to the agenda.

**Reapportionment.** Mrs. Pugh said the board has not been brought up to date and she asked what is going on with the reapportionment plans. The president said he talked with Gary Joiner after a request was made by another board member and informed him that the board would like for him to speed up the process. Mrs. Pugh asked if there is a timeline and the president said he believes it is next spring (March). The president said he would contact Mr. Joiner and relay board members' concern. Mr. Powell said it might be good for board members to get something from Mr. Joiner as to what their expectation should be. He said it would be good if Mr. Joiner could outline the timeframe and at what point there would be public input. He asked the president to provide board members with this information in two weeks (October 16 meeting). Mr. Guin said the president might want to get on this quickly because it could perhaps be presented to the Parish Commission before the school board meeting in two weeks.

**Consent Agenda.** The president recommended that agenda items 10-19 be categorized as consent agenda. *Mr. Burton moved, seconded by Mr. Guin, approval of the proposed consent agenda. 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 items, but no speakers came forth.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mr. Guin seconded the motion, which carried unanimously,* and the meeting adjourned at approximately 8:45 p.m.

**October 8, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at 4:30 p.m. on Monday, October 8, 2001, with president Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Phillip R. Guin, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Willie D. Burton and Alvin Mims were absent. The president announced that Mr. Burton called and said he was involved in a car accident and would probably be late arriving at the meeting. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

The president said the purpose of today's meeting is for the CPSB to entertain a motion to go into executive session to discuss: 1) Investigation of Allegations of Misconduct and Security Plans and Procedures; 2) Pending Litigation – CPSB vs Design Build Development Services, Inc., Et Al, First Judicial Court, Caddo Parish, No. 461,657-A; and, 3) Litigation – Jones, Et Al vs CPSB, Et Al, U. S. District Court, Civil Action No. 11055.

### **EXECUTIVE SESSIONS**

Mr. Powell asked the president if one motion covering the three items would be appropriate or if separate motions should be made for each item. The president said he would like to have one motion for the three items. Legal counsel advised that one motion would serve the three agenda items unless there is some objection from a board member. There being no objection, *Mr. Powell moved, seconded by Mr. Guin, for the CPSB to go into executive session for the purpose of discussing the three matters just described by the board's president and listed on the printed agenda for up to two hours. Vote on the motion carried unanimously.*

**Visitors.** Noticing that quite a few visitors were in the audience, Mrs. Pugh inquired about their particular interest in tonight's meeting. Mr. Powell informed board members that employees had been calling back and forth on the radio telling all bus drivers to be at today's meeting. He said he was told that it had something to do with complaints and the director of transportation. Ron Festavan, assistant superintendent for support services, said the director of transportation reported to him that some bus drivers had gotten on the radio and said something about the Consent Decree was going to be discussed today and all bus drivers needed to be present at the meeting. He also noted that the bus driver's association would be meeting in Room 1 of the central office complex tonight at 7 p.m. and this meeting has been scheduled for some time. Mr. Festavan said he would check with the drivers and inquire of their interest and report back to the board.

The board went into executive session at approximately 5:45 p.m. and reconvened at approximately 8:16 p.m. *Dr. Hitchcock moved, seconded by Mr. Powell, in the matter of the first executive session (Investigation of Allegations of Misconduct and Security Plans and Procedures), that the Caddo Parish School Board refers any personnel actions regarding employees to the superintendent to be handled in accordance with CPSB policy. Further that after a lengthy executive session, the board supports the action of the superintendent in this matter. Vote on the motion carried with board members Wright and Armstrong abstaining. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Guin, Milam, Brooks, Powell and Dr. Hitchcock.*

*Mrs. Pugh moved, seconded by Mr. Powell, that the Caddo Parish School Board return to executive session to discuss pending litigation – CPSB vs Design Build Development Services, Inc. Et Al, First Judicial Court, Caddo Parish, No. 461,657-A and litigation – Jones, Et Al vs CPSB, Et Al, U. S. District Court, Civil Action No. 11055 for not more than two hours. The motion carried unanimously and the board went into executive session at approximately 8:21 p.m. The CPSB reconvened in open session at approximately 9:35 p.m. Mr. Thibodeaux and Mrs. Armstrong retired from the remainder of the meeting. Mr. Brooks requested that "Request for Proposals for Legal Services" be added to the October 16, 2001 regular school board meeting agenda.*

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mrs. Wright seconded the motion, which carried and the meeting adjourned at approximately 9:36 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, president

**October 16, 2001**

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 Tuesday, October 16, 2001, with President Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Michael J. Thibodeaux and Wanda J. Wright. Mildred B. Pugh arrived at approximately 4:35 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mrs. Hardy gave the invocation and led the Pledge of Allegiance.

**CONSIDERATION OF MINUTES OF THE SEPTEMBER 18, 2001 AND OCTOBER 8, 2001 CPSB MEETINGS**

*Mr. Burton moved, seconded by Mr. Guin, approval of the minutes of the September 18, 2001 and October 8, 2001 CPSB meetings. Vote on the motion carried unanimously.*

**PUBLIC HEARING – NAME CHANGE OF CPSB FACILITY (MATH/SCIENCE BUILDING AT C. E. BYRD HIGH SCHOOL)**

The president declared the public hearing on the name change of CPSB facility (Math/Science Building at C. E. Byrd High School) open.

Gif Gillen, Caddo Parish Commissioner – District 4, provided board members with a letter of support and articulated his personal thoughts about this endeavor.

LuLu Martin, C. E. Byrd PTSA representative, informed the board of the PTSA's support of naming the Math/Science Building at C. E. Byrd High School after former principal R. Lynne Fitzgerald.

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

The president polled school board members and the superintendent for revisions to the proposed agenda. *Rescission of Administrative Decision Regarding Transportation Provisions for Students Enrolled in Magnet Schools and Reinstatement of Transportation Policy for SY2002-2003* (Pugh) and *“Executive Session(s) – Tenure Hearings for Certificated Staff”* were delayed until the November 2001 regular school board meeting.

**SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions and said the recognition ceremony today would be dedicated to *American Heroes*.

**Find the Art in SweetARTS.** Carmen Ortiz, student at Riverside Elementary School, is the grand prizewinner in the Nestle SweetARTS *“Find the Art in SWEETARTS ...Discover the Artist in You”* national art contest. Carmen's work was chosen from nearly 400 student drawings and was transformed into a sculpture that won the \$10,000 grand prize for Riverside. Dr. James Gillespie, principal, Frances Smith, art teacher, parents and other relatives were recognized.

**Promotion of JROTC Cadet Corps Commander.** Cadet Lt. Col. Jason D. Robinson, student at Fair Park High School, was promoted to the rank of Colonel and designated the Cadet Corps Commander of the Caddo Parish JROTC Unit. Lt. Col. Richard Miller, supervisor of Caddo's JROTC program, asked the superintendent and president to assist in the ceremony along with Principal Eddie Cooper. Senior Army Instructor Major Ivory Irvin, Army Instructors SGM Henry Smith, SFC Terry Black, SFC Eddie Spencer and other cadets from Fair Park were recognized.

**National Weather Service Public Education Award.** Tina Adams, science teacher at Caddo Middle Career and Technology Center at Hollywood, was recognized for securing a private grant to start a *hands on* weather study/project called *“Airwatch Weather System.”* Ms. Adams is a mentor to local teachers and will participate in a summer workshop for teachers at the National Weather Service Training Center in Washington. Tina's parents, Meteorologist Lee Harrison, Science Supervisors Dr. Dominic Salinas and Patsy Latin and Principal Curtis Hooks were recognized.



**Unsung Heroes National Award.** Stacey Russell, former teacher at Broadmoor Middle School and now counselor at Riverside Elementary, was recognized as one of the nation's 100 most outstanding educators in the *2001 Education's Unsung Heroes Award Program*, sponsored by the ING Northern Annuity financial service organization. She was recognized for her innovative and creative teaching methods, *Project Pride* is her special program that is designed to promote ethical and critical thinking, effective communication, and the importance of teamwork, respect, and integrity. Stacey received \$2,000 to further the project within the school system. Drs. Susan Shofner and James Gillespie, principals, and other relatives and supporters were recognized.

**Louisiana Principal of the Year Finalist.** Jan Becken, principal at Blanchard Elementary School, emerged in Northwest Louisiana as a Louisiana Principal of the Year 2001 finalist and represented the Caddo school system in Baton Rouge as a regional finalist in September. Mrs. Becken was honored by the Board of Elementary and Secondary Education (BESE) for outstanding service and dedication to the education profession and the students of Louisiana. Her husband, Dr. Jim Becken, was recognized.

**Caddo Teachers of the Year.** Mike Roy, Caddo's videographer, captured Caddo's teachers of the year 2002 interacting with their students on video, which was shown. District winners are eligible to compete at the regional level and Caddo's elementary finalists are Shirley S. Pierce (North Highlands Multimedia Performing Arts School) and Earlene Rodgers Thompson (Summer Grove Elementary School). The elementary winner is Elizabeth "Betsy" Moss (South Highlands Academic & Performing Arts Magnet). Middle school finalists are Robin L. Chatman (J. S. Clark Middle Magnet School) and Nancy Nix (Caddo Middle Magnet). The middle school winner is G. Pateece Davis (Broadmoor Middle Laboratory). High school finalists are Kris Purdy Clements (Caddo Parish Magnet High) and Samoine Holmes Terrell (Booker T. Washington High). The high school winner is Martha S. Goza (Captain Shreve High).

**Milken Family Foundation Educators Award.** The superintendent said the Milken Family of Los Angeles, CA established the foundation for education, that is designed to recognize outstanding educators from around the country and reward them in a meaningful way. He reported that for the first time, Louisiana participated in this program and teachers were entered into a pool for consideration. The superintendent said last week Caddo hosted members of the Milken family, a Milken Family Foundation board member, and Louisiana's State Superintendent of Education Cecil Picard who identified the two winning teachers from Caddo. The teachers were extremely surprised to be acknowledged and recognized and they are Keith Burton (South Highlands) and Emily Stanford (Shreve Island). They were also recipients of a personal \$25,000 award.

**Recess.** The president called for a 15-minute recess at approximately 5:30 p.m. The board reconvened at approximately 5:50 p.m.

## **VISITORS**

Dr. G. Jeane Nichols, president of the Booker T. Washington Alumni Foundation, said the members have adopted *The Legacy Continues* as its mission statement. She said the CPSB has afforded students with a good, sound and meaningful education and they are grateful and proud of the school. Dr. Nichols said the alumni respect the position of CPSB members and graduates are publicly stating their commitment to the Washington students. She informed board members that the foundation members are available, willing, and able to assist board members as they move forward with the system's agenda, especially with redistricting plans.

Isabelle V. McMullan, parent, distributed a report to board members. She said parents want their children to be educated and teachers should expend educational services to students. She said teachers need all the help that they can get and she challenged them to get the necessary help. She also challenged the service givers to schedule one hour a week through the school year to work with an exceptional child. The president noted that the report that was passed out might be part of an appeal. He asked board members to retain the report, but not to share it with anyone.

Laura Head, parent, said her child attends Summerfield Elementary and has cerebral palsy and receives special education services. The president cautioned Mrs. Head that she was in the middle of due process and ruled that it is not proper to discuss the matter in this setting. Legal counsel advised

that this is a matter that is subject to due process hearing in which the due process hearing officer is involved. It involves a student and the information cannot be commented on by the school system; that this is not the appropriate forum for the discussion. He said the appropriate forum is where the due process hearing officer is in control of the proceedings under the procedures established by state and federal law. The president informed Mrs. Head that he could not allow her to continue speaking on this issue. Mrs. Head said she is not under any confidentiality rule, and the president said he is going by the advice of board counsel. Mr. Brooks asked if the Special Education Department is under litigation. The president said that according to the board's attorney, Mrs. Head couldn't share information at this time; that the ruling is very specific to the case. Mrs. Head asked what is very specific to the case, and the president said the information that she passed out to board members. Dr. Hitchcock asked the president to point out that at the proper time, through due process, that parents have a right to a full hearing before the school board. Mrs. Head said she could not afford an attorney, and the president said the attorney is advising him that she not be allowed to continue this discussion. Mr. Burton asked the president if he would advise Mrs. Head to talk with legal counsel so that he could explain the process. The president asked legal counsel to meet with Mr. and Mrs. Head on the outside to explain the process to them.

Mark Head, parent, said he would like for the board to be aware that Caddo's Special Education Department is in violation of state and federal laws. He said he could provide board members with documents to support his statement. Mr. Head said the parish money and time is being wasted and children are not getting the proper education in the least restrictive environment (LRE). The president informed Mr. Head that this is part of the due process that he is involved in and he could not allow him to continue. He encouraged him to meet with legal counsel so that he could explain the process to him.

Cassie Hubble, parent, said her daughter has cerebral palsy and she expressed concern that her daughter is being denied an education. She said special education children should be given a chance, but the state and Caddo is not in compliance with LRE for their children. Ms. Hubble said she is asking that her child be taught; that she be placed in a setting where she could flourish; and, that the CPSB check into the special education laws more closely and give the children a chance.

JoAnn Shepherd, parent and practicing attorney, expressed concern about Caddo's lack of compliance with IDEA. She said her son was denied placement in an LRE class with an aide because she was told that her child, who has Down's syndrome, was not in a wheel chair and was able to take care of other personal functions. Mrs. Shepherd said she was bringing this concern to the board's attention because she is informed of the rights of people with disabilities, and she asked the CPSB to consider coming into compliance.

Charlene Coleman, grandparent, asked that her mentally retarded grandchild, who is in the second grade, not be placed in a classrooms with 20 plus students because he sometimes become aggravated and cannot function. She reported that when this happens, then the school staff wants to send him home and this is unfair to the child. Mrs. Coleman asked the CPSB to look into the problems associated with the system's special education program.

Viola Patterson, advocate and parent of a Down's syndrome daughter, said parents are appearing tonight to work with the board and staff. She suggested that the enrichment classes for special education students could be taken away, if necessary, and replaced with reading, writing, and arithmetic classes with assisted aides and accommodations. She asked the board to investigate the Caddo Special Education Department because it is in noncompliance.

Melissa Blankenship, parent of three autistic children who are enrolled at Barret and Shreve Island, distributed a report (OSEP) to board members, and informed them of some of the deficiencies in the state's Special Education program as well as within the Caddo Public School System. Ms. Blankenship asked the board to put this item on its agenda for next month and address the program's noncompliance.

Jackie Lansdale, president of Caddo Federation of Educators/Support Personnel (CFT/SP), said she voices the concerns of CPSB employees who are members of the federation on issues *i.e.* materials and supplies, available textbooks, class loads, starting and ending times for school, nine-week tests, teacher aides teaching classes alone, little time for duty-free lunch, etc. Mrs. Lansdale said these are

issues that concern administrators and the CPSB. She cited the federation's mission statement, thanked the board and staff for addressing the issues, and pledged the federation's continued support.

Priscilla Savannah, president of Caddo Association of Educators (CAE), said CAE is concerned about the way that school bus drivers are being treated by their supervisors and other administrators. She said they are given no respect, they have to deal with disruptive students with little or no support from administrators and parents, and the CPSB needs to protect its employees. She also noted that professional development training is needed in order for bus drivers to face daily challenges. CAE is also concerned about the nine-week benchmark assessment tests. Ms. Savannah said CAE is concerned about certain schools being exempted and the CPSB needs to be consistent in enforcing its policy.

## **CONFIRM THE CONSENT AGENDA**

*Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the board agenda items categorized as "consent agenda" as amended. Motion carried unanimously.* The following items were categorized as consent agenda by the CPSB.

### **Agenda Item No. 10 (A, B, C and D)**

**Personnel Recommendation(s).** The superintendent recognized Ron Festavan, assistant superintendent for support services, who announced that Clarence Calvin is recommended to fill the interim position of director of classified personnel.

John Dilworth, chief operating officer, announced the following personnel recommendations:  
1) Al Graham as principal at Atkins Elementary Technology School; 2) Wilma Gaines as personnel administrator – special education; 3) Linda Williams as counselor at Southern Hills Elementary; 4) Monica Howell as counselor at Claiborne Fundamental Magnet Elementary; 5) Glenda Goree as counselor at Oak Terrace/J. B. Harville Alternative School; 6) Dierdra Bell-Jelks as counselor at Caddo Middle Career and Technology School at Hollywood; and, 7) Macura Hamilton as counselor at Oil City Elementary Magnet School.

Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she/he is appointed.

**Request for Leave.** The superintendent recommended approval of the following request for leave.

Sabbatical Leave for Study, Spring Semester of 2001-2002 School Year

Dinah Roach, Teacher, Eden Gardens Fundamental Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** Promotional appointment contracts will be issued to the counselors that were identified and presented under the heading of "*Personnel Recommendations.*"

### **Agenda Item No. 11-A**

**Approval of Bids.** Staff recommended approval of the bids of: 1) McClamroch Machinery, Inc. totaling \$17,991.36 for electric chain hoist as indicated on the bid sheet; 2) ABC School Supply totaling \$3,375.00, AFP School Supply totaling \$13,372.50, Childcraft Education totaling \$5,960.10, Kaplan Companies totaling \$3,134.00, School Specialty totaling \$8,195.55 and U S Toy, Inc. totaling \$267.60 for kindergarten play equipment as indicated on the bid tabulation sheet; 3) ATD-America totaling \$4,513.34, Hertz Furniture totaling \$424.57, The Highsmith Co. totaling \$19,935.45 and School Specialty totaling \$8,159.60 for library furniture and equipment as indicated on the bid tabulation sheet; and, 4) Long's Preferred, Inc. totaling \$153,377.95 for food service

paper and supplies as indicated on the bid tabulation sheet. A copy of the bid tabulation sheets marked “*Exhibit A, eight pages, October 16, 2001*” is filed in the official papers of the board.

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

**Approval of Cooperative Endeavor Agreement With Forcht Wade Correctional Center.** Staff recommended approval of the Cooperative Endeavor Agreement With Forcht Wade Correctional Center with the appropriate resolution, as submitted in the mailout. Forcht Wade Correctional Center requested two transportable buildings to be moved to their site to accommodate the expanded programs. The Center has agreed to bear the cost of relocation of the buildings to their site. A copy of the resolution is filed in the official papers of the CPSB.

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

**Approval of Qualified Zone Academy Bond Loan Resolution.** Staff recommended approval of the two resolutions that were submitted in the mailout. The resolutions must be approved by the CPSB to continue the loan process and they are: 1) Resolution to join the Louisiana Community Development Authority; and, 2) Resolution to approve participation in the Qualified Zone Academy Bond Loan program. A copy of the documents is filed in the official papers of the board.

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

**Approval of Red Ribbon Week Proclamation.** Staff recommended approval of the proclamation designating October 23-31 as *Red Ribbon Week* in Caddo public schools. The CPSB joins the Governor of the State and encourages citizens to participate in drug prevention education activities, making a visible statement that we are strongly committed to a drug-free community. A copy of the proclamation is filed in the official papers of the board.

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

**Approval of Proclamation Declaring October “Child Search Month.”** Staff recommended that the CPSB proclaim October as “*Child Search Month*” in Caddo Parish schools. The Louisiana Child Search Project, the Division of Special Populations within the Department of Education, the State Board of Elementary and Secondary Education and the public schools of the state of Louisiana are working to offer children special help so that they can obtain an appropriate education. A copy of the proclamation is filed in the official papers of the board.

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

**Approval of Special Education Interagency Agreements.** Staff recommended approval of the interagency agreements and medical contract as presented in the mailout and they are: 1) Contract between the CPSB and Medical Staffing Network, Inc. – Supplemental Staffing Agreement; 2) Agreement Between Cognitive Institute and CPSB; and, 3) Agreement Between St. Mark’s Cathedral School and CPSB.

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

**Approval of Budgets for SY2001-2002 – Adult Education – State/Federal.** Staff recommended approval of the Adult Education – State/Federal budget as included in the mailout.

**School-to-Work – Federal.** Staff recommended approval of the School-to-Work budget as submitted in the mailout.

**Vocational Education – Federal.** Staff recommended approval of the Vocational Education – Federal budget as included in the mailout.

**Agenda Item No. 18**

**Approval of Request to Hold a Public Hearing at the November 2001 CPSB Meeting – Renaming the Library at Caddo Magnet High School.** Staff recommended that the CPSB, in accordance with the policy, place on the agenda for the November regular school board meeting the holding of a public hearing regarding the renaming of the library at Caddo Magnet High School.

**Agenda Item No. 19**

**Approval of Test Security Policy.** Staff recommended approval of the revised test security policy as included in the mailout. The revisions include additional language related to monitoring test security and test administration procedures of schools. The State Board of Elementary and Secondary Education mandated the changes.

**Agenda Item No. 20**

**Approval of Proclamation Recognizing Foster Grandparent’s Day in Caddo Public Schools (Pugh).** Staff recommended approval of the proclamation recognizing Foster Grandparent Volunteers for their care and concern for the students of Caddo Parish.

**Agenda Item No. 22**

**Approval of Use of Laurel Street as Designated Site for the Caddo Accelerated Program for Transition (CAPT).** Staff recommended that the CPSB tentatively designate Laurel Street as the site for Caddo’s Accelerated Program for Transition. The budget detail and program outline will be submitted to the board for final approval in November.

**Agenda Item No. 23**

**Approval of an Amendment to the July 17, 2001 CPSB Minutes.** Staff recommended that the CPSB minutes of July 17, 2001 meeting be amended to include the official resolution that was adopted by the school board at the aforementioned meeting, and subsequently approved by the Attorney General’s Office (Re: Acadia Parish School Board, et al, vs Mark Drennen, Commissioner of Administration, et al, No. 486,116, 19<sup>th</sup> Judicial District Court, East Baton Rouge Parish, Louisiana, Our File No. 1000-490-248). Also, a copy of the resolution will be forwarded to the official journal (*Caddo Citizen*) for publication.

**Agenda Item No. 29**

**Executive Session(s) – Tenure Hearings for Certificated Staff.** Staff recommended that the tenure hearing for certificated staff be continued until the November 2001 regular CPSB meeting.

**AUTHORIZATION FOR STAFF TO DEVELOP REQUEST FOR PROPOSALS FOR LEGAL SERVICES (Brooks)**

*Mr. Brooks moved, seconded by Mr. Burton, that the CPSB direct the superintendent and staff to develop an RFP for legal services and to publish the RFP no later than November 7, 2001. Further, the current law firm serving the CPSB shall receive notification in accordance with school board policy BCG - School Attorney.* Mr. Brooks said he thinks the CPSB needs help and should shift some more gears. Dr. Hitchcock said he does not believe that the CPSB needs to change its legal counsel at this time. He said the school board is fortunate to have a wealth of knowledge over many years of loyal service from legal counsel and the CPSB has been well represented. Dr. Hitchcock asked board members to examine the services that have been provided over many years and to consider the depth of knowledge in a very specialized area of school law and consider that this is not necessary and that the board doesn’t need to go forward at this particular time with the RFP process.

Mrs. Pugh asked if the board would be asking for a diversified plan or if the board is asking for one firm. Mr. Brooks said he is looking for a diversified program. He is not asking anyone to resign, just putting the service up for bid. Mr. Brooks referenced the Orleans Parish School Board which

has recently moved in this direction. Mrs. Pugh asked to be informed of the referenced school board policy BCG, and the superintendent provided her with a copy of the document.

Mr. Powell said he believes that this area, like all other areas in the school system, should be open. He said he hopes that no one takes his support of the motion as a reflection on the current board attorney or how the board has done things in the past. Mr. Powell said from time to time it is incumbent on the school board, as a public body, to go to the public, to make opportunities available to all in the public, and in the best interest of the school system to be able to consider how the board would best be able to perform its duties. He said if the motion passes he hopes that board members could see the development of a policy that every three or five years that this would come up just as other services *i.e.* internal auditors, superintendent, and CPSB members. Mr. Powell said his support of the motion is not meant to be any disrespect or cast any shadow on the performance of board counsel in the past. He said passage of this motion would place options on the table.

Mrs. Armstrong said she supports the RFP and hopes that the administration would look at it and bring a diversified plan back to the board. She said legal counsel has in-depth knowledge of school law, but there are so many areas in which the CPSB needs representation. Mrs. Pugh said she understands that the RFP does not terminate the services of the existing attorney, and according to the referenced policy there is a 90-day notice, therefore, staff has 90 days to bring a plan to the board. The president concurred. *Vote on the motion carried with board members Dr. Hitchcock and Thibodeaux opposed. Board members supporting the motion were Hardy, Burton, Pugh, Mims, Guin, Milam, Brooks, Powell, Wright and Armstrong.*

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent said an update on the construction projects was included in the mailout. He reported that: a) the project at Fair Park is substantially complete and the architect is developing a punch list so that the contractor could address remaining issues; b) the Hillsdale project has the same status as Fair Park; c) the structural steel for Broadmoor's "A" building is ongoing, installation of concrete block for "B" building is complete, installation of exterior brick for "B" building has begun and the roofing of "B" building is 95% complete; and, d) metal stud walls have been erected for the Atkins project, metal roof trusses are complete, roof decking is complete and installation of metal roof panels has begun. Mrs. Pugh asked the superintendent to be sure to include a plaque in the buildings that includes the board member's name and the year that the building was authorized by the CPSB.

**Updated Report on Classroom Materials and Supplies (M & S) (Powell).** The superintendent reported that staff has looked at the schools' materials and supplies allotments, they have talked to principals, and appreciate the review that was done by the Federation. He said staff has determined that administratively, the practice is all over the map. As staff moves forward to develop a budget for next year, prior to notifying schools of the spring allocation for M & S, that the directors will work with principals and standardize the allocations on a per teacher basis by school level. Mr. Powell expressed appreciation for the direction that this effort is going. He said as staff prepares the budget for next year, he would like for them to consider some of the school assessments that parents are requested to pay; and to examine some of the unique situations where teachers might be spending a lot of money out-of-pocket and see if there is a reason for that beyond their generosity. Also, as staff looks at the budget, if there is a need to supplement the budget, then this is something that the board should keep in mind. He noted that it is the board's responsibility to provide teachers with the basic materials and supplies that they need in order to perform the task that is required of them.

**Report on Benchmark Assessments (10% of Students' Grades) (Burton).** The superintendent said scope and sequence was developed to ensure that what is being taught in the classroom, grade-by-grade, is aligned with the standards of the state and is that which is being tested in the IOWA and the state LEAP tests. He said board members have expressed concern about whether or not students have had an opportunity to learn the material on which they are being assessed. The superintendent reported that one initiative is to assure that all teachers have the opportunity to teach all students the curriculum and skill development that is required in order to successfully prepare them for the high-stakes tests. He said teachers were hired at all grade levels and all subjects over the last year and a half who developed and brought forward the curriculum guidelines and standards.

Also, for the first time last year staff put into effect on a school-by-school basis, as requested or determined by principals, an opportunity to implement the tests to be used for diagnostic purposes to see to what extent alignment is taking place. The superintendent said staff has found inconsistent application of that and there are critical areas that may or may not have been covered or have not been introduced to the students. He said this year, through the Pupil Progression Plan, staff recognized that in order to make something meaningful, it has to count for something. Thus, the assignment of a weight of 10% of a marking period or nine-weeks grade is a rather insignificant amount of percentage for a total grade. The superintendent said there was some difficulty with the implementation for the first marking period. He said there is no excuse for the fact that there were some printing problems with the tests that were developed. Furthermore, some of the test items might not have been as precise as staff would have liked; as well as the fact that the timing in getting them to the school could have been improved so that principals and teachers could have had a little better lead time. The superintendent said the logistical issues have been addressed and the notion of it being aligned and making sure that teachers are having the opportunity to teach, that which is important, is a critical concern of what is driving this initiative. The superintendent said he spoke with principals and they all acknowledge that the major concern is the extent to which all students are being exposed to and taught the skills needed over a period of time to be prepared for the high-stakes tests. The superintendent said staff has a way to go, but is working furiously assuring that the assessments are appropriate, timely, and they are covering that which the state has determined to be necessary for students to know. He said this issue would be addressed for the second marking period.

Mr. Burton said the last part of the superintendent's comments is exactly what he is concerned about – the test being flawed, etc. *Mr. Burton moved, seconded by Mr. Brooks, that the CPSB discontinue implementation of the 10% grade deduction for students concerning the benchmark assessments.* Referencing the benchmarks, Mr. Burton said he feels that the teachers should be evaluated because students cannot be measured on what they have not been taught. Citing mistakes in the tests, Mr. Burton said staff is ill prepared to give the tests. To penalize students 10% of their grade is a lot, it is a reduction, and he hopes that staff would go back and redefine the test. The superintendent said repeatedly board members have spoken about what it is that they could do in order to insure that students are prepared for the state test and the IOWA and how to assure that they know what they need to be tested on. He said there is a certain body of knowledge and skills that are determined by the state. Staff has determined that this is what needs to be taught, and in order to say that in a period of over nine weeks that 10% of the entire grade is dedicated to measuring the extent to which students learn what they are supposed to be taught, then it is in his opinion a very small amount. The superintendent said he agrees that the curriculum needs to be aligned and teachers' teaching should reflect the standards; but if you take away the accountability notion, then you also strip the value of giving the test. He urged the board to think in terms of the fact that if the board and staff want to raise the level to ensure that students are being exposed to and taught everything that the state is requiring, that there should be a mechanism of accountability and this is one way to assure that. Mr. Burton said his point is to be sure that students are being exposed to the material and that they not be penalized for not being taught. He asked the superintendent if he feels that students are being tested on areas that they have not been fully taught. The superintendent said he thinks this happens all the time and for staff not to have a mechanism in place to assure that this doesn't happen, then staff would not be able to correct the problem classroom by classroom. Mr. Burton asked why the mechanisms aren't directed at the instructor rather than the student. He said the instructional supervisor should visit classrooms, principals, or the curriculum experts and look at whether or not the instructors are on the benchmarks for that particular time period. The superintendent said when there are nearly 4,000 teachers, being able to monitor them effectively on a daily basis is not going to happen. He said tests are given as a mark of measuring what has been taught or assigned, with the hope that it has been learned. The superintendent said if staff is not in some way allocating a certain degree of accountability for that which is required to be taught and learned (standards established by the state upon which the state tests are predicated), then how could staff be about the business of results and raising the level of achievement. Mr. Burton suggested that midterm and final exams should be given based upon what has been taught. The superintendent said oftentimes midterms and final exams that are teacher constructed might not be related to that which the state has deemed to be necessary to be taught. He said in the feedback that was received, the major problem heard is that there are instances where certain materials were not being covered for which the test is measuring. Again, Mr. Burton asked who should be evaluated; do you penalize students for not having been

taught something. The superintendent said it is a two-fold process: 1) whenever you are testing students that you are evaluating, and obviously you are evaluating to what extent they have had an opportunity to demonstrate the skill and knowledge level; and, 2) the supervisor/principal have an opportunity to evaluate the teacher based on what the responses are coming back on the test. The superintendent said if the board chooses to take away the level of accountability of determining what students should know and what teachers should teach, then staff would not be able to reach the board's goals. Mr. Burton said he believes there is intellect in the staff and others in the schools to deal with this type of problem; that there is more than one way to do anything. He said people are disgruntled about the 10% issue and he hopes that the board would send this back and take the children into consideration rather than a state process. Mr. Burton said he wants children to be evaluated *via* a diagnostic test, but not penalized them for some fault of the school system.

Mr. Brooks said teachers are not teaching, supervisors are not working with the teachers, and this is the bottom line. He said board members are not saying don't have a mechanism to look at accountability, but they are saying teachers are not teaching the subject matter and what is on the tests. He expressed concern about the timeframe for delivering and administering the test.

Mr. Powell asked Mr. Burton if it is his intention, this one time, to not assess; use the 10% or is it perspective. Mr. Burton said his intention is to use the test as a diagnostic tool rather than trying to measure students on a percentile. He said he thinks the test should be used to analyze what should be done to improve students' abilities to pass state tests. Furthermore, instructors already have guidelines and averages to grade students by and this should not be imposed on teachers (using percentages from diagnostic tests) to grade them. He said teachers already have a grading scale, lesson plans, and objectives, which should include the benchmarks. He suggested that the 10% should be removed and teachers could continue using the test as a diagnostic tool. Mr. Burton said he doesn't like using outside standardized tests to measure students to give them a grade. Mr. Powell asked Mr. Burton if it is his intent to modify the Pupil Progression Plan and if so, is the board in a posture to do this since it is sent to the state after the CPSB approves it. Legal counsel said it would be an amendment to the Pupil Progression Plan that has been submitted to the state. Mr. Powell said he shares many of Mr. Burton's concerns. He said teachers have called him saying he could expect every child in their classrooms to fail because they did not understand that this would occur. September 11 happened and they were in social studies and talking about Afghanistan. He said at the end of the nine weeks, they realized that they had not covered the material. He said his concern is that he wants accountability and he does not want to do something that is going to deviate from what state law requires. Mr. Powell said his other troubling concern is about the printing problems and wrong questions that had no right answers. He said he is distressed to hear teachers say that they do not use the curriculum guides because they've been teaching 20 years and they cover the material. Mr. Powell said the problem is that the teachers might cover the material in a semester but apparently they are not all at the same place after nine weeks with the same materials – the scope and sequence. He asked the superintendent if there were schools and classes that were having great difficulty, wholesale; and, if this is the case, then perhaps the accountability needs to start lining up with the teacher who never looked at the curriculum guide versus the child who just happens to be in that class. He asked the superintendent to explain how this process isn't going to penalize the student who wasn't taught. The superintendent said the Pupil Progression Plan was developed by teachers, parents, and administrators and recommended and brought to the board for its review and approval in July. He said directors shared information with principals at their meeting prior to opening school in August and the implications. He said anytime someone is tested then somebody is being penalized or rewarded based on what one knows or what is exhibited. He said the best interest of the child is to assure that they are prepared as well as possible for the LEAP and IOWA test. He said firstly, if the board and staff are not about measuring what students are taught and what they should learn, then what are we about. Secondly, something should be added to insure that the results of the assessment be reflected in the teachers' observation. Mr. Powell asked if it would be more logical to take the step of insuring through accountability that the teachers are covering the material first and then assess the child as to whether they are picking it up. Mr. Powell said the Pupil Progression Plan deals with a penalty if it is there for non-performance on the child. He said he doesn't know of anything in policy that is going to allow a principal other than just maybe including it as to whether or not a teacher is doing their job that they are going to analyze how the children in that class did or whether or not the teacher is using the curriculum guide appropriately. The superintendent said the criteria for evaluating teachers include an indicator of using available pupil results and assessments. He said staff made the test available to the schools



and the schools elected to use as they sought fit with the intention of providing diagnostic feedback to teachers. The superintendent said it was not successful because it didn't count. Mr. Powell said he doesn't like the idea of long term doing away with the concept but he is seeing implementation that might have missed a step. Mr. Powell said the standardized test should not be an option. He expressed concern about the way it was applied this time, with the mistakes that were made. The superintendent said perhaps the students had not been taught the information and this is the feedback that he received from principals. Mr. Powell said this is the second problem that he is concerned about and he asked how could this problem be addressed. The superintendent said that statistically 10% of the grade over a nine-weeks period is diminutive and it does not dramatically affect the student; in fact, in some cases it could help the student. He said the mechanism is not perfect and his concern is that if the board approves the motion, then one of the major tools for trying to improve accountability and efforts to raise test scores would be taken away without anything to use as a substitute. Mr. Powell said he is concerned about voting for a motion that creates a void because it takes something out without putting something back in. Furthermore it does not address the problem with the Pupil Progression Plan. He asked if this is the proper way for the board to address this issue at mid-semester. Mr. Powell said he has concerns about the content of the motion, yet, he sees some of the same problems as the maker of the motion. He asked the superintendent if there is another way, other than passing the motion, that he could address the concern that is raised and still have the teeth and work through this. The superintendent said staff could build in a mechanism through the teacher observation/evaluation criteria to address the concern of not having content taught as expected. Furthermore, there needs to be a level of accountability for teachers and a level of accountability in terms of the students. Mr. Powell said there is the teacher component and the student component, but right now the mechanism only has the student component. He said he is concerned about the motion because it doesn't address where the board and staff should go from here. Mr. Powell asked how would the motion impact the grades that have been calculated. The superintendent said he doesn't understand from the motion whether it means that the grades that have already been calculated and turned in today are going to have to be recalculated, and he would not recommend this. He said staff is nine weeks away from the administration of the second round of testing, and he questioned why a decision has to be made now. Mr. Powell asked Mr. Burton if this motion is time sensitive or if there is a way for the board to deal with this at the first board meeting in November. Mr. Burton said he thinks it is time to address the issue and not delay. Mr. Burton said the test could be used as a diagnostic test and his motion is asking that the 10% be taken out of the mechanism. He said action on this motion now would give teachers time to adjust their schedules and he believes there is room in the Pupil Progression Plan to make changes. Mr. Powell said he couldn't support the motion because it creates a hole and it does not address the problem with the Pupil Progression Plan. Mr. Powell said he is not sure that the motion on the floor is a solution and there could be problems with where teachers are with grading.

Dr. Hitchcock asked the superintendent what makes him think that the tests that have been given are valid and accurate indicators of students' performance. The superintendent said the tests are predicated specifically on the benchmarks that the state has established, and Caddo teachers constructed them. Dr. Hitchcock asked how does staff know that the test questions were correlated to the benchmarks. The superintendent said this is what the entire exercise was about that staff employed the teachers to do by grade level and by subject area. Dr. Hitchcock asked the superintendent how does he explain the multitude of errors that were in the tests, inaccurate answers in the keys, *typos*, etc. The superintendent said each key was corrected prior to the test administration, but the attention to detail was not at the level that he expected. There was an unacceptable lapse. He said he did not know the extent of the logistical problems, but staff would not administer the test in the second marking period with this type of problem associated. Dr. Hitchcock expressed concern that the errors were detected in the field and the test was not administered to a sample group. The superintendent said the tests were administered last year to a number of schools and classrooms, but the concerns were not raised at that time. He also noted that this does not resolve central office staff of their responsibility, and it would not go forward for the second marking period if it is not going to be done properly. The superintendent said the logistical issues do not detract from what the intent and purpose is – to assure that students are exposed to and are taught that which they must know in order to be successful on the test. Dr. Hitchcock asked if a teacher does not teach the benchmarks that they are required and expected to teach then who should be penalized. The superintendent answered *the teacher*. In view of the superintendent's response, Dr. Hitchcock asked isn't the wrong group being penalized. The superintendent said *yes* if you view it that way. If the teacher is not being held responsible for teaching the benchmarks and the material

then it is misplaced. Dr. Hitchcock said Mr. Burton might have hit on the right response that the CPSB not penalize the students. He asked what would keep staff from going through the proposed steps, perfect the tests, give the tests at a time other than the last two or three days of the grading period (maybe giving them the first week of the next grading period) so that teachers wouldn't have the increased burden of grading papers right before a grading period, and then evaluate those tests and use the tests as part of the review process for the teachers. The superintendent said the deficiency in this is that it comes down to the value and seriousness that would be attached to the test. He respectfully suggested that the test would then be so diminished that it would not carry any value. Dr. Hitchcock commented that there are schools in Caddo that have used this type of test even before staff developed the parishwide test. He said some of the schools have shown significant improvements in their test scores and have used tools like these tests in the past to identify weaknesses in students and to identify weaknesses in what was being taught. Dr. Hitchcock said some principals have been innovative and found ways to motivate their students to do well and it might be things other than 10% of their grades. The superintendent said there are 37 schools that are considered to be low performing. There are numerous schools where principals had never observed a teacher. There are numerous schools where teachers were not submitting lesson plans; and there are numerous schools that staff has experience with where there has been no correlation between the benchmarks being taught and what was actually being taught in the classes. He said board members will find that there have always been outstanding schools and principals who find ways to move their schools to a higher level, and there are other areas where unless something is mandated and prescribed it's not going to happen. Dr. Hitchcock said he does not like the fundamental unfairness of penalizing students for not knowing material that has not been taught. He said principals and teachers could find a way to motivate students to do things that are in their best interest and it does not have to be predicated upon something as unfair as 10% of their grade being exposed when they may or may not have covered the material. Dr. Hitchcock challenged the superintendent to look at this. He asked legal counsel if he was aware of any reason why the board could not amend the Pupil Progression Plan that it filed with the state. The superintendent answered *no* and said the plan has been amended in the past. Legal counsel agreed with the superintendent's response. Dr. Hitchcock said he was about to offer an amendment or perhaps he could just include in it *that the Pupil Progression Plan be amended accordingly and re-filed with the state*. He asked Mr. Burton if he intended for it to be applied retroactively. Mr. Burton answered *no*. He said it would be inappropriate to go back and change grades at this point. Debate centered around who has the authority to approve grade changes in Caddo Parish. The superintendent said he is greatly concerned about the thought of changing grades, and he urged the board to consider the consequences of what it might be facing in terms of challenges. Dr. Hitchcock said he would defer to the original intent of the maker of the motion, and suggested that the board should go forward from here. He said he would not include the amendment about going back and changing grades; however, *Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Burton, further that the Pupil Progression Plan be amended accordingly and re-filed with the state*.

Mrs. Wright spoke in agreement with Mr. Burton's motion to take the *10% of the grade* out of the plan. As an alternative, she offered that instead of penalizing students for not being able to pass material that they had not been taught, that they be given a bonus for passing. In doing this, Mrs. Wright said the school board would still have a diagnostic tool and it would not be punishing the children. The superintendent said he would not know how to give direction to administer this alternative. He asked how would staff give someone extra credit for learning something they were taught when that is the whole purpose – to measure what they have been taught. He asked how these students would receive extra credit without penalizing other students who haven't learned the material.

Mr. Brooks asked the superintendent to listen to the concerns of the community about the benchmarks and testing. He also asked the superintendent to tell the directors and principals that they are not administering the test right and remind them of their responsibilities.

Mrs. Armstrong asked if the test is the same test that was given last year, and the superintendent said it is for the most part. She expressed concern about the obvious mistakes and asked why weren't they reported. The superintendent said there is no excuse. It was not done well. Mrs. Armstrong said it's interesting that no one reported that the test needed to be fixed. She said if it is going to be used as a diagnostic tool, then it has to be revised, refined, and fixed. Mrs. Armstrong said extenuating circumstances will arise where benchmarks cannot be taught, and September 11 is a

perfect example. She said the test should be adaptable to be able to accommodate this. Furthermore extensive hours of additional grading at the end of a nine-week period as was alluded to is unthinkable.

Mr. Guin said it would be a concern for him if a teacher would explain to a parent that the reason a student's grade is lower than what was expected, based on information brought home by the student, is due to the fact that the teacher (by his/her own admission) did not cover the material on which the student was tested. He asked what is staff going to do about the letter grade. He also noted that as board members discussed whether or not the test score is to be counted and the board is saying that if the score is not counted that there will be problems with the teachers teaching the benchmarks within the time frame. He observed staff in the audience saying if the board does away with the grade, that they would not teach the benchmarks as required. He said this is insubordination based on their job requirement. The superintendent said that as a parent he would be deeply concerned if a teacher would tell him that they had not taught the required material. He said his concern extends greatly into how a child would do with the IOWA, LEAP, and SAT. He said this is the issue that staff cannot overlook. Also, for years the scores have been depressed in the district and staff is looking for ways to improve them. He said if there is not a mechanism in order to assure that material is being taught then staff does not have the quality control loop. He asked the board to give him at least until next month to come back to the board with a rational way to address the issues that board members have. Mr. Guin said as a board member, it is his responsibility to see that the teachers are teaching the benchmarks; as a parent it is not. He said he should be able to trust, as a parent, that the teachers that are employed are teaching the benchmarks. *Mr. Guin made a substitute motion, seconded by Mr. Powell, that the CPSB allow the superintendent to come back at the Executive session and workshop meeting in November and present a proposed plan; then the board would put it on the agenda for the November meeting – the end of the month.*

Mr. Powell said he supports the substitute motion but in essence he was going to offer an amendment to the original motion that if the board opted to approve the original motion that the board would come back and do something similar; that the superintendent would develop an alternative and bring it back. He asked the president if the substitute motion doesn't pass, would he have an opportunity to make an amendment to the original motion. The president said he would give Mr. Powell an opportunity to make an amendment.

Mrs. Pugh said sequence is needed in anything that the board does, and for the superintendent to bring back any recommendation, board members need to be sure that it would have some sequence. She noted that teacher performance is very important and the evaluation should reflect this. Also, student performance is important and the benchmark is an attempt to measure that. Mrs. Pugh said the consistency of the daily instructional program is most important and the supervisors and principals are supposed to know what is being taught at a given school. She said unless there have been grade level meetings and allowed grade level scope and sequence to be designed, then the board cannot hold youngsters accountable for what teachers are not doing. Mrs. Pugh said this item should be put on hold. Also, the superintendent needs to go back and look at the consistency of the daily program through the directors, supervisors, principals and teachers to the point that he could find a scope and sequence for the school, every grade, and across the board. Mrs. Pugh emphasized that the teacher's performance evaluation ought to reflect what they are doing.

*Mr. Thibodeaux called for the question on all amendments and motions. The president ruled that the motion died for lack of a second.*

Mr. Burton asked board members to defeat the substitute motion. He said the board needs to get through with this particular problem and he asked board members to support the original motion. Dr. Hitchcock said if the board defeats the substitute motion, then he would make an amendment that would request the superintendent to review the entire matter – the timing in which the test is given, how it is used, etc. and encourage continued use of the mechanism. Mr. Brooks encouraged the superintendent to review the matter and to instruct the directors, supervisors, and teachers to work and teach the benchmarks.

*Mr. Powell moved, seconded by Mr. Burton, to call for the question on the substitute motion only. Vote on the motion to end debate carried unanimously. The president called for the vote on the*

*substitute motion, which failed in a tie vote. Board members supporting the motion were Guin, Hardy, Thibodeaux, Brooks, Powell and Milam. Board members opposed were Burton, Pugh, Mims, Wright, Armstrong and Dr. Hitchcock.*

*Mr. Powell made a motion to amend the original motion, seconded by Mr. Burton, that the CPSB direct the superintendent to develop and bring back to the board for approval an alternative to provide accountability that the state benchmarks are adequately covered. Mr. Powell said if the original motion and amendments pass, then the board would apply to modify the Pupil Progression Plan prospectively. The president said this is the way he appreciates the action if the motion and amendments pass. Mr. Burton moved, seconded by Mr. Mims, to call for the question on all amendments and motions. Vote on the motion to end debate carried unanimously. The president called for the vote on the second amendment that was made by Mr. Powell, and the motion carried unanimously. The president called for the vote on the first amendment that was made by Dr. Hitchcock, which carried unanimously. The president called for the vote on the original motion, as amended, and the vote carried with Mr. Milam opposed. Board members supporting the motion were Hardy, Burton, Thibodeaux, Pugh, Mims, Guin, Brooks, Powell, Wright, Armstrong and Dr. Hitchcock.*

**Recess.** The president called for a ten-minute recess at approximately 8:35 p.m. The board reconvened at approximately 8:51 p.m.

**School Use Capacity.** The superintendent said staff constructed for board members an analysis, school-by-school, looking at the functional programmatic capacity. He said staff has identified the number of classrooms that are “brick and mortar” and temporary classrooms. He reported that staff has identified the maximum number of students currently being served by each program either conditioned by state law, state regulation, federal regulation, local policy or local funding. The superintendent said the schools’ floor plans are available for board member perusal. The superintendent briefly highlighted some of the examples as defined in the report, *i.e.* Southern Hills, Hillsdale.

**November 2001 Regular CPSB Meeting.** The superintendent reported that the regular school board meeting in November falls on the 20<sup>th</sup> and schools are closed for Thanksgiving. He recommended that the CPSB postpone its regular session for November 20<sup>th</sup> to November 27<sup>th</sup>. *Mr. Powell moved, seconded by Mr. Guin, that the CPSB move its regularly scheduled November 20<sup>th</sup> meeting to November 27, 2001. Vote on the motion carried unanimously.*

## **UNFINISHED BUSINESS**

There was no unfinished business discussed at the meeting.

## **NEW BUSINESS**

There was no new business discussed at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Special Education Program.** Mr. Brooks asked the superintendent and staff (Dr. Jeanette Taylor) to set up a meeting with the visitors who expressed concern about the services being provided by the Special Education Department. He asked staff to explain the function of what the school system is suppose to be doing in meeting guidelines for students. The superintendent said he is aware of the particulars of a couple of the concerns that were presented by visitors because they have reached his level for consideration. He said there are many safeguards available for parents and he is certain that staff is vigilant to assure working through the IEP process that the appropriate educational setting for which the parent must be a part is in effect. Furthermore, there is a due process hearing mechanism in place when there is a dispute between staff’s recommendations and what the parent would desire. Mrs. Pugh asked staff to provide her with the meeting schedule for the Special Education Parental Review Committee (place and time for the meeting). The superintendent said he would get the information to her Wednesday morning.

**Pine Grove Construction Project.** Mrs. Hardy asked the superintendent to schedule a meeting with staff (Steve White) and people in the Martin Luther King, Jr. area to address their concerns about the Pine Grove Elementary construction project.

**Title 1 Workshop.** Mrs. Hardy said she was invited to attend a Title 1 workshop that was held a few weeks ago and she enjoyed the session. Mrs. Hardy reported that the workshop was well presented and parents supported the workshop in big numbers. She thanked the Title 1 staff for inviting her to the workshop and commended the sponsors for doing a good job.

**Bus Drivers' Discipline Concerns.** Dr. Hitchcock asked staff about specific procedures for enforcing discipline on school buses. He asked the superintendent and his office staff to consider that something must have happened to precipitate bus drivers' request for the board and staff to address discipline concerns on school buses. He encouraged staff to re-emphasize to principals and bus drivers the procedures for addressing discipline problems on school buses. He said if there are specific problems, then staff should address them. Mr. Powell requested a report that would show statistical data, whether they are up or down on the bus drivers. He said he does not intend for this report to create paperwork for principals, teachers, or bus drivers. Mrs. Wright asked staff to revisit the bus parking changes. She noted that one location is congested and bus drivers are having difficulty getting out to make their routes. Mrs. Hardy requested a copy of the procedures for administering drug tests to bus drivers.

**IDEA – Special Education.** Mr. Guin referenced a letter that was given to board members by a visitor that speaks to the issue that the CPSB is not in compliance with IDEA. He asked the superintendent to meet with special education staff and explain in a report in what way does the state being out of compliance with IDEA affect Caddo being out of compliance. Mr. Powell requested staff to provide him with a report (that goes back over the last two years up to now) that give a vision for the Special Education Department, any directional changes. He asked how would staff be utilized in the provision of services and timelines.

**Sex Education Brochure.** Mrs. Wright said a sex education brochure was distributed at Keithville Elementary/Middle School and was shown on television last week. She asked who was responsible for handling this matter; where did the brochure come from; and, for staff to provide her with a copy of the brochure.

**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 9:14 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President

**November 6, 2001**

The **Executive Committee** of the Caddo Parish School Board (CPPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 4:30 p.m. on Tuesday, November 6, 2001, with President Mark Milam presiding and Phillip R. Guin and Willie D. Burton present being a quorum. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**2002 Congressional Medal of Honor Society.** The superintendent recognized Robert M. Petrus and Lavelle Pepper, coordinators of the 2002 Congressional Medal of Honor National Convention, who shared their plans with the CPSB. The superintendent also recognized Ron Adams, former CPSB member, who is involved with this project. Mr. Pepper said the actual event will be September 8-13, 2000 and they hope to bring half of the 150 living recipients to the area. He said the recipients would be involved in several activities during the convention and one would involve the school board. Firstly, they would like for the Medal of Honor recipients to visit schools and talk with students explaining patriotism, heroism, and the sacrifices that are being made to protect freedoms that are enjoyed today. Secondly, he asked the CPSB to provide honorariums and this request does not have anything to do with the first request. Mr. Adams shared a brochure of the 2002 Congressional Medal of Honor Society Convention sponsorship program with school board members. Mr. Petrus said the recipients feel that visiting schools is a major priority and they would like to visit middle and high schools.

**Results of the Louisiana Accountability Program.** The superintendent presented the report on school performance scores for elementary/middle schools and said the results of the Louisiana Accountability Program were faxed to him last evening. On Thursday, November 8, 2001, the results on high schools will be received. Some highlights on Caddo schools are: a) 40 schools exceeded their academic growth targets and are deemed by the state as eligible for financial rewards in January; b) 24 schools exceeded the growth target by five or more points and are recognized for exemplary academic growth; c) 16 schools met or exceeded growth target by less than five points and are recognized for academic growth; d) 7 schools improved but did not meet their growth target and they are recognized for minimal academic growth; e) two schools had changes in school performance scores of zero to five and are recognized as schools with no academic growth; f) no schools received declining school performance scores greater than five; and, g) there are four *no label* schools which means that the school had already scored above 100, which placed the school in a high performing category, even though the school did not reach its growth target. A score of 100 is the state's ten-year goal. Schools also received performance labels: 1) School of Academic Excellence (SPS + 150 - highest rating given by the state) – South Highlands; 2) School of Academic Distinction (SPS 125-149.9) - Caddo Middle Magnet and Eden Gardens; 3) School of Academic Achievement (SPS 100-124.9) – Arthur Circle, Claiborne, \*Forest Hill, Herndon, Judson, Riverside, Shreve Island, A. C. Steere, University and \*Youree Drive; 4) School Academically Above State Average (SPS 79.9 – 99.9) - Blanchard, North Highlands, Pine Grove, Summerfield, Timmons, Walnut Hill; 5) School Academically Below State Average (SPS less than state average 79.9 and greater than 30) – Atkins, Barret, Bethune, Donnie Bickham, Broadmoor, Caddo Heights, Central, Cherokee Park, J. S. Clark, Creswell, Fairfield, Hillsdale, Middle Career & Technology School (Hollywood), Ingersoll, Keithville, Lakeshore, Linear, Linwood, Mooringsport, Northside, Oak Park, Oil City, Queensborough, Ridgewood, Newton Smith, Southern Hills, Stoner Hill, Summer Grove, Sunset Acres, Turner, Vivian, Werner Park, West Shreveport and Westwood; 6) School Academically Unacceptable (SPS less than or equal to 30) – none. (\*) Indicates schools improving performance labels. The superintendent said there are schools that are in a point of corrective action which means that staff has to re-double their efforts in order to put a more aggressive approach in assisting seven schools to meet their growth targets. He reported that staff has already established an aggressive action in each of the schools prior to the scores coming out. This was done through the assistance teams getting Comprehensive School Reform Demonstration grants. The superintendent said staff is particularly pleased with the level of growth in many of the schools, but is not at all satisfied when there are schools scoring below 79. He also noted that activities that were put into place along with the hard work of staff and leadership of principals is

taking root. A report of the 2001 School Accountability Results for the parish was shared with board members and the public.

**Curriculum Scope & Sequence, Benchmarks, Lesson Plans and Quarterly Tests.** The superintendent referenced material that he sent to school board members that was recently presented at a convention by Joseph Villein of the National School Boards' Association on the key work of school boards (focus on student achievement). The superintendent reported that Caddo's flow chart starts with a vision (goals, objectives), moves to standards, assessment (measures success) and ultimately accountability. Highlights of the superintendent's presentation were: 1) In 1998-99 the state established content standards in all of the core areas; 2) the district developed content standards that are the basis upon which the LEAP and IOWA tests are predicated; 3) an assessment process was established that measures success at regular intervals; 4) the assessment program is explicitly tied to the set standards, and the assessment program by the state is anchored into Caddo's standards – the criterion reference; 5) Caddo established benchmarks that are anchored into the content standards; 6) the assessment measures knowledge and skills, and uses ongoing measures; 7) there is a range of achievement targets assessed that represents what the local community feels are important educational outcomes; 8) the assessment measures more than minimum competencies, it provides progress data for students, and the assessment results are used to improve teaching and learning as it is shared with teachers, curriculum developers, students and parents. The superintendent said the standards in Caddo drove the establishment of benchmarks (what should be taught every nine weeks). He said benchmarks are needed to assure the standards are being taught in the classroom and are taught in a sequence so students are ready for testing in March. He provided samples of lesson plans that were solicited from teachers (randomly) for board members' perusal and noted that the lesson plans include the benchmarks to be taught. The nine-week test was developed as Caddo's quality control mark. The test determines to what extent lesson plans are being taught as designed. They reflect the benchmarks; the benchmarks reflect the content standards; and, also to what extent the nine weeks tests in the two marking periods leading up to the test are preparing the students for the LEAP 21, IOWA, and GEE test. The superintendent said everything leads to a strong accountability – knowing that you are getting the results. Accountability analyzes data to determine what is effective and what is not; the data and analysis are discussed openly; and are used to make decisions, including changes if necessary. He also noted that a strong accountability process is data analysis tied to staff evaluation; success tied to public recognition (rewards) and lack of success (corrective action program) to visible change; and disaggregated data used to assess success of all students. The superintendent said the district very effectively and frequently publicly reports school and districtwide data on multiple assessment measures. He said individual school report cards are compiled from the data just received and they will be copied and sent to schools for distribution to parents. The superintendent said accountability is necessary if Caddo is going to move from where it is to where it wants to be. He distributed specific test data to board members, as compared to the national average. He also presented the whole flow of the curriculum guide in core areas (math, science, social studies, language arts) that were developed in the parish; how they were predicated; the state's content standards; the scope and sequence that were developed; the quarterly tests and benchmarks assessment; how long each test should take; how long it should take to score; listed specific mistakes, etc. The superintendent said it was concerning that in some cases where staff was told there were wrong answers, they were not. He said if staff does not take advantage of using test scores as criteria for evaluation of teachers and that staff step up their efforts of including multiple pieces of data as part of the observation/evaluations, then they will never be able to hold people accountable for what should be taught and for what students should learn. He said he fully believes that the nine-weeks tests give staff the link between content standards, scope and sequence, the benchmarks and the state test. He said the lesson plans are in place and staff needs the data locally in order for them to be able to determine that the teachers are teaching what the students should know and learn, and the students are learning what the teachers are teaching. He asked the board to reconsider what it considered at the last board meeting about the nine-week test. He also asked that staff be given an opportunity to refine the tests for the second marking period and to be able to deliver them. He said he would guarantee the CPSB that the tests would be done in an improved way.

Mr. Burton said it is his understanding that the superintendent is asking the CPSB to reconsider the action it took at the previous school board meeting and he thought that the board had concluded that the materials were not being taught properly and the students were ill prepared. He said the board

needs to do what it said and that is to look at the test as a guideline to determine where students are. Mr. Burton said he doesn't think that it is right for the superintendent to come today and ask the board to reconsider. He said he doesn't think that the request is fair. The superintendent said he is not asking for the board to take action today. Mr. Burton said the board approved a motion and the CPSB's decision is the law in terms of what the superintendent and staff should do. He said the board is concerned about accountability and student performance, but it wants to be sure that things are done decently and in order. Mr. Burton said staff should be focusing on whether teachers are teaching the information and find a way to first measure the instructors, then focus on evaluating students. The superintendent said there are benchmarks of the content standards on what has to be taught in time for students to be able to take the test. If a teacher is teaching at his/her own pace of the textbook, then the students are being hurt. He said staff has the content standards, benchmarks, and curriculum guides. Lesson plans require them, but if someone is teaching at their own pace and falling behind, then there is no doubt in his mind that students are falling behind. Mr. Burton said students don't learn in the same way and he asked if teachers are expected to rush through material or take their time and let the students learn. Mr. Burton emphasized that in this instance, students would not be learning but memorizing and he doesn't agree with leaving students behind. The superintendent said staff will not be leaving students behind but clearly they have been left because they have been allowing students and teachers in many ways not to progress, to be held accountable. He said it's not a matter of rushing through something, but more importantly it's not a matter of covering certain chapters. He said the notion of people covering chapters and not focusing on the content of the standards is killing. The superintendent said staff is trying to close the gap between what is taught and what is tested in March. Staff has established district tests that parallel – drawn from the IOWA and LEAP – the same type of tests on the same content standards for the students to be able to take. The data would be used to evaluate the effectiveness of teachers and to be able to determine how much and how well students are learning in preparation for the test. Mr. Burton said the board gave a mandate to continue looking at the material and not for staff to come back and try to institute another way to score students.

Dr. Hitchcock said he never had any intention of abandoning the benchmarks, neither does he have an interest in abandoning the test that gives intermediate assessments of where staff is with the benchmarks. However, he said he disagrees and has not changed his position on two issues. Referencing pages (11 & 12) in the mailout document that address English/language arts and the average time to score the tests, he hypothetically cited a case of testing 120 students with 10 minutes to grade each test. He said this would equate to 1200 minutes (20 hours). Dr. Hitchcock expressed concern about this occurring during the last week of the nine-weeks period. He said at this time, teachers have to grade other papers and materials, average grades, and meet deadlines. He said he disagrees with adding an estimated and conservative figure of 20 additional hours to teachers' schedule at the worst crunch time of the school year. Dr. Hitchcock said he would like to see this done at the beginning of the nine-weeks after the grades are in to assess the benchmarks of the previous nine weeks. Furthermore, he is concerned about the fundamental principle of fairness in holding students accountable, grade wise, for material that was not covered. Dr. Hitchcock cited an example of a former principal instituting different tests long before state tests were used, and said this principal found a way to motivate students to do well. He said staff has to be creative. He said he doesn't object to benchmarks and an intermediate assessment that could be used as a diagnostic tool, and even a method of accountability. Neither does he have a problem with a discussion where the supervisory personnel comes in and evaluates teachers and talk to them about how they're doing in covering benchmarks and look at test scores to see if they confirm it. But, he cannot change his mind about the timing and about holding students responsible grade wise for something that they haven't had. The superintendent acknowledged that the timing for administering and grading the secondary English/language arts test was too long, but the timing for all of the other tests was reasonable. He said the English/language arts test has been corrected for the second nine weeks. Dr. Hitchcock pointed out that by using a conservative estimate of 120 students times ten minutes per test and supposing that it only took three minutes per test, it would still add up to seven or eight hours of grading at the worst possible time for teachers. The superintendent said administering the test during the first week of the succeeding nine weeks is an option that he would consider, and he does not disagree with the pressure that it would place on teachers and students at the end of the marking period. He further noted that the timing for administering tests is less of a concern to him, it's the data that is arrived out of the administration that is used for teacher observations/evaluations and student performance that is the critical point.



The superintendent said the timing could be corrected, but staff does not want to lose the aspect of being able to measure and use that to adjust accordingly.

Mr. Powell noted that there were some schools that would need corrective actions and said some schools are already in the process of updating their curriculum. He asked the superintendent what is staff's plan to move forward with action to improve programs; what is the time frame. The superintendent said the time frame started earlier this summer and staff had anticipated and did a preliminary running of the numbers to determine and identify schools they would anticipate being put in corrective action. He said some of the schools applied for the Comprehensive School Reform Demonstration Grant monies and district assistance teams were organized and initiated since the start of school. He said staff would now double their efforts and strengthen the assistance teams. And, monitor the schools more carefully about teaching and learning. Mr. Powell asked if additional focus would be placed on the schools that were identified by the state, even some of the schools that are improving. The superintendent cited examples of schools placed in this category *i.e.*, one school had a growth target established by the state of 12.1, and they actually improved by 11 points; another school missed its growth target by .7 of a point. He said the point is not that the schools didn't improve, they just narrowly missed the state's target. Mr. Powell said it concerns him that the state took so long to disseminate and publish the information. He said staff has very little time to make appreciable changes and he hopes that staff would be proactive. The superintendent said there are a number of schools within the state that are academically unacceptable that distinguished educators and people from the State Department have been waiting for four months to be assigned to the schools. He said on tomorrow, perhaps some of the people will be assigned to schools around the state to bring about improvement. Mr. Powell said he hopes the public understands that Caddo had zero schools in the academically unacceptable category, and this is a positive. The superintendent also noted that Caddo does not have any schools in the decline category. Marlene Ritter, director of the Department of General Education, said staff has bought a little time as far as the mandate that the state puts on districts applying for Comprehensive School Reform Demonstration Grant monies. She said if the district applies for funding and receives it, then the timelines are extended for reporting. Mr. Powell said the CAPT (Caddo Accelerated Program for Transition) program would directly impact some of the schools that have a high percentage of low-performing children. Mrs. Ritter said as it is right now with CAPT being a program and not a school, it should not have an impact because the scores for those students are going back to the home schools. Mr. Powell said exactly, except to the extent that the program is successful. He said this is a benefit to something that the board has already started. Mr. Powell said he hopes the superintendent would come back to the board quickly to report on how staff would be specifically dealing with the schools that were identified as needing corrective action. Mr. Powell said the board's motion was for the superintendent to come back to the board with some type of an accountability process to fill that which the board removed. He asked the superintendent if he has a time frame for that, and the superintendent said he would have a recommendation on November 27. Mr. Powell said he believes the CPSB needs some kind of accountability, but he is still concerned about penalizing students when teachers fail to cover the material. Furthermore, the board needs to be proactive in this and it helps staff to identify teachers who are not covering the material.

Mr. Brooks said reference has been made about the need to punish teachers. He suggested that principals, supervisors, and directors should be disciplined as well. He said it's their responsibility to visit the classrooms and work with teachers. Mr. Brooks also noted that teachers have too much paperwork. Furthermore, he suggested that directors and principals assigned to high achieving schools should be moved around to low-performing schools in an effort to raise scores.

Reviewing the proposed November 27 agenda, Mrs. Pugh asked which listed item would apply to this discussion. The superintendent said there isn't an item on the agenda at this time, but something could be put on the agenda to address this subject. Mrs. Pugh asked the superintendent to rethink his request and she asked him to take under consideration the suggestions that have been made. She suggested that a pilot could be done on utilizing the diagnostic test at the beginning of a nine-week period and see what kind of results would be garnered. Mrs. Pugh said this would help staff to take a look at what happened previously. She said for curriculum sake and timing the sequence from an instructional point of view, the board and staff would have something to work with.

Mr. Burton asked the superintendent if staff has conducted a study concerning why the schools that are in corrective action have fallen so low while other schools score high. He, too, suggested that

some of the programs, ideas, and teachers at the higher achieving schools could be shared with the low-performing schools. Mr. Brooks asked the president to allow him, at the appropriate time, to put a motion on the agenda about directors and principals being moved around to other schools.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE NOVEMBER 27, 2001 CPSB MEETING**

The superintendent reviewed the proposed agenda for the November 27, 2001 regular school board meeting and discussion followed as summarized.

### **Public Hearings - Name Change of CPSB Facility (Caddo Parish Magnet High School Library); Facilities Utilization and Redistricting Proposal; and, Use of 4<sup>th</sup> Year Bond Funds.**

The superintendent said three public hearings would be held on the above listed issues.

**2002-2003 Capital Projects Plan.** The superintendent reported that the CPSB has \$13,770,798 of available funds to be allocated. Staff has identified expenditures that are mandated dealing with compliance issues, structural protection, roofing, waterproofing, electrical wiring, QZAB debt service, equipment replacement, etc. He said this leaves the CPSB with a grand total of \$720,798 to now apply to requests totaling nearly \$53 million. Board members were provided with a list of the projects that staff has evaluated and found to be necessary to come up with the \$13 million. Ron Festavan, assistant superintendent for support services, said the Capital Projects Committee met on yesterday with staff and came up with projects from the \$52 million list in which the committee believes the projects are priority items. He said a balance of approximately \$16,000 remains that would be discretionary at this point. Mr. Powell said this item is normally listed as an independent item. He asked if there is a reason why it is listed on the agenda under the bid heading. Mr. Festavan said the item is normally listed separately, and the president said the item would be separated.

### **Approval of the Redesign of the Educational Program at Booker T. Washington High School.**

The superintendent proposed for the board's consideration an educational redesign plan for Booker T. Washington High School and he called board members' attention to the program outline that was included in the mailout. He noted that Booker T. Washington (BTW) would continue offering magnet programs in telecommunications, cosmetology, and computer technology/sciences. Beginning in SY2002-2003, the school would offer two new magnet programs – Business Administration Magnet and Honors/Advanced Placement Magnet. The superintendent reviewed the courses (electives) for the new magnet programs and the entrance criteria as outlined in the mailout. He particularly highlighted the array of honors and advanced placement courses that are currently offered at other high schools in the parish and showed the same courses or more being offered at BTW. A description of each of the courses was also provided *i.e.*, *advanced math, Algebra I & II (honors), geometry (honors), calculus (AP), English I, II, III, IV (honors), American Studies (honors), Creative Writing (honors), Novels (honors), Biology (honors), Chemistry I & II, (Honors), Physical Science (honors), Physics Level II (AP, B - (algebra and trigonometry based), & C – calculus based), Civics (honors), American History (honors and AP), World History (honors), European History (AP – elective), Western Civilization (AP), World Geography (honors), Psychology (AP - elective), etc.* The superintendent said he would like to explore the possibility of bringing to the parish at BTW the International Baccalaureate Program (IBP). He said this program is a world renowned high school curriculum of studies that is used throughout the country and Canada. Every college in the world, for admission purposes, recognizes the IBP diploma. He said the program is very rigorous for teachers and students. The superintendent asked the board to consider how it could upgrade school programs and to approve two new magnets at BTW to serve students zoned into the school as well as for open admission to other qualified students. He said implementing these magnets would increase potential student enrollment and assure that the program offerings at BTW are comparable and exceed what's offered at other places. He suggested that the program would start with grade nine with a minimum of 20 students to be eligible for a class. Also, the principal and counselor would see to what extent other students would be interested at grade ten who would meet the standards and transfer to BTW.

Mr. Brooks said parents have asked for some of the other courses that are being proposed for BTW, and he likes the plan. Mr. Brooks said students could remain in their own neighborhood and take advantage of the same courses. He said he supports the new educational program.

Mr. Burton said he has been asking for quality educational programs at BTW for years and he thanked the superintendent for bringing a comprehensive program to the school. He said with this type of program, students could be more competitive. The superintendent said the challenge now would be for the school to go out and recruit students and deliver the quality. He said staff would provide every resource necessary with the training and retraining of teachers. Mr. Burton encouraged staff to advertise the program. The superintendent said a fair was recently held to showcase elementary magnet programs and staff plans to do the same thing for the rising ninth graders. Mr. Burton said there should be programs at J. S. Clark Middle School as a feeder to BTW.

Mrs. Pugh cited an example of a principal having indicated that staffing could be a problem because at the close of scheduling, a teacher that was originally employed to teach a particular subject had to be locked into another subject area. Therefore, the course where the teacher was initially to be utilized was discontinued. She said her concern about the offerings is that she has not heard the superintendent ask the board for a commitment in staffing. She said these courses would need to be staffed early enough to insure that people are in place. She said numbers would not drive the program the first year, but it might drive the second year. The superintendent said he addressed this concern in the second paragraph of the mailout document. He said Caddo staffs at a ratio of 1:23 at the high school level and he is recommending that these courses be staffed at a ratio of 1:20. Mrs. Pugh asked the superintendent if he was going to ask for a one-year commitment. The superintendent suggested that as long as there are 20 students in each class it would be staffed. Mrs. Pugh said there would probably not be 20 students in the classes during the first year and in order to make the program move, he needs to have the assurance that there is going to be an offering for people to come. The superintendent said it seems to him that recruiting 20 ninth grade students should not be the challenge. Mrs. Pugh said if the staffing is not in place, then there won't be any children.

Mr. Powell said he attended a meeting at BTW recently and he heard people say that they liked the idea of children being able to attend their neighborhood school. However, parents also said they want to insure that their children could take the same courses that are being offered at other high schools. He said the redesign is an attempt to accomplish the parents' request. He said Mrs. Pugh's comment is a legitimate point; that parents will have the expectation that they are going to have available to them the courses that the board is suggesting be a part of the curriculum. He said the parents want the assurance, at least in the early years, that there is a basement to protect them if they fall below the number of students that is required for a section. Mr. Powell said the proposal could bring 121 additional students into BTW and having a critical number of students is what drives the availability of a variety of courses at a high school. He said the board should look at what it needs to commit to, as far as an allotment, so that there could be an assurance in the early years. The superintendent said teachers in a high school typically teach five sections. In year one (ninth grade) for every 20 students that would be in the honors program, that would be one section, one-fifth. He said this would not be a roll out one year for four grades; it will roll out grades nine and ten, then 10, 11, and 12. The superintendent said in year one, assuming it is only being done in 9<sup>th</sup> grade, the most that staff would be seeing is one, two, or three sections. Mr. Powell said the point is if the program is publicized and parents commit to send their children to the program, then there has to be some assurance that the program will be there for the 9<sup>th</sup> graders. Furthermore, the CPSB needs to be committed to a basic staffing level for the magnet program starting with the 9<sup>th</sup> grade to ensure that it is in place. The superintendent asked if the board is looking for something less than 20 as the commitment. Mr. Powell said in year one, yes; and, Mrs. Pugh suggested 15 for the first three years.

Mr. Brooks suggested that whatever it takes to make the programs work in the schools, then the superintendent should present it to the board. Mr. Mims said in past years, the CPSB has given schools a number of teachers over the staffing allotment. If the board is going to institute new programs, then staff should bring a recommendation to the board for its consideration. Mrs. Armstrong said she understands that the proposal is to grow the magnet program from 9<sup>th</sup> grade. She said all of the courses that are listed as honor courses would not be taught the first year. The superintendent said the courses are for the entire four years. Mrs. Armstrong said the CPSB should address the courses that staff would be instituting the first year in the business magnet and honors

program. She suggested that there might already be staff members with the credentials to teach the advanced honors program, and this could be a starting point.

Mr. Thibodeaux said the CPSB wants to do as much as it can to bring high schools up, but he cautioned board members to not forget about the teachers who are working with 30-32 average students. He said teachers in the magnet program have 15-20 students. They are the most motivated students in the school, they are the most capable students, and their parents would give the most support. In the same building you have a teacher with 30-32 students who, as a group, are less motivated, less capable, have less parental support and you keep increasing the load, which would eventually slay the teacher. Mr. Thibodeaux said there are a lot of teachers who have just about had as much of this as they want. He said the CPSB is going to offer a program and market the program. But, it's his opinion that if the staff can't get 20 students and parents interested enough in the program, then it shouldn't be implemented. Furthermore, Booker T. Washington and Green Oaks have always had teachers over the staffing allotment. Mr. Thibodeaux said it is grossly unfair to have one teacher teaching a subject with the very best students and another teacher in the same building, with 50-100 percent more students who are less motivated and possibly less capable, and ask them to do the same job. Furthermore, if the board is going to do this, then it needs to find some way to reward the teachers that it is counting on to really raise the average of the parish. The superintendent said the issue really comes down to a staffing formula. He said gross numbers in the school drive staffing and teachers are allocated based on the gross enrollment at the school. Schools are not staffed programmatically based on class sizes. He said principals have been asked to create their programs around the number of allocated staff; not create the program, see how many students sign up, and then staff it accordingly. Mr. Thibodeaux said to make it fair for the average student, then there has to be fewer offerings or the board has to staff according to ratio and programs. The superintendent said he would like to come back to the board and run simulation as to what it would be like to staff schools programmatically as opposed to gross enrollment.

**Recess.** The superintendent called for a 15-minute recess at approximately 6:25 p.m. The board reconvened at approximately 6:45 p.m.

**Acknowledgement.** The president recognized Ron Webb, Caddo Parish Commissioner, who was in the audience.

**Approval of the Redesign of the Educational Program at Green Oaks High School Effective SY2002-2003.** The superintendent said before former Principal Wilmer Godfrey's retirement, he pulled together a community group to consider a program for Green Oaks that would help to sustain the school and increase student enrollment. Principal Mary Nash Robinson was asked to revisit the original design and develop a proposal for the board's consideration for implementation in the fall 2002. He said the proposal was included in the mailout, and he asked Mrs. Robinson to present the proposal. Mrs. Robinson acknowledged Mr. Godfrey's presence as well as that of other Green Oaks staff. She said staff's vision is to develop an interest-based, performing arts component that would replace the current teaching magnet added to the neighborhood school offering majors in instrumental music, vocal music, visual arts and dramatic arts. Mrs. Robinson said staff would target the 9<sup>th</sup> and 10<sup>th</sup> graders in the recruitment process and would examine specific electives per major strand. She reviewed the program objectives and they are: to promote a positive and functional image of the arts; improve standardized test scores; rekindle enthusiasm for the neighborhood school and attract talented students of various ethnic and socio-economic backgrounds into the arts; increase awareness of career opportunities and job-relocated skills in the arts; provide opportunities for students to translate and apply theories to actual practice, competition, and performances; involve parents, educators and the public in the encouragement and preparation of future artists; and to extend to students additional opportunities to earn Carnegie units and additional time to participate in performing arts subjects. Principal Robinson reviewed the curriculum per strand and reported that each offering has at least eight electives. She also summarized the criteria for selection and continuance in the magnet component, the admission and recruitment process as outlined in the mailout document, as well as suggested student projects. The president thanked Mrs. Robinson for the presentation and said the board is very excited about the proposal. The superintendent also acknowledged Mr. Godfrey for his initial work in developing the proposal.

**Approval of Lease Agreement with the Caddo Parish Commission for a Public Park on Keithville School Property.** Ron Festavan, assistant superintendent for support services, said the request is for the board's approval of a lease agreement between the Caddo Parish Commission and the CPSB for the construction of a community park on approximately eight acres of land located on the Keithville Elementary/Middle School campus. He said the agreement would mirror the board's agreement with the city in its lease on the A. C. Steere Elementary School site. He introduced Ron Webb from the Caddo Parish Commission and Larry Raymond who is exploring the details with staff. Mr. Festavan reported that CPSB member Armstrong is also working with staff in this endeavor. Mr. Festavan said the community, commission, and school board would benefit from this agreement. He noted that a map outlining the property is available in the superintendent's conference room for board members' review. Mrs. Armstrong said she hopes the CPSB would support the plan. Mr. Webb said the site is suitable and the price is affordable. Furthermore, the commission would be willing to give the park site up if the CPSB decided on an expansion for the school. He said the commission plans to build a separate entrance to the park; will upgrade the basketball court and baseball diamond; construct walking trails; set up picnic tables; and build public restrooms that would not be an eyesore. He said there would be no problem in tying into the oxidation pond on the property and the water well can accommodate the needs of the school and park. Mr. Powell said the partnership would be beneficial to the city and school system, and he encouraged board members to support the partnership.

**Approval of CAPT Program.** The superintendent said the board gave preliminary approval for staff to establish the Caddo Accelerated Program for Transition (CAPT) program to serve students with needs between the ages of 14-16 to be located at Laurel Street. Staff included in the mailout a brief outline of the program that would be implemented the first day of the second semester as well as the projected budget. The superintendent said the budget makes an assumption that staff would not have the money follow the child the first six months. The students would be coming out of middle schools and the funding for those students would be left in the middle school currently. New start-up money would be used at Laurel Street. He said the CPSB allocated one million dollars for the program and staff could open the facility with a one-time cost, as well as what is needed for the upcoming summer program, at a projected \$684,000 figure.

**Approval of Revised CPSB Policies.** The superintendent said a list of revised CPSB policies was sent to board members. He reported that legal counsel reviewed the policies and the changes are in bold print. Dr. Hitchcock said he disagrees with some of the policies. But, rather than remove them from consent so that he could vote against them, he would rather say that as the board considers the policies he would vote for the revisions to the policies; however, he would fight individual policies at a later date.

**Approval of Revised CPSB Policy GCBD/GDBD-R and (Military Leave).** The superintendent said this is a new policy and it is an extension of salary for employees who are called up on military duty (military reservists). He said annually, these employees would receive 15 days of military leave. Staff is recommending that in light of world circumstances, that the leave would be extended to 26 weeks so that the employee would not be financially hurt and that the salary between the military and the CPSB would allow the employee's salary to be whole. Mr. Powell thanked the superintendent for this policy.

**Approval of Renaming the Math/Science Building at C. E. Byrd High School the R. Lynne Fitzgerald Math/Science Building.** The superintendent said a public hearing was held to rename the Math/Science Building at C. E. Byrd after the school's former principal, and this would be the month that the board would take action. Mr. Thibodeaux asked the president to allow him the opportunity to make a motion on November 27.

**Approval of the Facilities Utilization and Redistricting Proposal.** The superintendent said staff has taken the initial proposal to the public and has conducted a series of public informational meetings. He said board members were provided with the questions/issues that were brought before each presentation. The superintendent provided board members with a revised report on each of the recommendations that he would like for the board to consider at each school level. The revised proposal contains maps, information on the impact on enrollment for each school, and data on changes and composition of students. The superintendent sought board members' opinion on how they wished to review and consider the proposal. Mr. Burton said the material had already been

presented and board members could review the information included in the packet. He said he would rather wait and review the packet before the board takes action.

Mr. Powell said there is an area between two zones on the elementary map for Riverside Elementary. The areas are separated by land that used to be a cotton field and there is nothing on the property at this time. The other small area has one street. He said he doesn't know what will happen to the cotton field (across from the new Target store), but to make sense and for continuity, the board might want to go ahead and connect the two areas. He said he would rather see a continuous zone and it would not impact anyone because no one lives in the open field. Mr. Powell asked the board and staff to consider this thought. Mr. Mims informed the board that the referenced area has already been rezoned. Mr. Powell said if the area is commercial, then the change won't matter. He also noted that there are a couple of schools where the zones between the middle schools and high schools are close, yet they don't quite match. He said as the board and staff consider feeder patterns, he would ask the board and staff to examine and compare elementary, middle, and high school zones. Where there is a line that is a couple of blocks over, the board might consider making it contiguous so that there won't be any confusion when a student moves from middle school to high school and there would be continuity within the feeder pattern system.

The superintendent called board members' attention to page 12 of the mailout document (81<sup>st</sup> Street ECE to Grade 5 School) and said this would have a programmatic impact. He reported that the CPSB has a commitment from Grambling State University to be a partner institution with 81<sup>st</sup> Street School as a professional development school, and it would give the Caddo School System a third elementary school that is in a partnership. Also, the math and reading program that staff is considering would be the same one that is offered at Summer Grove, Summerfield, Southern Hills, and Forest Hill for continuity purposes for the students. Furthermore, he would be recommending the extension of the grade one pupil/teacher ratio of 20:1 to grades two and three. Mr. Mims said he would like for the proposal to be presented to the 81<sup>st</sup> Street principal and staff before it is submitted to the board on the 27<sup>th</sup>. The superintendent said there was a request (Attachment 15) to look at the proposed zone for 81<sup>st</sup> Street and two additional options were presented that would extend the zone southward for additional students. The impact of the option was included in the mailout in terms of the number of students that would be drawn from Southern Hills and the number that would be increased at 81<sup>st</sup>.

Dr. Hitchcock said he attended the forum at Huntington and there was a discussion about students (identified on page 12, in #3 of the mailout document) already at Walnut Hill having the opportunity to remain at Walnut Hill or go to Summerfield in the new zoning. The superintendent said grandfathering is all throughout the proposal for all of the schools. Dr. Hitchcock said he just wanted to make sure that he understood this point. He also noted the statistical analysis for the elementary schools (Summerfield, Summer Grove, Walnut Hill Elementary) that was included in the proposal and under the total enrollment headings of *Beginning* and the *Result*, it looks like the numbers are incorrect. Staff concurred and said a correction would be made. The proposal, as presented, follows.

## **FACILITIES UTILIZATION AND REDISTRICTING PROPOSAL**

**Introduction:** It is the administration's mission to assist the CPSB in its planning not only to address current but to anticipate emerging challenges and future changes in the parish and needs of the students.

During the CPSB discussion and adoption of goals and objectives for SY 2001-2002, the CPSB determined to have the administration study middle schools and high schools, which were declining in enrollments. The following report represents the results of the study and considerations for the CPSB to review in order to address its objectives.

In addition, due to continued shifts in demographics that are occurring in the parish and impacting upon our facilities, a review has been conducted focused on identified schools experiencing the challenges of changing levels of enrollments. The administration has prepared a series of considerations for the CPSB to address ongoing challenges and concerns for selected schools and areas.

The theoretical construct that guides the proposals for CPSB consideration in regard to changes in school zones is as follows: to stabilize enrollments in schools by adjusting zones between/among schools that lie in close proximity; to provide a strategy to bolster enrollments at schools with low or declining enrollments so school closures may be postponed or avoided; to locate students at schools which are geographically closer to students' homes; to reduce transportation time for students and costs to the district; to maintain or establish fluid and geographically contiguous feeder patterns from elementary to middle to high schools; to maintain choice options of students through majority-to-minority, curriculum, and/or hardship transfers; maintain or establish diversity in student enrollments, primarily by means of capitalizing on the shifts in demographics which have created diversity in many schools today.

Twenty years ago, certain schools could not achieve diversity naturally because of the racial composition of those who lived in the school zones. Neighborhood schools, in some cases, had their zones changed so some schools could be integrated. The transportation of students beyond their neighborhood school zones, along with the majority to minority transfers and magnet schools, provided a method to diversify the student body in some schools. Now the circumstances are somewhat different in many of the same schools. The shift in demographics has provided diversity within schools and their natural zones. This current practice of transporting of students and the continuation of non-linear school zones have caused some schools to be overcrowded and others to lose considerable enrollment over the years.

Finally, the administration has looked at its facility needs to best accommodate its staff and to best serve its public. Concurrently, the administration studied its available resources/facilities to determine best available use. The administration has prepared an option for the CPSB to review.

#### I. **High Schools:**

**Challenge:** One of the CPSB's objectives for SY 2001-2002 is to determine the most effective and efficient use of school buildings by examining the current districting for high schools so as to stabilize enrollments at some high schools, especially those experiencing declining enrollments: Woodlawn, Booker T. Washington and Fair Park. Please find considerations for adjusting attendance boundaries affecting Booker T. Washington, Woodlawn and Fair Park in such a way so as to increase enrollments while decreasing enrollments at Byrd, Southwood and Huntington.

#### **Considerations:**

1. Possible Redistricting of High School Attendance Zones to accomplish objective. (See attached map-illustrating attendance of high school students)
  - a. Increase enrollment at Booker T. Washington and decrease enrollment at C. E. Byrd by incorporating a portion of the Byrd zone into the BTW zone. Note: The only geographical direction to consider is east as Green Oaks borders BTW to the north, Woodlawn borders BTW to the South, and Fair Park borders BTW to the west and south.
  - b. Increase enrollment at Woodlawn, and decrease enrollment at Southwood and Byrd, by incorporating a portion of the Southwood and Byrd zones that are contiguous to Woodlawn.
  - c. Increase enrollment at Fair Park and decrease enrollment at Huntington by incorporating the portion of the Huntington zone that adjoins Fair Park to the west. BTW and Woodlawn adjoin Fair Park.
  - d. The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests.
  - e. The curricula choice program for incoming 9<sup>th</sup> graders at Fair Park, Woodlawn, and Booker T. Washington, as approved in 2001, goes into effect for SY 2002-2003.

**Recommendations:** effective school year 2002-2003:

(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. The curricula

choice program for incoming 9<sup>th</sup> graders at Fair Park, Woodlawn, and Booker T. Washington, as approved in 2001, goes into effect for SY 2002-2003).

1. Incorporate a portion of the Byrd High School attendance zone into the BTW High School attendance zone, as per attachment #1.
2. Incorporate a portion of the Southwood High School and Byrd High School attendance zones into the Woodlawn High School Attendance zone, as per attachment #2.
3. Incorporate a portion of the Huntington High School attendance zone into the Fair Park attendance zone, as per attachment #3.

**II. Middle Schools:**

**Challenge:** One of the CPSB's objectives for SY 2001-2002 is to examine the middle school attendance zones so as to stabilize enrollments at some middle schools and create neighborhood attendance zones that are more geographically consistent with the nearby schools. (See attached map-illustrating attendance of middle school students).

Some middle schools' enrollments are declining and having a subsequent impact on the feeder high school, such as Clark and BTW. Some middle schools (Linwood, Ridgewood, Youree Drive) have been assigned students as part of their attendance zone wherein the students actually live closer to a neighborhood middle school.

**Considerations:** Please find considerations for adjusting attendance boundaries affecting J. S. Clark, Bethune, Youree Drive, Linwood, Keithville, Broadmoor, Turner to address the problems outlined above:

1. Change the middle school feeder pattern/attendance zone for J. S. Clark so as to increase its enrollments and provide a flow pattern to BTW.
  - a. The current attendance zone for middle school students once they leave Central Elementary School is Linwood: J. S. Clark is geographically closer than Linwood. The students from Central have been attending Linwood to integrate the school for the past twenty years. However, the need to have these students transported to Linwood and away from J.S. Clark no longer is necessary.
  - b. The current attendance zone for middle school students once they leave West Shreveport Elementary School is Youree Drive, located 6.2 miles away from West Shreveport. The students from West Shreveport have been attending Youree Drive to integrate the school for the past twenty years. However, the need to have these students transported to Youree Drive and away from J. S. Clark no longer is necessary.
  - c. The current attendance zone for middle school students who reside in Highland/Stoner Hill area, once they leave Riverside, is to Youree Drive. Immediately adjacent to this neighborhood are students who are zoned into J. S. Clark. These students who live in this area have been attending Youree Drive to integrate the school for the past twenty years. However, the need to have these students transported to Youree Drive and away from J. S. Clark no longer is necessary.
  - d. This change would create a feeder pattern to J. S. Clark for middle school and to B. T. Washington High School; thus, stabilizing the enrollments at these schools.



- e. This change would create space in Youree Drive for other rezoning of Youree Drive from Ridgewood.
  - f. This change would reduce transportation time for students and costs.
  - g. The M to M transfer policy would remain in effect.
  - h. Students still have option of applying to Middle Career and Technology School at Hollywood.
2. Change the middle school feeder pattern/zone for Linwood, Ridgewood and Youree Drive Middle Schools:
- a. The current attendance zone for middle school students once they leave Summer Grove Elementary School is Linwood: Ridgewood is 1 mile from Summer Grove while Linwood is 5.4 miles from Summer Grove.
  - b. The current attendance zone for middle school students who reside in the Eden Gardens area once they leave elementary school is Ridgewood. Youree Drive is closer than Ridgewood for these students. These students have been zoned into Ridgewood to integrate the school for the past twenty years. However, the need to have these students transported to Ridgewood and away from Youree Drive is no longer necessary.
    - (1) This change would reduce transportation time for students and costs.
    - (2) Students still have option of applying to Middle Career and Technology School at Hollywood.
    - (3) The M to M transfer policy would remain in effect.
3. Change the middle school feeder pattern for Bethune and Linwood:
- a. The current attendance zone for middle school students once they leave Westwood Elementary School is Linwood and Hollywood: The new feeder pattern would be to Bethune. The additional students would stabilize Bethune's enrollment.
  - b. Students still have option of applying to Middle Career and Technology School at Hollywood.
  - c. The M to M transfer policy would remain in effect.
4. Change the middle school feeder pattern/zone for Turner and Bethune Middle School students, as attached:
- a. This change would reduce transportation time for students and costs.
  - b. These changes would be closer to a neighborhood school for students.
  - c. Students still have option of applying to Middle Career and Technology School at Hollywood.
  - d. The M to M transfer policy would remain in effect.
5. Change the middle school feeder attendance zones for Broadmoor and Linwood:
- a. These changes would provide consistency of feeder patterns between Linwood and Woodlawn.
  - b. These changes would reduce transportation time for students and costs.
6. Change the middle school feeder patterns, attendance zones for Ridgewood and Keithville: This change would not impact the diversity at the schools.

- a. The students who live along Williamson Way would be zoned into Keithville for middle school. This change would assist with stabilizing middle school enrollment at Keithville.

**Recommendations:** effective school year 2002-2003:

(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. Current seventh graders (rising 8<sup>th</sup> graders) may remain at current enrolled middle school. Current 6<sup>th</sup> graders (rising 7<sup>th</sup> graders) have an option of remaining in current middle school until they complete the 8<sup>th</sup> grade). Students still have option of applying to Middle Career and Technology School at Hollywood.

1. Middle school students who reside in the Central Elementary School attendance zone would be zoned into J. S. Clark, as per attachment #4.
2. Middle school students who reside in the West Shreveport Elementary School attendance zone would be zoned into J. S. Clark Middle School, as per attachment #5.
3. Middle school students who reside in Highland/Stoner Hill area would be zoned into J. S. Clark Middle School, as per attachment #6.
4. Middle school students who reside in the Summer Grove Elementary School attendance zone would be zoned into Ridgewood Middle School, as per attachment #7
5. Middle school students who reside in the Southern Hills Elementary School attendance zone would be zoned into Ridgewood Middle School or the Linwood Middle School, as per attachment #8
6. Middle school students who reside in Eden Gardens-Spring Lake area would be zoned into Youree Drive Middle School, as per attachment #9
7. Middle school students who reside in the Westwood Elementary School attendance zone would be zoned into Bethune as per attachment #10
8. Middle school students who reside in the Turner Middle School attendance zone would be zoned into Bethune Middle School, as per attachment #11
9. Middle school students who reside in the Hillsdale Elementary School attendance zone would be zoned into Turner Middle School, as per attachment #12.
10. Middle school students who reside in the Broadmoor Middle School attendance zone would be zoned into Linwood Middle School and J. S. Clark, as per attachment #13
11. Middle school students who reside in the Ridgewood Middle School attendance zone (students who live along Williamson Way) would be zoned into Keithville Middle School, as per attachment #14

**III. Elementary Schools:**

**Challenge:** Some of the elementary schools continue to be overenrolled or underenrolled. Some of the overenrolled schools are reliant upon temporary buildings to handle the enrollment. Changes in attendance zones could alleviate the need for temporary building use in some schools and alleviate the need to replace the temporary buildings with new construction as part of year 4 and 5 bond funds, as well as increase enrollments in some schools where there is capacity.

**Considerations:**

1. Mooretown ECE Center continues to be low enrolled. The CPSB may wish to consider the following:
  - a. Schedule non-categorical classes ece students (@160), currently located at 81<sup>st</sup> Street ECE Center, to Mooretown ECE Center: students from many geographic areas in the parish are

transported daily to 81<sup>st</sup> Street. (See attached map illustrating location of current non-categorical students).

- (1) Mooretown is geographically as convenient as or more so than 81<sup>st</sup> Street for students.
  - (2) Mooretown is low enrolled and operating at less than 50% capacity. These moves would stabilize enrollments at Mooretown and fully utilize the facility.
2. Southcentral Shreveport: Several schools continue to be over enrolled in the south central area: namely, Forest Hill and Southern Hills. Meanwhile, 81<sup>st</sup> Street ECE Center, currently serving neighborhood ece and k students as well as non-categorical ece students from throughout the parish, is the closest elementary school facility with the capacity to accommodate students. The shift of ece non-categorical classes to Mooretown opens up considerable space at 81<sup>st</sup> Street school.
- a. Expand 81<sup>st</sup> Street ECE Center into a school serving students in grades ece to grade 5. (Please see a map illustrating the attendance zones currently in effect).
    - (1) This move establishes a neighborhood, ece-grade 5 elementary school in an area that does not have a neighborhood school. Currently, the students are transported daily to four different elementary schools at some distance away from their homes. Currently, 81<sup>st</sup> Street serves some neighborhood ece and kindergarten students (@120).
    - (2) The new elementary school could become another professional development school as Grambling University has expressed interest to partner with CPSD. (see attached letter from Grambling)
    - (3) The 81<sup>st</sup> Street Professional Development School would use the same reading and math program as used at Summerfield, Summer Grove, Southern Hills, and Forest Hill.
    - (4) The 81<sup>st</sup> Street Professional Development School would be staffed at the same level as all other elementary schools, including enrichments and counselor, except it would have a 20:1 ratio extended to grades 2 and 3.
    - (5) The 81<sup>st</sup> Street Professional Development School would have an extended day program similar to the ones at selected other elementary schools
    - (6) The 81<sup>st</sup> Street Professional Development School, if eligible as expected, would receive additional federal funding
    - (7) This change would reduce transportation time for students and costs.
    - (8) The M to M transfer policy would remain in effect should students/parents choose to elect this option.
    - (9) This proposed school would relieve enrollments at Southern Hills and Forest Hill Elementary Schools.
3. Revise attendance boundaries between Forest Hill and Summerfield:
- a. Some students at Forest Hill who live along Williamson Way may attend Summerfield in order to reduce enrollments at Forest Hill. This change would not affect the diversity at the school.
4. Southwest Shreveport: Revise attendance boundaries/attendance zones between Walnut Hill and Summerfield, as attached:
- a. Summerfield has room to accommodate enrollment while decreasing enrollment at Walnut Hill and its dependence upon use of t-buildings.
5. Northeast and East Shreveport: Barret Elementary School continues to be a lower enrolled school and can accommodate additional students. Therefore, consideration could be given to:
- a. Rezone Riverside and Barret:

- (1) Some students who live in the area in the Highlands that is more contiguous to Barrett than their current zoned school, Riverside, could be zoned into Barrett in sy2001-2002.
  - (2) This move would increase enrollment at Barret to slightly over 300 and fully utilize the facility.
  - (3) This change would reduce transportation time for students and costs.
6. Central Shreveport: The schools, Caddo heights (707), Werner Park (640) Atkins (607) Sunset Acres (640) and Westwood (483) are serving a large, mobile and growing population. Several new apartment complexes at 70<sup>th</sup> Street and Mansfield/70<sup>th</sup> and Jewella will have an added impact this year. There have been new wings added to the schools but temporary classrooms are still being used at some buildings. Hollywood, once an elementary school, is strategically located to serve the students from each of these schools. However, the program at Middle Career and Technology School at Hollywood is successful and necessary. An option would be to relocate the program to the Oak Terrace site and find a suitable site for the Oak Terrace program.

Please be advised that the 1<sup>st</sup> phase of development of the apartments at 70<sup>th</sup> and Mansfield will have 128 units (32 1BR, 54 2BR, 32 3BR, 8 4BR). Move-in date is December. There are 10 acres to the east to be developed if builder's first phase is successful.

Also, the development of apartments at Jewella and 70<sup>th</sup> Streets will have 56 units (16 1BR, 32 2BR, 8 3BR).

- a. Staff has explored alternative sites for the Oak Terrace program and has not found an acceptable site to relocate the program. Consequently, there is no recommendation for SY 2002-2003. In the event the enrollments continue to expand in this area in 2002-2003, then the Hollywood/Oak Terrace option will be reconsidered next year.

**Recommendations:** effective school year 2002-2003:

(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. Current fourth graders (rising 5<sup>th</sup> graders) may remain at current enrolled elementary school. Current 3<sup>rd</sup> graders (rising 4<sup>th</sup> graders have an option of remaining in current elementary school until they complete the 5<sup>th</sup> grade).

1. Schedule non-categorical classes ece students currently located at 81<sup>st</sup> Street ECE Center to Mooretown ECE Center (as attached).
2. Expand 81<sup>st</sup> Street ECE Center into a school serving students in grades ece to grade 5, with the attendance zone as per attachment #15 or #15A as an option; and with the attendance zone at Atkins as per Attachment #15B.
  - a. Designate the new elementary school at 81<sup>st</sup> Street as a Professional Development School with Grambling University as the partner institution
  - b. The 81<sup>st</sup> Street Professional Development School would use the same reading and math program as used at Summerfield, Summer Grove, Southern Hills, and Forest Hill.
  - c. The 81<sup>st</sup> Street Professional Development School would be staffed at the same level as all other elementary schools, including enrichments and counselor, except it would have a 20:1 ratio extended to grades 2 and 3.
  - d. The 81<sup>st</sup> Street Professional Development School would have an extended day program similar to the ones at selected other elementary schools
  - e. The 81<sup>st</sup> Street Professional Development School, if eligible as expected, would receive additional federal funding

3. Elementary School students who reside in the Walnut Hill Elementary/Middle School attendance zone would be zoned into Summerfield as per attachment #16. Note: These students would attend Ridgewood for middle school and Southwood for high school.
4. Elementary School students who reside in the Riverside Elementary School attendance zone would be zoned into Barret, as per attachment #17:
5. Elementary School students who reside in the Forest Hill Elementary School attendance zone would be zoned into Summerfield, as per attachment #18.

#### **VI. Central Office:**

**Challenge:** The Central Office staff at Midway is overcrowded with many staff working in less than effective conditions and the conditions do not offer ease of access to parents, staff, and potential employees. In order to address this problem as well as the need for accommodating various staff still housed in temporary buildings, and to find a suitable use for the vacant Alexander Building, consideration could be given to:

#### **Consideration:**

1. Reopen Alexander School site (currently closed) and designate and use as the Alexander Curriculum Center.
  - a. Locate the following staff at Alexander: General Education, Vocational Education, miscellaneous coordinators (i.e. Homeless coordinator) and others, TBD, who are located in various buildings in schools: total @ 30-35 staff.
  - b. Maintain room configuration in Alexander in the event that future need for the building to serve as an alternative school site emerges.
2. Reallocate space in Midway
  - a. Relocate Transportation Department, JROTC staff, Certified Staff Department, Classified Staff Department, Capital Projects Department, Attendance Department, et al., to available offices to better utilize space at Midway.

#### **Recommendations:**

1. It is recommended that the CPSB approve the Alexander School site (currently closed) as the Alexander Curriculum Center, effective school year 2002-2003.

The Central Office staff at Midway is overcrowded with many staff working in less than effective conditions and the conditions do not offer ease of access to parents, staff, and potential employees. In order to address this problem as well as the need for accommodating various staff still housed in temporary buildings, and to find a suitable use for the vacant Alexander Building, consideration could be given to a.) locating the following staff at Alexander: General Education, Vocational Education, miscellaneous coordinators (i.e. Homeless coordinator) and others, TBD, who are located in various buildings in schools: total @ 30-35 staff. b.) Maintain room configuration in Alexander in the event that future need, c.) Reallocate space in Midway by relocating Transportation Department, JROTC staff, Certified Staff Department, Classified Staff Department, Capital Projects Department, Attendance Department, et al., to available offices to better utilize space at Midway.

#### **Approval of Request to Use General Funds to Supplement 2001-02 Early Childhood Block**

**Grant.** The superintendent reported that the request is to use General Funds to supplement the ECE block grant so that staff would be able to continue the ECE classes at Arthur Circle, Shreve Island, and Blanchard.

#### **Approval of Elementary Magnet Schools Transportation (Pugh).**

The superintendent said a month or so ago, the board and staff discussed a way to have more students have access to selected magnet schools by not restricting transportation by a geographic or school area. Staff's

recommendation would provide the option for those choosing to attend South Highlands, Fairfield, Eden Gardens, Claiborne and Judson. Also, staff could provide open enrollment and open transportation accordingly. Dr. Hitchcock asked the superintendent if it would be his recommendation for the board to adopt this recommendation, and the superintendent answered in the affirmative.

**Approval of GEA Mainframe Accounting Software Upgrade.** The superintendent said this a request for the board to approve the mainframe accounting software upgrade.

**Approval of Northwest Louisiana Council of Governments Membership.** The superintendent said this is a request to approve the CPSB's continuation in the Northwest Louisiana Council of Governments membership.

**Approval of the Request to Employ a Security Coordinator for the Hosston Alternative Site.** The superintendent said this is a request to staff a security coordinator at the Hosston Alternative site. Mr. Guin asked if CPSB policy states that all schools would have a security coordinator. The superintendent said *no*, and staff researched whether or not the board has to approve the staffing. In the past, staff has brought such requests to the board for its approval. Mr. Powell said as he recalls, the prior superintendent came to the board two or three years ago and presented a list of schools that did not have security coordinators and recommended that they should have one. He said he didn't know if the board adopted a policy, but it did establish a practice that there would be security coordinators at all school sites.

**Approval of Special Education Interagency Agreement(s).** The superintendent said interagency agreements would be included in the mailout for the board consideration.

**Approval of the Use of 4<sup>th</sup> Year Bond Funds.** The superintendent reported that staff had confused information that was previously shared with board members regarding the development at Kings Point versus Kentucky Plantation. He said staff reversed the status of the two projects and he shared revised information (typed in bold print) with board members. The superintendent said he would be presenting for the board's consideration a listing of projects that he would recommend for the 4<sup>th</sup> year of bond funds. He said year four had not previously been brought to the board for its approval. Staff identified Arthur Circle, Fairfield, Magnet High and Southern Hills as classroom replacement projects. In addition to and given the nature of enrollments and the capacity of schools and the slight change at Walnut Hill, staff is still looking at a number of transportable classrooms. Staff would be asking the board to extend the project at Walnut Hill to add additional 12 replacement classrooms for transportable buildings. The superintendent said staff also included in the packet additional information on nearly 2,200 building lots and construction that is taking place in the southeast sector. He said he would be presenting a variety of options for the board's consideration that if the board chose to look toward new construction of a school site, that it would know what the boundaries would look like and the range of student population as is known today. He also reviewed the proposed option to replace 22 transportable buildings in use at University. He said the building's infrastructure is not equipped to handle additions, the traffic area is horrendous, and the greatest criticism that is received from parents is the size of the school and its growth. He said he is proposing three options: (1) to add onto University; (2) to seek a facility in the southeast area to lease or lease purchase to use as a school (similar to what was done with Building Six); or, (3) to go to the voters and ask if they want to consider a new school at the southeast area by using available bond moneys.

Mr. Guin asked if staff has an estimate as to how much it would cost, based on the projected enrollment to construct a new school. The superintendent said it would cost between \$5.5 and \$7 million. Mr. Guin said the CPSB has roughly \$18 million remaining and is projecting \$5.3 million on year four bond funds, which would put the CPSB at \$11.3 million should the new school be built. The superintendent concurred. Mr. Guin noted that in the material dated September 28, 2001 with consideration on page 14, it recommends that 22 transportable buildings at Walnut Hill be replaced. Below that there is a double asterisk and it reads that the bond counsel advises that the board schedule a public hearing on the proposed changes, and then vote to approve. He asked if he chooses, as a board member, to make an amendment on November 27 to recommend a different school or an additional school to the wings in year four, and given the fact that a hearing would have been held on the particular items listed, would the board be able to do that. The superintendent said

the board has to approve fourth year bond projects, and to hold a hearing to consider having a question go before the public is what the vote would have to be on. Mr. Guin said if the board is going to redirect money from one school to another but still with the scope replacing transportable buildings, if the superintendent is saying that the motion would be to hold another hearing. The superintendent said *no*. The hearing would be held on the 27<sup>th</sup> before the meeting and on the items before the board at this time. He said the board would have to approve the 4<sup>th</sup> year bond funds. The hearing would be as advised that if the board were to add a project; this is what the hearing would be. If the board chose to ask the public if they want to consider using proceeds from the bond sale to use for a new construction, this is what the hearing would be about. Legal counsel said the superintendent is on target with the exception of the latter statement. The superintendent clarified that the board could approve going for the special election, and they would be separate issues/votes. Mr. Guin said in his district he understands that because of design, Herndon has been downsized and it now has ten transportable buildings on site that are not being used. He said it would not be prudent to go forth with a plan that was made two years ago to replace transportable buildings that are not in use. He said he understands the enrollment dropping at North Caddo, but he is concerned that in year one a wing was added at Vivian that basically was to replace 80 or 90 percent of eight classrooms. Mr. Guin said last year the board created or did away with the need at Herndon with some of the redistricting and downsizing of the school. Now as a result of that and the movement of students from Hosston (closure of Hosston) and the movement of some students out of Oil City, the board has put itself into a situation where all eight transportable buildings at Vivian are full again. Mr. Guin said he wants to make sure that if he makes a motion to amend year four to include the reduction of the eight transportable buildings at Vivian, that by the time the board gets to the point where he would make the motion, that the hearing prior would have covered that because the hearing would be on what appears on the printout. Legal counsel said he believes it would be within the board's prerogative to make the change that has been referenced.

Mr. Powell said these are two separate issues but there is only one agenda item that is the approval of 4<sup>th</sup> year bond funds. He asked the superintendent if he is asking the board to give some direction as to the separate issue of how it wants to deal with University, and the superintendent said *yes*. One issue is does the board agree that Arthur Circle, Fairfield, Magnet High and Southern Hills should now be funded to go forward in the 4<sup>th</sup> year. Another issue is does the CPSB concur with extending the project at Walnut Hill. Thirdly, what determination does the CPSB want to make regarding extending the project at University or another option. Mr. Powell said he thinks the board needs to be very clear on the agenda and he would prefer to have three separate agenda items. Mr. Powell said board members are aware of the traffic problem at University and it's clear that there are more than enough students at the facility and there is a tremendous burden put on the infrastructure. He suggested that the board needs to consider the options. Mr. Powell said he wants to be comfortable that the superintendent could provide a recommendation for this year that would say that the board would not be cutting any of the future projects short (5<sup>th</sup> year bond projects).

Mrs. Pugh said she hopes that the board keeps in mind that this school board has a responsibility to do what it promised the constituents that it would do. She said she believes it would be agreeable with the constituents, but the Walnut Hill project has gotten its first round out of the proposal and this is one that would need to be included. She said it is well that board members should listen at the board representative from District 1 and look at whether or not the board could redirect funds. Mrs. Pugh said this board would cease on December 31, 2002 and whatever is left, the next board could change it if it wished to do so. She said she would trust that the board would be very prudent in its promise to the people to lock this matter down, to know what it is doing, and make a commitment. Mrs. Pugh said if there is going to be a surplus of funds, and she would like to see a new gymnasium at

Booker T. Washington, Also, there are elementary schools that have incomplete air-conditioning projects and the board should make the schools comfortable for all children. She said as the board works the procedure, she would like for staff to go back to item seven on the proposed agenda (Public Hearing – Use of 4<sup>th</sup> Year Bond Funds) because she would like for the people to know what it is that they will be talking about. She said the nature of the discussion during the public hearing needs to be clear and the package should be separated legally so that the board would know as well what it could or could not do.

Mr. Burton echoed Mrs. Pugh's sentiment and said the board made a commitment years ago to people in the Booker T. Washington community to construct a state-of-the-art gymnasium. He said

the citizens in the community feel that they have been left out in many cases because promises have not been kept. He said this is another example of Booker T. Washington not being included and if the funds are redirected, he hopes that in order for the inner-city community to support this program, then they would have to see the school board keep its commitment to the inner city. He asked the superintendent to see if he could include funds for a new gymnasium at Booker T. Washington if he follows through with redirecting bond funds. The recommendations presented by the superintendent are as follows:

**RECOMMENDATIONS FOR THE USE OF 4<sup>th</sup> YEAR BOND FUNDS**

The administration has studied the demographics and building/district needs in light of decisions that the CPSB must consider relative to appropriate uses of remaining bond funds (@ \$18mm). Years four and five projects had not received Board approval. The following projects had been identified in 1997: (see attached reports)

Arthur Circle	8 classrooms @\$1.015mm
CCTC	6 classrooms @ \$.8mm
Fairfield	6 classrooms @ \$.8mm
Herndon	8 classrooms @ \$1.015mm
Linwood	8 classrooms @ \$1.015mm
Magnet High	20 classrooms @ \$2.321
Newton Smith	10 classrooms @ \$1.232
North Caddo	6 classrooms @ \$.8mm
Ridgewood	6 classrooms @ \$.8mm
Riverside	8 classrooms @ \$1.015mm
Southern Hills	22 classrooms @\$2.538mm
Stoner Hill	8 classrooms @ \$1.015mm
Turner	12 classrooms @ \$1.454mm
Westwood	12 classrooms @ \$1.454mm
Woodlawn	6 classrooms @ \$.8mm

Recommendations:

1. It is recommended that the CPSB approve the following temporary classroom replacement projects for school year 2001-2002: (4<sup>th</sup> year)
  - 1.1. Arthur Circle 6 classrooms @ \$.6mm - \$.8mm
  - 1.2. Fairfield 8 classrooms @ \$.8 mm - \$1.015 mm
  - 1.3. Magnet High 20 classrooms @ \$2.3mm - \$2.321 mm
  - 1.4. Southern Hills 12 classrooms @ \$1.2mm - \$1.454mm
  - 1.5a University Elementary: 19-22 replacement classrooms @ \$2.2-2.5mm (Note: University had a classroom replacement project in year three but its current



enrollment demands continued use of 19 temporary classrooms). In addition, 10-15 new class-rooms are needed for anticipated growth @ \$1.2-1.7mm = \$3.4-4.2mm (there are over 2100 new homes approved for construction in the University attendance district (see attached letter)

Or

1.5b Build a new elementary school in southeastern area to alleviate enrollment at Southern Hills (@100-125 students), and Forest Hill (@100-125 students), and University (225-300 students as well as projected students from the 2100 new homes). @ \$6mm  
(see attachment 1 and 1A)

Or

1.5c Lease or Lease with option to purchase a facility located in the Southeastern area to serve as an elementary school to alleviate enrollment at University, Southern Hills, and Forest Hill (projected school size 450-525 students projected student composition is 20-30 % minority). Funding would not come from Bond Funds but from General Budget, similar to lease/purchase of Building 6.

1.6 Walnut Hill: 12 replacement classrooms @ \$1.2mm - \$1.454mm (Walnut Hill had a classroom replacement project in year two but its enrollment demands continued use of 16 temporary classrooms for instruction)

## 2. Remaining Projects identified in 1997

CCTC	(TBD in 2002/2003)
Herndon	(TBD in 2002/2003)
Linwood	(TBD in 2002/2003)
Newton Smith	(TBD in 2002/2003)
North Caddo	(TBD in 2002/2003)
Ridgewood	(TBD in 2002/2003)
Riverside	(TBD in 2002/2003)
Stoner Hill	(TBD in 2002/2003)
Turner	(TBD in 2002/2003)
Westwood	(TBD in 2002/2003)
Woodlawn	(TBD in 2002/2003)

**Update on CPSB Construction Projects.** The superintendent said the report was included in the mailout.

**Executive Sessions.** The superintendent said a student's readmission hearing is scheduled and material will be sent in the mailout. A possible tenure hearing will be held for certificated staff unless staff notifies board members otherwise. He also noted that a classified employee's termination appeal hearing is scheduled. Information will be sent to board members pertaining the items for executive session.

**Unfinished Business – Update on the Educational Program at Woodlawn.** Mr. Burton asked staff to provide him with an informational update on the new educational program that was implemented at Woodlawn High School.

**Blanchard.** Mr. Guin asked the superintendent if he and staff have been able to resolve the concern at Blanchard, and the superintendent answered in the affirmative. Mr. Guin said he doesn't have anything else to add to the agenda.

**Investigation.** Mr. Mims said he would be sending a motion to the superintendent's office to add to the agenda that he plans to bring forth at the November 27 school board meeting. Mrs. Pugh asked Mr. Mims to clarify the item that he would be adding to the agenda. Mr. Mims said he would be

requesting that an investigation be done in the matter of the dismissal of an employee that the school board has had a dispute with.

**Drug Testing.** Mr. Guin made an informational request that deals with split sampling on drug screening. He said it was his understanding that each sample taken from an employee would be taken as a split. The test would be run on one sample and if there is a positive, the employee would have the option of paying for the second sample to be run. He said it has been brought to his attention that Willis-Knighton is not taking the samples in this manner. He asked the superintendent to look at the policy and report back to him as to what the policy actually states and what is transpiring. The president said this is not an item for the agenda, and Mr. Guin said it is a request for information.

**Classroom Materials and Supplies.** Mr. Powell said he understands from the information that he received last month that staff is instituting plans to look at the way that money is allocated for classroom materials and supplies. He said he asked the superintendent to bring this information back, and he wants to get some assurance that since the item is departing off of the Superintendent's Report, that it comes back to the board prior to the budget preparation sessions. The superintendent said staff has already responded. Mr. Powell asked to add an item under the Superintendent's Report so that the superintendent could provide him with an informational update on the status of the request.

**Kavanaugh Services.** Mrs. Armstrong said she has been told that under the new substitute services agreement with the Kavanaugh Group, that teachers must give prior notice for a substitute teacher. She said it has been reported that if a teacher calls in for a substitute after 7:00 a.m., then the teacher would likely have to pay for the substitute. She asked the superintendent to investigate this matter and report back to her on his findings.

**School Administrative Teams.** Mrs. Armstrong inquired about the makeup of the school administrative teams. She asked if counselors are considered administrators since they are being included on the reports from the teams. She asked staff to look into this matter.

**Consent Agenda.** The president recommended that agenda items 12, 13, 17-20 and 23-28 be categorized as consent agenda. Mr. Burton asked that 14 and 15 be added to the agenda. Mrs. Pugh reminded board members that the superintendent was asked to provide additional information on item 14. The president said 14 would not be placed on the consent agenda. *Mr. Burton moved, seconded by Mr. Guin, approval of the proposed consent agenda. 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 items.

Bruce Bryant, parent, expressed concern about the redistricting plans for children in the Forest Oaks subdivision. He inquired about the new educational program for Woodlawn High School. Mr. Bryant said presently his child is zoned for Southwood High School, but next year redistricting plans would assign the student to the Woodlawn district. He said the program that is designed for Woodlawn should be competitive to that which is offered at Southwood, otherwise parents would not move their children to Woodlawn. The president informed Mr. Bryant that the CPSB has approved a new program for Woodlawn, and staff would provide him with the information.

**Adjournment.** There being no other speakers, Mr. Burton moved to adjourn. Mr. Guin seconded the motion, which carried and the meeting adjourned at approximately 8:02 p.m.

**November 6, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at 8:03 p.m. on Tuesday, November 6, 2001, with President Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

The CPSB met in a special meeting for the purpose of considering and approving personnel recommendations.

**PERSONNEL RECOMMENDATIONS**

*Mr. Guin moved, seconded by Mrs. Pugh and Mrs. Armstrong, approval of the superintendent's personnel recommendations as submitted in the mailout.* Each employee will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he/she is appointed. The superintendent recognized John Dilworth, chief operating officer, who announced the following personnel recommendations: 1) Dona Amidon as personnel administrator; and, 2) Grayson Collins as assistant principal of administration at Linwood Middle School. Dr. Lila Finney, director of professional development, announced the appointment of Bonnie Martinez as professional development specialist. *Vote on the motion carried unanimously.* Spouses, parents, and other family supporters of the newly appointed administrators were also introduced.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Pugh seconded the motion, which carried unanimously and the meeting adjourned at approximately 8:08 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President

**November 27, 2001**

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 Tuesday, November 27, 2001, with President Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present was Robert E. Schiller, Ed.D., secretary and Fred Sutherland, legal counsel. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

**CONSIDERATION OF MINUTES OF THE OCTOBER 16, 2001 AND NOVEMBER 6, 2001 CPSB MEETINGS**

*Mr. Thibodeaux moved, seconded by Mr. Brooks and Mr. Burton, approval of the minutes of the October 16, 2001 and November 6, 2001 CPSB meetings. Vote on the motion carried unanimously.*

**PUBLIC HEARING – NAME CHANGE OF CPSB FACILITY (CADDO PARISH MAGNET HIGH SCHOOL LIBRARY)**

The president declared the public hearing on the name change of CPSB facility (Caddo Parish Magnet High School Library) after former Principal Ascension Delgado Smith open.

Dr. Phillip Rozeman spoke in support of the name change. In his comments, Dr. Rozeman commended Mrs. Ascension D. Smith for putting her heart and soul into developing a new school with a new concept. He said the results of her work are easy to appreciate; she has given a lot of students great opportunities; and personally, he believes the school should be named after Mrs. Smith. Dr. Rozeman also expressed appreciation for the work that the CPSB has done in looking at the greatest good for the community. He said what the board does today will affect poverty 10 to 15 years from now. He asked the board to continue to focus as it has been as it makes decisions today. Furthermore, in his opinion, the goal is not to necessarily save old neighborhoods; but to equip the children so that they could buy new houses and build new houses and neighborhoods.

Sue Borne, president of the Caddo Parish Magnet High School PTSA, spoke on behalf of parents, students, teachers and parents of the alumni of Caddo Magnet High. She spoke in support of naming the school's library after Ascension Delgado Smith, former principal. She applauded Mrs. Smith for her vision to develop the magnet school and noted that graduates of the school are well prepared to continue their education at higher institutions of learning. Mrs. Borne said Mrs. Smith continues to be a leader in the community today and is a positive role model to all young people. She encouraged the board to approve the renaming of the library at Caddo Magnet High.

There being no other speakers, the president declared the public hearing closed.

**PUBLIC HEARING – FACILITIES UTILIZATION AND REDISTRICTING PROPOSAL**

The president declared the public hearing for the Facilities Utilization and Redistricting Proposal open. No speakers came forward to address the board and the president declared the hearing closed.

**ESTABLISHED THE AGENDA AND THE PROPOSED CONSENT AGENDA**

The president polled school board members and the superintendent for revisions to the proposed agenda. He announced that "*Tenure Hearing for Certificated Staff*" is being postponed. The superintendent recommended that "*Approval of the Facilities Utilization and Redistricting Proposal*" be postponed until December 4, 2001. He said questions and inquiries by board members requiring staff's further consideration has prompted this request to postpone action. Mr. Mims asked that "*Approval of a Request to Conduct an Investigation of the Dismissal of an Employee*" be pulled from the agenda.

The president announced that as required, the CPSB held a public hearing today on the name change for the library at Caddo Magnet High School. The school board will take action on the matter at the December school board meeting.

## **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions, with assistance from the board president and superintendent.

**Year Round School of Merit.** The National Association for Year Round Education has named Shreve Island Elementary a *Year Round School of Merit* for the 2001-2002 school year. Dr. Kerry Laster, principal, parents, students, and staff began a three-year pilot of a year-round calendar in 1992. Its success is evident in the number of students desiring to attend the school. The school has also been the recipient of numerous awards, *i.e.* Louisiana and the International Reading Association Exemplary Reading Program Award, Louisiana School of Academic Distinction, and U. S. Department of Education National Blue Ribbon School of Excellence. The president and superintendent presented Dr. Laster with a framed certificate of recognition for this outstanding recognition.

**Commendation.** On Friday, November 16, 2001, at approximately 4:26 a.m., Earnest K. Clifton, CPSB security patrolman assigned to the Caddo Career and Technology Center, observed smoke coming from the automotive technology building on the campus. He entered the building and saw a fire on the west interior wall and immediately contacted the Shreveport Fire Department using Caddo's new 800 emergency contact system. He unlocked all doors so that the firemen could quickly access the interior of the building. Mr. Clifton is commended for his alert attention and prompt response. His actions averted a costly loss of property to the school system. Mr. Clifton received a certificate of recognition for his response.

**Discover Card Tribute Scholarship.** Jana S. Jamar, senior at Caddo Magnet High, is a \$2,500 state Gold II award winner in the science, business, and technology studies category of the Discover Card Tribute Award Scholarship for Louisiana. The scholarship is given in cooperation with the American Association of School Administrators (AASA) and recognizes the outstanding achievements of exemplary high school juniors in the United States. There were 10,000 applicants, eight Louisiana winners, and Jana is the single Caddo winner. The program also recognizes students who demonstrate accomplishments in three of four areas (leadership, obstacles overcome, special talents and community service, and scholarship). Jana received a certificate of recognition for this honor. Her mother and Principal Mary Rounds were recognized.

**National Merit Scholarship Program Semifinalists.** The program honors individual students who take the 2000 preliminary Scholastic Aptitude Test (SAT). Semifinalists are the highest scoring program entrants in each state and to move to the finalist status, students must fulfill several extremely rigorous requirements. Caddo's National Merit Scholarship Program semifinalists received certificates of recognition and they are: Holly Henderson (C. E. Byrd), Lauren M. Bayer (Caddo Magnet High), Seth Boutin (Caddo Magnet High), Warren Brown (Caddo Magnet High), Mark Hand (Caddo Magnet High), Jeremy Hawthorne (Caddo Magnet High), Dorothy Hubbard (Caddo Magnet High), Jana Jamar (Caddo Magnet), Amy Larsen (Caddo Magnet High), Allison Lockhart (Caddo Magnet High), Rebecca McGaha (Caddo Magnet High), Julie Mitchell (Caddo Magnet High), Mary Roche (Caddo Magnet High), Lowery Rogers (Caddo Magnet High), Evelyn Scarborough (Caddo Magnet High), Adrien Schlichtemier and (Caddo Magnet High). Parents, grandparent(s), and Principals Richard Lavergne (C. E. Byrd) and Mary Rounds (Caddo Magnet) were recognized.

**National Achievement Semifinalists.** Dock Voorhies III (C. E. Byrd), Tiffane Cochran (Caddo Magnet), and Willie Jackson (Caddo Magnet) were recognized as National Achievement Semifinalists and received framed certificates for this outstanding recognition. Parents and principals were recognized.

**National Merit Scholarship Program Letters of Commendation.** Recipients of National Merit Scholarship Program Letters of Commendation received certificates of recognition for their achievements and they are: Katie Bourque (C. E. Byrd), Alexa Davis (C. E. Byrd), Laura Lilley (C. E. Byrd), Leigh Alexander (Caddo Magnet), Megan Bailey (Caddo Magnet), Ryan Bienvenu (Caddo Magnet), James Broyles (Caddo Magnet), Anand Chhabra (Caddo Magnet), Sean Hennigan (Caddo Magnet), John Lary (Caddo Magnet), April Lawrence (Caddo Magnet), Spencer Lee (Caddo Magnet).

Magnet), Morgan McCann (Caddo Magnet), Susan Vaughan (Caddo Magnet) and Lesley Reed (Captain Shreve). Parents and principals were recognized.

**National Hispanic Recognition Program.** Julie Mitchell (Caddo Magnet) was recognized as the National Hispanic Recognition Program winner. Her parents and the school's principal were recognized.

## **VISITORS**

Charla McCormick, parent, expressed concern about school procedures (Summer Grove Elementary) for disciplining kindergarten students for tardies. She reported that 4-k and 5-k students are being made to stand against a wall for 20 minutes for tardies, and she does not feel that this discipline is productive. She also expressed concern that school board policy gives principals the right to administer any kind of disciplinary measure at their respective school, however, it does not identify the types of disciplines before a violation occurs. Mrs. McCormick said there should be guidelines for 4-k and 5-k children and asked the CPSB to examine her concern. (The president asked Charles Walker, Area I Director, to meet with Mrs. McCormick and give her some direction.)

Ernest Ethridge, grandparent, said the CPSB discipline policy is all encompassing, but the document is one of contradiction. He expressed concern about the tardy section of the policy and questioned if a student would be considered tardy if he/she were riding a school bus or daycare bus and arrived to school late. He said the policy is not being enforced in a consistent manner across the board and he cited parts of the policy that he believes are contradictory statements. Mr. Ethridge said tardiness should not be considered a behavioral problem on the part of a five-year old child. He said the CPSB should have a discipline policy that is carried out in a fair and consistent manner conducive to educating children. (Note: The president asked Mr. Ethridge to leave a copy of his written concerns with staff.)

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, updated the board on events that occurred at the recent state teachers' convention during the Thanksgiving break. She noted that for the first time, a statewide survey was taken and she shared the results indicating needs for non-certified support employees, teachers' optimism about the profession, dissatisfaction with pay, discipline in classrooms, provision of funds for classroom materials and supplies, teachers' support, in principle, of accountability, etc.

Priscilla Savannah, president of Caddo Association of Educators (CAE), expressed concern that the Teacher Profession Magnet Program at Green Oaks High School is being discontinued. CAE suggested that the program could be maintained and perhaps housed at another site. CAE further suggested that in order for Caddo to attract and keep certified teachers, the school system must increase teachers' pay. Ms. Savannah also noted that support educational employees only received a .25 cents an hour pay raise, while central office administrators received between \$3, 000 to \$5,000 pay raises. CAE commended the board for giving administrators a raise and encouraged the CPSB to consider doing more for educational support employees. Mr. Brooks asked to be recognized later in the meeting to address the issue of pay raises.

## **CONFIRM THE CONSENT AGENDA**

*Mr. Powell moved, seconded by Mr. Thibodeaux and Mr. Burton, approval of the consent agenda. Vote on the motion carried unanimously.* The following items were categorized as consent agenda by the CPSB.

### **Agenda Item No. 11 (A-D)**

**Personnel Recommendations.** The superintendent recommended that: 1) Marilyn Caldwell be appointed principal at Summer Grove Elementary School; 2) Keith Burton be appointed principal at Fairfield Elementary Magnet School; and 3) Vera Landrum be appointed assistant principal of Instruction at Keithville Elementary/Middle School. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

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

Sabbatical/Study, Spring Semester School Year 2001-2002

Beverly Hudson, Teacher, Linwood Middle School  
C. Peyton Mayeaux, Teacher, South Highlands

Sabbatical/Medical, Spring Semester School Year 2001-2002

Linda G. Brown, Teacher, Vivian Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** No promotional appointment contracts for a new counselor were issued.

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

**Approval of Bids.** Staff recommended approval of the bids of: 1) J & P Sales, Inc. for mobile filing system totaling \$18,759 as indicated on the bid tabulation sheet; 2) Paxton Patterson for career modules totaling \$79,759.40 as indicated on the bid tabulation sheet; and, 3) Buckelew totaling \$47,651.39; Equipment Company totaling \$217.00; and Kirby Supply totaling \$6.00 for small kitchen equipment as indicated on the bid tabulation sheet. A copy of the bid tabulation sheets marked "*Exhibit A, six pages, November 27, 2001*" is filed in the official papers of the board.

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

**Approval of the 2002-2003 Capital Projects Plan.** Staff recommended approval of the 2002-2003 Capital Projects Plan as included in the mailout. A breakdown of the mandated expenditures totaling \$13,154,000 along with recommended expenditures of \$616,798 totaling \$13,770,798 is included in the official papers of the school board.

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

**Approval of Professional Services for Capital Projects.** Staff recommended approval of the design professionals for the 2002-2003 Capital Projects and 2002-2003 QZAB funded Capital Projects as identified in the mailout. A list of the design professionals and project names is included in the official papers of the CPSB.

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

**Approval of the Redesign of the Educational Program at Booker T. Washington High School Effective SY2002-2003.** Staff recommended approval of the educational redesign proposal for Booker T. Washington High School as presented to the board and included in the mailout. Booker T. Washington High School will continue its neighborhood high school orientation with a full array of courses and electives. Two new magnets being offered are Business Administration Magnet and a Honors/Advanced Placement Magnet for qualified students. A copy of the proposal is filed in the official papers of the board.

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

**Approval of the Redesign of the Educational Program at Green Oaks High School Effective SY2002-2003.** Staff recommended approval of the educational redesign program at Green Oaks High School as presented to the board effective with SY2002-2003. Staff proposes to offer an interest based Performing Arts Magnet component with four major strands to Caddo students (9<sup>th</sup>-

10<sup>th</sup>) in SY2002-03: instrumental music, vocal music, visual arts and dramatic arts. The Performing Arts Magnet replaces the Teaching Profession Magnet.

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

**Approval of Permanent Servitude of J. S. Clark Middle School Drainage with the City of Shreveport.** Staff recommended that the request for a permanent servitude of the J. S. Clark Middle School drainage ditch with the City of Shreveport be approved. The City of Shreveport will begin a ditch clean-up project once the required servitude is completed.

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

**Approval of Caddo Accelerated Program for Transition (CAPT) Program and Budget.** Staff recommended approval of CAPT program and budget as submitted and included in the mailout. In July 2001, the CPSB approved the *Pupil Progression Plan* to include an educational program to address the needs of students (ages 14-16) whose needs are not being met in the regular program. One million dollars was set aside for the program in June 2001, and the school board gave approval to the use of Laurel Street as the site for the CAPT program, effective January 2002. A program description (opening date January 7, 2002) and budget (\$684,166 - projected expenditures) are filed in the official papers of the board.

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

**Approval of Revised CPSB Policies.** Staff recommended approval of a series of revised CPSB policies as presented to school board members. The revised policies are: BB (School Board Legal Status), BBA (School Board Powers and Duties), BCB (Board Officers), BCE (Board Committees), BCG (School Attorney), BDB (School Board Meetings), BD (School Board Meetings), BDA (Regular Board Meetings), BDDE (Rules of Order), BDDG (Board Minutes), BHE (Board Member Insurance), BHD (Board Member Compensation and Expenses), DFEA (Free Admissions), GBA (Also JB) (Equal Employment and Educational Opportunities for All Qualified Handicapped Persons) (Rehabilitation Act of 1973, Section 504 Americans with Disabilities Act of 1990), GBA (Equal Opportunity Employment - Affirmative Action Program for all School Board Employees), GBE (Staff Health Safety - Cafeteria Employees), GBE (Staff Health Safety - Bus Drivers), GBEA (Staff Protection (Safe Schools), GBEA-R (Staff Protection - Safe Schools), BJ (School Board Memberships), GBG (Staff Participation in Political Activities), and BDDDB (Agenda Format). CPSB policies are accessible on the school board's website at [www.Caddo.k12.La.Us](http://www.Caddo.k12.La.Us).

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

**Approval of Revised CPSB Policy GCBD/GDBD-R (Military Leave).** Staff recommended approval of the revised CPSB policy GCBD/GDBD-R (Military Leave) as included in the mailout. The revised policy assures that school board employees who are also military reservists maintain their current salary in the event they may be called to active duty.

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

**Approval of Request to Use General Funds to Supplement 2001-02 Early Childhood Block Grant.** The board approved staff's request for supplementary funds for the 8(g) Early Childhood Block Grant as outlined in the mailout. Funds will be used to continue one ECE class at Arthur Circle and one at Shreve Island. The Hosston ECE class was transferred to Blanchard. A general fund supplement to the grant in the amount of \$5,382.98 was approved.

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

**Approval of Elementary Magnet Schools Transportation (Pugh).** Staff recommended that the expanded magnet school bus transportation guidelines for South Highlands, Fairfield, Eden Gardens, Claiborne and Judson be approved as presented and effective for the 2002-2003 school year. The transportation guidelines were expanded in order to expand choices for parents in their selection of elementary magnet programs.



**Agenda Item No. 26**

**Approval of GEAC Mainframe Accounting Software Upgrade.** Staff recommended that up to \$180,000 be allocated for the acquisition of the MVS version of the GEAC General Ledger, Management Analysis & Response Applications, Financial Controller and Fixed Asset applications, implementation services, and mutually agreed upon billable travel expenses associated with the delivery of such implementation services. The funds are to be budgeted from the Data Processing Reserve Account.

**Agenda Item No. 27**

**Approval of Northwest Louisiana Council of Governments Membership.** Staff recommended that the CPSB allocate the utilization of funds for membership in the Northwest Louisiana Council of Governments for the period January 1, 2002 to June 30, 2002 with continuance dependent upon budget approval of request for FY2002-2003.

**Agenda Item No. 28**

**Approval of Request to Employ a Security Coordinator for the Hosston Alternative Site.** Staff recommended that a security coordinator for the Hosston Alternative site be staffed. There are currently 36 students enrolled and the site also serves an average of 20 In-School Suspension students daily.

**Agenda Item No. 29**

**Approval of Special Education Interagency Agreement(s).** Staff recommended approval of the special education interagency agreements and contracts as included in the mailout. Special Education Interagency Agreements and contracts were with: 1) Blue Cross to process claims filed electronically by Caddo; 2) Referring Physicians (three) required to bill for speech therapy services; and 3) an interagency agreement that makes it possible for the CPSB Special Education Department to offer required services to students with disabilities residing in the parish.

**Agenda Item No. 31**

**Report on and Approval of Recommendation on Benchmark Assessments (10% of Students Grades).** Staff recommended approval of the plan to use for Benchmark Assessments for diagnostic and accountability as included in the mailout. Rather than include the assessments as 10% of students' grades, staff recommended the following diagnostic and accountability uses of the assessments: 1) Teachers report individual student's performance on the tests to students and parents; 2) Teachers compile a frequency distribution of correct and incorrect answers given by students and use these data to make necessary adjustments to teaching; 3) Principals review the frequency distribution for each teacher and identify patterns, gaps in instruction, needs for supervisory assistance, etc.; 4) Principals report the frequency distributions, by subject and teacher, to Central Office staff; 5) Central Office staff reviews reports submitted by school principals and provides technical support to aid in the teaching of the Benchmarks; 6) Principals compare the students' Benchmark Assessments scores with the grades assigned by teachers; and 7) Principals use the students' performance on Benchmark Assessments, comparison of teacher assigned grades to students' scores on Benchmark Assessments, and teacher lesson plan correlation to required Benchmarks along with other pertinent data sources for teacher evaluation.

**PERSONNEL TRANSACTIONS REPORT**

**Personnel Recommendation.** John Dilworth, chief operating officer, recognized and introduced the newly promoted employees to the board and audience, as identified in *Consent Agenda Item 11*.

## **APPROVAL OF LEASE AGREEMENT WITH THE CADDO PARISH COMMISSION FOR A PUBLIC PARK ON KEITHVILLE SCHOOL PROPERTY**

*Mrs. Armstrong moved, seconded by Mr. Powell and Mr. Brooks, that the request for approval of the lease agreement with the Caddo Parish Commission for a public park at Keithville Elementary/Middle School be approved as outlined in the mailout and recommended by staff.*

Mrs. Armstrong said this is a cooperative effort between the school board and the Caddo Parish Commission and she recognized Commissioner Ron Webb who was observed in the audience. Mr. Powell said this agreement is a win-win-win for the school, the Parish Commission, and the community. He said he is encouraged by the support that this work has and he appreciates the work that Mrs. Armstrong has done to make this a reality. *Vote on the motion carried unanimously.*

## **APPROVAL OF RENAMING THE MATH/SCIENCE BUILDING AT C. E. BYRD HIGH SCHOOL THE R. LYNNE FITZGERALD MATH/SCIENCE BUILDING**

Staff recommended approval of the request to rename the Math/Science Building at C. E. Byrd High School. *Mr. Thibodeaux moved, seconded by Mr. Powell, to approve the renaming the Math/Science Building at C. E. Byrd High School the R. Lynne Fitzgerald Math/Science Building.* Mr. Thibodeaux said when someone does something to make the type of impact that Ms. Fitzgerald made, it's only proper that the board should honor her works in a permanent way. Mr. Thibodeaux said this is an excellent way to honor Ms. Fitzgerald. Mr. Powell concurred and said it's noteworthy and probably not enough to show appreciation for what Ms. Fitzgerald has done for the school system for so many years. He encouraged board members to support the motion. *Vote on the motion carried unanimously.*

**Recess.** The president called for a 12-minute recess at approximately 5:31 p.m. The board reconvened at approximately 5:53 p.m.

## **APPROVAL OF THE USE OF 4<sup>TH</sup> YEAR BOND FUNDS**

Staff recommended approval of the use of 4<sup>th</sup> year bond funds to construct new classrooms to replace temporary buildings at Arthur Circle, Fairfield, Magnet High, Southern Hills, Walnut Hill and Vivian as included in the mailout. *Mr. Guin moved, seconded by Mr. Powell, approval of item number 30 - Approval of the Use of 4<sup>th</sup> Year Bond Funds.* Mr. Burton asked if this recommendation is the same proposal in the original bond issue that voters approved. The superintendent said these are the buildings that were identified. Mr. Mims said agenda item 23 – *Approval of the Facilities Utilization and Redistricting Proposal* is postponed, and with the contingency on this item with the adjustment of district lines, would it be necessary for the CPSB to act on this item at this time. The superintendent said the particular projects that are being recommended are not contingent upon those actions. *Vote on the motion carried with Mrs. Pugh opposed. Board members supporting the motion were Hardy, Burton, Thibodeaux, Mims, Guin, Milam, Brooks, Powell, Wright, Armstrong and Dr. Hitchcock.*

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent reported that school board members received information regarding the status of construction projects in the mailout packet. Mr. Powell said the Shreve Island Project is not listed on the report and he asked about the status of the wing project for the school. Steve White, director of school plant, reported that staff showed board members a rendering of what the project would look like, the information was returned to the architectural firm, and it should be ready to go out for advertisement of bids. Two items needed to be changed on the plan; namely, orientation of the bathrooms to open onto the hall instead of the teachers' lounge and some of the air-conditioning equipment used for the fresh air requirement. Mr. Powell asked what is the time frame for completing the advertising, and Mr. White said he plans to get it back to the architectural firm this week. Mr. Powell expressed appreciation for the information that is provided every month, and said it seems like the board is provided with updates on projects from the time construction actually begins. He asked staff to include in the report construction updates on other projects that are in the works (design work) so that board members would know about the expectations.

**Updated Report on Materials and Supplies (M & S) (Powell).** The superintendent reported that a report on classroom materials and supplies was included in the mailout as requested.

**Legal Services.** The superintendent informed the board that the deadline was noon on Monday, November 26, 2001, and staff received ten proposals for legal services. A listing of those who filed letters of intent, those who filed letters of intent and a proposal, and those who did not file a letter of intent but submitted a proposal were listed and placed at board members' stations.

Mr. Burton called for a point of order and said this is not an item on today's agenda and maybe the board could decide what to do with the information on December 4. The superintendent said his intent was to inform the board of what was received and the packets would not be opened until direction is received from the board.

Mrs. Pugh said the CPSB has given the superintendent a time line and today he has reported what he has in house. She said she believes the board has a responsibility to form a committee or ask the Executive Committee to be responsible for opening the proposals and making a recommendation to the board. She asked what should be the action of the board in this regard. Mr. Powell respectfully raised the same point of order as Mr. Burton. He said in light of the fact that the CPSB would be meeting one week from today that there might be an obvious way for the board to properly discuss this matter. But this item has not been noticed to the public and unless there is going to be a suspension of the rules, then he would ask the president to rule on his point of order. Mrs. Pugh said this is the only general meeting that is held by the CPSB; the board only meets once a month; and, the meeting scheduled for next week is an Executive Committee meeting. The president asked legal counsel if this item could be discussed under the heading of *New Business* in today's meeting. Legal counsel advised that this item has to be on the agenda, and since it is not, it would require a motion to suspend the rules to place it on the agenda. The president said the item is not on the agenda, the item will not be discussed, and information would be sent to board members. Mr. Powell asked if it is correct that the CPSB will be having a special called meeting one week from today following the Executive Committee meeting, and the president answered in the affirmative. Mrs. Pugh said this is a decision that is being made by the president and another member of the board. She said the full board has not made that decision. The president said the Executive Committee would be meeting next week to set the agenda. Mrs. Pugh asked where is this item on the agenda. She said a general meeting has to be called. Mr. Burton clarified that Mr. Powell is alluding to the fact that a special meeting will be called next week for the board to decide on redistricting plans and an item for consideration of legal services could be added to that agenda. Mr. Powell said Mr. Burton's comments are correct. Mrs. Pugh asked if the meeting would comply with the time line on the proposal. The president asked the superintendent if addressing this issue at the special called meeting would fit into the time line. Dr. Hitchcock reminded the president that he has already ruled that this item could not be discussed, but he is discussing the issue. The president said the board would move forward.

**Pine Grove Elementary.** Mr. Brooks asked Mr. White if Pine Grove Elementary would be ready for occupancy for the next school term. Mr. White said it would not be ready for January 1 or January 4 this coming year. Mr. Brooks said this project has been delayed for two to three years and the board needs to have something in writing as to when the project will be completed. Mr. Brooks said it bothers him when the board discusses new construction projects when there are other projects that have been delayed. He said he would like for the board to do whatever it needs to do to bring Pine Grove into focus. Furthermore, he would like to see this project completed before he votes to support any new construction. Mr. Mims asked if the CPSB is in litigation on this matter and the president answered in the affirmative.

**District's Accountability System.** The superintendent said he sent information to board members in the *Friday Letter* listing some concerns and issues regarding the district's accountability system as proposed by the Board of Elementary and Secondary Education (BESE) and school performance scores. He said he would like to bring to the board's attention next week, by way of a resolution, the issues that were noted, should it want to take action. The superintendent said he would send a draft of the resolution to board members for their consideration. If the CPSB chooses to consider this matter next Tuesday, then it would be prior to BESE's scheduled meeting.

Referencing an article appearing in this morning's newspaper, *The Times*, Mr. Mims asked the superintendent why was Hollywood exempted from his letter of proposal because the school's classification was changed. The superintendent said the school's performance score was predicated on a 1999 baseline until June 2001 when the school was constituted. He said the State Department of Education was informed of the changes that would go into effect with the 2001-2002 school year. The superintendent said BESE looks to a 50 percent or more change of student population; and, in this particular case that only affected one grade or 33 percent.

### **UNFINISHED BUSINESS**

No unfinished business was discussed at the meeting.

### **NEW BUSINESS**

No new business was discussed at the meeting.

### **ANNOUNCEMENTS AND REQUESTS**

**Enhancement Programs for J. S. Clark Middle School.** Referencing redistricting plans, Mr. Burton asked the superintendent to consider adding enhancements to the J. S. Clark Middle School educational program, *i.e.* music and art to address and/or solve the complaints that have been expressed by people who would be leaving Youree Drive Middle School. He asked that an itinerant teacher be added to the staff to enhance the programs.

**Discipline Concern for Kindergarten Students.** Mr. Burton asked the superintendent to provide him with feedback on staff's investigation of the concerns that were expressed by a parent relative to procedures for disciplining kindergarten students (Summer Grove Elementary incident where the student was asked to stand facing a wall for being tardy).

Mrs. Armstrong asked staff to look at the tardy and discipline policy for discrepancies as applied to kindergarten and first grade students. She asked staff to determine if consistent guidelines could be established from school-to-school whereby K-1<sup>st</sup> grade students are treated with age appropriate disciplinary actions where needed.

**National Merit Scholarship Program.** Mr. Brooks expressed concern that historically students recognized before the CPSB for being National Merit Scholarship semifinalists are representatives of three particular high schools. He asked what are the criteria for all schools to participate. The superintendent said this is a national determination administered by SAT and College Board and is a test that students take for college entrance purposes. They set the cutoff for students who score at a certain level who would then be eligible for these designations. The superintendent said it does not matter where a student attends school, it comes down to how a student scores on the pre-collegiate test. Mr. Brooks asked if all of the high schools in the parish have the information and if students are eligible to take the test. The superintendent said the information is available in all of the high schools, but it is an individual student's determination to take the test. Furthermore, the information is posted in the high schools and it is part of the counselor's charge.

**Salaries for CPSB Employees.** Mr. Brooks said the CAE president spoke about salaries for classified and certified CPSB employees earlier in the meeting. He asked the superintendent to provide him with a copy of the salary schedule for the entire system – from the superintendent's position all the way down. He said he would bring a recommendation at the next school board meeting to deal with employees that are making low salaries.

**E. B. Williams Stoner Hill Laboratory School.** Mr. Brooks reported that he received a call from a parent who was concerned that since a new principal was assigned to the school, that *E. B. Williams* is not being used as a part of the school's name. He asked staff to look into this concern.

### **EXECUTIVE SESSIONS**

**Classified Employee's Termination Appeal Hearing.** The superintendent informed the board that this item is being postponed at the request of the attorney for the employee due to an unavoidable delay.

**Student's Readmission Hearing.** *Mr. Thibodeaux moved, seconded by Mr. Burton and Mr. Powell, for the CPSB to go into executive session for up to 15 minutes to conduct a student's readmission hearing. Vote on the motion carried with Dr. Hitchcock absent for the vote. Board members supporting the motion were Hardy, Burton, Thibodeaux, Pugh, Mims, Guin, Milam, Brooks, Powell, Wright and Armstrong. The board went into executive session at approximately 6:18 p.m. and reconvened at approximately 6:46 p.m. Mr. Powell moved, seconded by Mr. Thibodeaux, to uphold the recommendation of staff. Staff recommended that Harold Burks be placed in the Hosston/J. B. Harville Alternative School. Mr. Mims asked if the student goes back to the alternative school, could he enter a regular public school in 2002. The superintendent said a review of the student's progress/behavior while at Hosston shall be conducted in June 2002 to determine appropriate placement for school year 2002-2003. Vote on the motion carried with Mr. Burton abstaining. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Guin, Milam, Brooks, Powell, Wright, Armstrong and Dr. Hitchcock.*

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Thibodeaux seconded the motion, which carried unanimously and the meeting adjourned at approximately 6:47 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President

**December 4, 2001**

The **Executive Committee** of 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 Tuesday, December 4, 2001, with President Mark Milam presiding and Phillip R. Guin and Willie D. Burton present being a quorum. Other school board members present were Ginger Armstrong, Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Mr. Guin gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATION**

**Update on Reapportionment.** The superintendent introduced Gary Joiner (Precision Cartographics) who presented board members with the proposed redistricting plans (current district plan through plan 18) for the Caddo Parish School Board. Instead of reviewing all 17 plans and the variations of population figures, he talked in general about what the plans do, the variations between the plans, and encouraged board members to digest the data presented in their leisure. He reported that in each case, the plans are preceded by the statistics that goes with it along with raw population figures and percentages. Mr. Joiner reported that the plans show the distribution of precincts and the districts are color-coded. He said Plan 1 is the one that is currently in effect and the one by which school board members were elected; Plan 2 is a *what if* which shows what could statistically be done; and the first six plans are in preparation to get ready for looking at serious considerations. Mr. Joiner said in no case, once full plans are done, is there any retrograde of minority seats and in every case the plans will show substantial minority participation. He reported that growth in Caddo Parish is very strong in the south and the largest problem facing reapportionment is what to do with the growing population and what to do in districts that have had a decline in population. Mr. Joiner said the question in creating a document for submission to the Department of Justice and for the CPSB's approval is to determine what happens in a very few number of districts. He said the most difficult districts to work with are Districts 10, 11, and 12. The inner city core districts, which make up Districts 2-7 also poses a separate problem in that they have to be treated together. Districts 1, 9, and 8 are pretty well insulated. However, there are some variations between Districts 8 and 9 and between 10 and 9 in the plans. The basic difference in Plans 7 – 18 is how to handle Districts 9, 10, and 11. Mr. Joiner said it is possible for the CPSB and the Caddo Parish Commission to still have the same plan but there are some extenuating circumstances that are of vital interest to the CPSB and not as important to the Commission, and that is the location of schools. Mr. Joiner said he believes that Plan 15 or a variation of Plan 15 is the optimum plan for the school board. He reviewed the Plan 15 with particular reference to including the single precinct south of the lake into District 2. He said Plan 16 cuts a precinct that had been put together, puts it back in, and was a part of Precinct 123. He said it is a perfect swap with the Cross Lake precinct. Mr. Joiner said District 12 would be the key in this plan. Also, District 12 would probably be a swing district within ten years and has the best chance of becoming a minority-majority district. He said if the CPSB creates a plan that yields a six majority African-American district, then the board would, in his opinion, weaken the current districts. Mr. Joiner cited the statistical percentages of minority composition for school board districts. He said he could not guarantee that incumbents would be in the same districts. It is not a requirement, but he would attempt to do this. Mr. Joiner said Plan 18's primary change is in the very south with Precinct 125 and it attempts to balance Districts 10 and 11. He said Precinct 95 is connected outside to the core of the district through a corridor and no one lives in those three census blocks. Also, a free precinct would be created and there is no cost to the voters. He said it is a viable way to handle a potential problem.

Mrs. Pugh said in Plan 15 the end of District 5 would be Precinct 36 and in Plan 17 there is a change. Mr. Joiner said it was to put in to bring it into sync with everything else and this is not a problem, it is a one-to-one swap and it was done for the Parish Commission. Mrs. Pugh said it is listed for the CPSB, and Mr. Joiner said it is for both simply because they are the same precinct. However, Mr. Joiner said the CPSB is not required by law to have the same precinct. Mrs. Pugh asked Mr. Joiner to review Plan 17 and see if he could support Plan 15 instead. Mrs. Pugh also asked if there is a reason why District 2 has to come south. Mr. Joiner said in that particular plan, the request that was made was to look at a problem farther to the east and he did not have to address every single problem. He said the higher plans are copies of earlier plans and only one or two changes were made. Mrs. Pugh asked how many precincts were reduced in the parish. Mr. Joiner said in 1998 precincts were reduced probably by about 30 and depending on the plan less than five were added. In some cases none were added. In the total parish there are about 120 or 110; and including the

alphabetical precincts it was between 140-150. He said he would provide her with the correct numbers later.

Mr. Brooks asked Mr. Joiner to explain what has happened to District 7. Mr. Joiner said in Plan 16 it's not just District 57, it's Districts 97, 75, 68 and 60. All were changed except for Precinct 68. The precincts were put there to get Districts 6 and 8 into sync. The Commission instigated Plan 16, and Mr. Brooks said the school board would leave this plan alone. He would like for Plan 15 to be considered. Mr. Joiner said Precinct 89 was cut into two pieces and the old Precinct 123 was re-severed into two and it is kept separately.

Mr. Mims said Plans 15 and 18 reflect what was talked about and he would like for Plan 17 to reflect the same. Mr. Joiner said Plan 18 is a version of Plan 15 and the only difference is based on Precinct 125. He said it creates a cut and no one is in the cut, and it allows for some growth. He said he doesn't want to have districts in no growth areas that are going to be 20 – 30 percent out of balance by the time reapportionment is done again. Mr. Mims asked Mr. Joiner to switch Precincts 75 and 68.

Dr. Hitchcock expressed appreciation for the presentation and said Precinct 123 in school board District 12 is at the far extreme of the district and some of the plans have it in District 12 and some in District 11. He said the area is surrounded on three sides by District 11 and he asked wouldn't it reasonably be a place that could be looked at to level out some of the districts rather than to separate them. Mr. Joiner said the reason that it is sometimes in District 11 and then in 12 is because the small triangle has almost 3,000 people and is densely packed. He said it is a twin for population to the precinct just below Cross Lake. He said if he takes the triangular precinct out and puts it in District 11, then the only recourse is to take Precinct 125 and put it into District 10. In some cases he would need to alter Precinct 89 to put it back together. Then there is the problem of determining what to do with the precinct south of Cross Lake. If it goes into District 12, then District 2 loses 16 percent of its population. Dr. Hitchcock said Precinct 123 is off the Colquitt Road and the road is identified with school board District 11. Similarly Precinct 83 is a part of the western part of the parish as opposed to the north side of Cross Lake. He said in Plan 15, the people in the Colquitt Road area are being moved back into the situation where they don't feel that they have much in common. Dr. Hitchcock said the plan doesn't make much sense in terms of the continuity of the neighborhood, the schools, etc. Mr. Joiner said the problem that was being addressed in Plan 15 is what to do to gain excess population that would not dilute the voting strength in District 2. He said there might be a variation, but there could be a problem with District 3. Dr. Hitchcock said he supports Mrs. Pugh's concern about Precinct 45 for the same reason that he has for Precinct 83, in that it just doesn't fit. He said Mr. Joiner should review the plan and he said the CPSB has an obligation to do something that makes sense.

Mr. Brooks expressed concern about breaking up a community and said in one of the maps from the Parish Commission, the Mooretown Elementary ECE program is moved into District 5 and he thinks this plan is unfair and perhaps not legal. Mr. Brooks said this plan does not make sense for the CPSB.

The president said the Parish Commission will be having a meeting this Thursday at 1:30 and it is seeking input from the public. Mr. Joiner said the Commission is looking at the same plan as the CPSB and if there are questions from them, then he will respond. The president thanked Mr. Joiner for the presentation. Mr. Joiner encouraged school board members to call him if they have other questions. Mrs. Pugh inquired about the time line and Mr. Joiner said he would like to have the plan to the Justice Department sometime in January. He said the CPSB is on a tight time line and the Parish Commission is not. Furthermore, the Parish Commission is comfortable with any changes that the CPSB should make.

#### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE DECEMBER 18, 2001 CPSB MEETING**

The superintendent reviewed the proposed agenda for the December 18, 2001 school board meeting and discussion followed as summarized.

**Approval of the Renewal of Group Medical, Life, and Dental Insurance Plans.** Ben Wreyford, director of finance, said staff had budgeted for a 20 percent increase but is happy to report that the efforts that the board took last year have paid off with only a 6.6 percent increase. He recognized Randy Watson, insurance manager, who reported that since starting with Blue Cross in 1997, the increases have varied and this year the health insurance has a 6.6 percent premium increase which is the lowest increase since the CPSB entered into contract with Blue Cross. There is no premium increase in the dental and life insurance. Mr. Brooks asked if staff was saying that there would be no increase on insurance premiums. Mr. Watson reiterated that there would be a 6.6 percent premium increase on group medical and no increase on life and dental insurance.

**Approval of Qualified Zone Academy Bond (QZAB) Funding.** Mr. Wreyford reported that in October the board approved a resolution for the CPSB to participate in the loan of up to \$4 million. Since the resolution was submitted, staff has received information from the State that Caddo's actual allocation would be approximately \$3.5 million. He said this item is on the agenda in the contingency that the State would require a subsequent resolution. Mr. Wreyford said this is an interest free loan to complete the cafeteria air conditioning and the lighting retrofit projects.

**Approval of Resolution to Participate in the Medicaid Administrative Outreach Project.** Mr. Wreyford said funding is available from the federal government for Medicaid eligible students whereby the CPSB could claim the expenses for services that are being provided. Funding of approximately \$20 per student could come into the system and up to \$900,000 annually from the federal government. Staff is requesting approval of the resolution and authorization to the superintendent to move forward as the details are worked out.

**Approval of Request for Additional Staffing in the Payroll Department.** Mr. Wreyford said staff is asking for additional help (two positions) in the payroll department based on the fact that for the last several years, new programs were added, the twice monthly payroll option was started, payroll employees have worked over 704 hours of overtime, etc. He said one position would be a bookkeeper position (existing job description) and the other would be a newly created position of Assistant Payroll Manager. The estimated annual cost of the two positions is \$95,000 to be funded from the General Fund ending balance. Mr. Brooks asked how many positions are being requested and Mr. Wreyford said two. Mrs. Armstrong asked how is staff compensating current employees and Mr. Wreyford said overtime is being reported on a monthly basis and payroll adjustments are made. Mrs. Armstrong asked if the new position is for a present employee. Mr. Wreyford said staff would present a job description to board members in the mailout. Should the board approve the position then it would be advertised and filled.

**Approval of the Name Change of CPSB Facility (Caddo Parish Magnet High School Library).** The superintendent said a public hearing was held last month (November) on this item and the board would make a determination at its meeting on December 18.

**Approval of Lease Agreement with Bell South Mobility.** Mr. Festavan said staff has a request from Moore and Associates on behalf of Bell South Mobility to lease a small portion of property (75 ft x 75 ft.) for the purpose of establishing a communications tower. He said he has spoken with the principal and with Board Member Burton and they would like to move forward. The project would be on an unused parcel of land (grassy area of the parking lot) that is not used and it would generate approximately \$50,000 for the school system over a five-year period with a lease agreement and extensions that accompany the agreement. Mrs. Pugh asked if there has been any communication with the residents in the area, and Mr. Festavan said he has not communicated with them. Mrs. Pugh asked how tall is the tower. Mr. Festavan said 150 feet. Mrs. Pugh said staff needs to communicate with the residents in the area. She also asked if the tower is collapsible and Mr. Festavan recognized Mrs. Moore to respond. Mrs. Moore said they do build collapsible towers and this one would be designed to collapse within itself of about 33 percent of actual height of the tower. She said the tower would sit about 195 feet from the back property line with 175 feet on each side and 350 – 400 feet off Milam Street. Mr. Burton asked staff to talk with the City Council representative for the district so that she would be aware. Mr. Brooks asked about the aesthetic appearance of the tower and staff said it would be landscaped.

**Approval of the High School English Supplemental Reading List.** The superintendent said staff presented a supplemental reading list after forming and meeting with a committee of teachers,



librarians, assistant principals, community leaders, parents and students. They spent many hours reviewing, analyzing, and evaluating reading materials and each school's English teacher submitted the title and rationales for books that they had taught within the past three to five years. Rationales were also collected from *The National Council of Teachers of English*. The listing of supplemental reading by grade level is being presented for action by the board on December 18. Some books were assigned to a different grade level and some are optional for reading with parental approval. Mr. Burton asked about the grade assignment of *The Autobiography of Miss Jane Pittman* and *Bluest Eyes*. Staff said these books were assigned to a different grade level from a lower reading level to a higher level. Mr. Burton encouraged staff to include more African-American authors in the selection of supplemental reading. Dr. Hitchcock asked about the number of parent representatives (two) on the committee and he asked where did their vote fall in approval of *The Chocolate War*. Mrs. Margaret Thompson, supervisor of English and secretary of the committee, said there were actually three parents on the committee. One parent voted to take *The Great Santini* off the supplemental reading list and the other two parents voted to keep the books on the list but make optional or for outside reading. Dr. Hitchcock said two were identified as parents on the list of committee members and he asked Mrs. Thompson about the missing parent. Mrs. Thompson said one parent is an employee of LSUS and she has children in the Caddo Parish School System. Mrs. Thompson introduced committee members who were present. The superintendent thanked the committee for its work.

**Approval of the Proposed Modifications to CPSB Policy JECC.** The superintendent said there is a modification to the policy regarding the timing for transfers. Modifications are being made for registration purposes, staffing, and scheduling of students. Staff is moving up the deadline for submitting applications to April 1. Dr. Hitchcock asked why the modification was being made. The superintendent said everything flows from the acceptance and transfers of students in terms of the staffing formula, hiring of teachers and scheduling at the high and middle school level. He said given the earlier start of summer school, staff feels that if the process could be started earlier, it would give principals the time that they need to schedule, register and accommodate that would immediately follow. John Dilworth, chief operating officer, said staffing is the biggest reason for the modification. Dr. Hitchcock said he hopes that staff recognizes the potential for disaster and that is that numerous parents will say that they weren't aware that the deadline was moved. He encouraged the board to go the extra effort to make sure that people know that the deadline has been moved. Mrs. Armstrong said Dr. Hitchcock's point is exactly the one that she was going to make. She said staff needs to make an extra effort to advertise the change in any way necessary to get the word to parents as early as possible. She also noted that parents from external communities will be coming in and staff needs to be ready to accommodate them, too.

**Approval of Firm(s) to Provide Legal Services for the CPSB.** The superintendent said as per the RFP and depending upon the board's consideration of a process to evaluate the proposals, should the board be ready to take action on December 18, a placeholder was put on the agenda.

**Update on Construction Projects (Informational)** The superintendent said an update on construction projects would be in the mailout and staff has included projects that are in the design phase.

**Election of CPSB Officers.** The superintendent said it's time for the election of officers for 2002 and this item will appear on the December 18 agenda.

**Executive Session(s).** The superintendent said staff is requesting an executive session for the postponement from last week of the termination appeal hearing. He also noted that possibly the executive session for tenure hearing for certificated staff might be resolved.

## **ADDITIONS TO THE AGENDA**

**Scope and Sequence (Assessment Test).** Mr. Burton requested under *Announcements and Requests* information concerning the Benchmark Assessments referencing the November 9, 2001 letter concerning #7. He has received concerns from teachers about the Scope and Sequence that was developed for the district. It appears that there is a misalignment in what teachers are being asked to teach and what is on the nine-weeks test. He asked staff to ask the Curriculum Department to correct this before holding teachers accountable.

Mr. Thibodeaux said the Pupil Progression Plan requires staff to give nine-weeks tests in high schools and a semester test and all of this is done in the same week. He said a student would take 10 tests in a week plus the assessment test and the average student would take 11 tests in one week and the teacher would have to grade all of the tests. Mr. Thibodeaux said teachers are also being asked to break down the assessment test to determine who missed the distribution of the test. He said this is totally unreasonable and he doesn't see how any teacher or student could be asked to do this and do well. Also, there is no incentive for students, other than the character of the student himself, to do well on the assessment test. Mr. Thibodeaux expressed concern about the amount of time it takes to take and grade the test. The superintendent said the board decided that the test should not count but it does not preclude the teachers from using the nine-weeks test as part of their grade *in lieu* of an exam or part. Staff has looked at and worked on the scope and sequence and brought into line things that were known to be out of alignment. Staff has also gone back to assure that the second and third week nine-weeks tests are shortened and appropriately given. Furthermore, staff will be giving instructions that all teachers do not have to give it that ninth week. It could be given earlier or even in the tenth week. The superintendent said he does not want staff to be redundant or duplicative, particularly at the high school level. Mr. Thibodeaux asked the superintendent to clarify his comment about the assessment test being used as a grade *in lieu* of a semester or nine-week test. The superintendent said if indeed if the exam that the teacher has constructed based on the content standards the high school teachers in particular could look and see to what extent their exam corresponds with the content standards. On a case by case basis, the teacher could use one or the other test. Mr. Thibodeaux said the board has said that the assessment test will not count as part of the grade. The superintendent said when a teacher is putting together a test for the student (midterm or final exam) then they could use this as their test *in lieu* of the one that they put together. Mr. Thibodeaux said if the nature of the semester test is going to be the nine-week test, then it would be redundant. The superintendent said it is an opportunity to gauge the extent to which the content standards and scope and sequence of the 18 weeks have been appropriately taught and learned. Mr. Thibodeaux asked how could staff do necessary assessment of teachers and students and not require them to take 11 or 10 tests in one week. The superintendent said they all don't necessarily have to be given in the same week. Mr. Thibodeaux said only the assessment test doesn't have to be given in the same week. The superintendent said he would look into this in terms of what the implication could be. Mr. Thibodeaux said this needs to be reviewed very quickly because testing starts on the 18<sup>th</sup> or that week.

Mrs. Armstrong asked Marlene Ritter, general education director, if she has personally received any complaints regarding the Scope and Sequence questions. Mrs. Ritter said she received a call today and reference was made to a study guide that did not match, but the call was not about the benchmark. The supervisor checked the guide and it was aligned. Mrs. Armstrong said she thinks the difference is that many people don't understand that the benchmarks are state-mandated objectives for the LEAP testing. The scope and sequence was developed locally. She said it was reported to her that at the elementary level in social studies, there was only one question from the Scope and Sequence on the test that was given out of all of the benchmarks that should have been taught during the given period. Another concern at the middle school level is that the subject was World History and the Scope and Sequence questions were in the area of American History. Mrs. Armstrong said it might be well if a note is sent to teachers who have viable and specific concerns that they have picked up in meeting the benchmarks and in working with the Scope and Sequence. They should report them directly to Mrs. Ritter to be addressed by the committee. The superintendent said staff is constantly looking for feedback from teachers.

Dr. Hitchcock asked if there would be an item on the agenda to discuss nine-week assessment and administration of tests. Mr. Burton said he requested information on benchmarks and scope and sequence. Dr. Hitchcock said he heard the superintendent say that the assessments do not have to be given during the last week of the nine weeks of the semester, and the superintendent said this is correct. Dr. Hitchcock asked the superintendent if he would consult with Mr. Dilworth to see if it might be worth it to have him put this statement out very clearly to principals. He said he agrees with Mr. Thibodeaux's concerns and he asked the superintendent to make sure that staff does not try to force this to happen. Dr. Hitchcock also asked the superintendent to consider a mechanism to adjust the scope and sequence. He said it occurs to him that there could be two possibilities for problems. One possibility could in fact be as staff seriously test the scope and sequence and compare it to students' performance, that staff might find that this might not be the best scope and sequence. It is not cast in stone and some adjustments are needed. He said he wants it to be a

systematic approach where it is a meaningful assessment of what students do and of how good the scope and sequence is. The superintendent said staff's first stab at the Scope and Sequence is not cast in stone but it is an opportunity for it to be dynamic; that it be constantly looked at to assure that there is a right building block approach. Dr. Hitchcock said there is a difference this year from last year in how seriously the scope and sequence is scrutinized. The superintendent said the most positive thing that has come out of this is the seriousness of purpose that all staff members and teachers are taking about assuring in their lesson plans and what they are teaching on a daily basis that there is an alignment. Dr. Hitchcock said he just wants staff to be flexible.

Dr. Hitchcock said the other thing that bothers him is as he saw the points on the memo, he was shocked to see how many of the increased responsibilities fell at the hands of classroom teachers. He asked the superintendent to look at some of the responsibilities that were assigned to teachers (not grading papers) and reassign them. The superintendent said he would look at this concern. The president asked Dr. Hitchcock's if his requests could be coupled with Mr. Burton's request for information. Dr. Hitchcock said it would be fine with him.

Mr. Burton asked in reference to the Benchmark assessment tests at the end of the semester, if he heard the superintendent say that teachers could use it as a final examination. He said some of the matter has not been taught and he hopes that it is used as a diagnostic test rather than as a grading test at this time. Mr. Burton asked staff to be sure that they do not send the wrong message to schools.

Mr. Powell said he understands that there are requests for information, and he asked Mr. Burton if it is his intention to have this on the agenda just in case he wants to make a motion. Mr. Burton said there is always a possibility, but he doesn't intend to make a motion. He is requesting information, but if an item is on the agenda, then a motion could be made. Mr. Powell asked the superintendent to consider finding a way to express within the program that this is a team approach, and the teacher is a crucial aspect of the team. He said there is heightened interest now in the assessments and because of this the board is taking a critical look at things.

**Enrichment Courses for J. S. Clark Middle School.** Mr. Burton requested that by the next board meeting, staff will present an outline of enrichment courses that would be prepared to enhance programs at J. S. Clark *i.e.* music and art, etc. at J. S. Clark.

**Salary Schedules.** Mr. Brooks asked staff to provide him with a copy of the salary schedule. The superintendent said staff has a copy that would be sent out on Friday.

**Evaluations.** Mr. Brooks asked how are directors, counselors, assistant principals, etc. evaluated. The superintendent said the board approves annually the Personnel Evaluation Plan and spells out the criteria against which they are evaluated. He said he would send the information to Mr. Brooks and would be happy to review it with him. Mr. Brooks said if a principal or school is weak, then staff needs to start looking at the top and evaluate the administrators.

**Pine Grove Elementary.** Mrs. Hardy asked the superintendent to set a date where he and Steve White could meet with the principal at Pine Grove and parents in the community. She said she would like to have the meeting scheduled for early 2002. Mrs. Hardy asked that she be given a date by the next school board meeting. The president said there is pending litigation on this school, and Mrs. Hardy said this is why she is requesting the meeting for early 2002.

**Capital Projects Plan.** Mrs. Hardy said the board needs to follow the bond issue and she asked the board to add a new classroom wing at Newton Smith Elementary in 2002. Also, to remove all of the transportable buildings in 2002.

**Consent Agenda.** The president recommended that agenda items 9-15 and 18 be categorized as consent agenda. *Mr. Burton moved, seconded by Mr. Guin, that the consent agenda be approved. 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 items for the December 18<sup>th</sup> school board meeting.

Priscilla Savannah, president of the Caddo Association of Educators, asked the board if it would be absorbing the 6.6 percent premium increase. If not, she asked the board to consider splitting the cost. She also said teachers need to know as soon as possible what the board is going to do about testing since testing will begin in about two weeks.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mr. Guin seconded the motion that carried unanimously and the meeting adjourned at approximately 6:09 p.m.*

**December 4, 2001**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at 8:03 p.m. on Tuesday, December 4, 2001, with president Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

The CPSB met in a special meeting for the purpose of considering the following items: 1) Approval of Personnel Recommendations; 2) Approval of the Facilities Utilization and Redistricting Proposal; 3) Approval of Resolution (District Accountability System); and 4) Approval of Process to Evaluate Proposals to CPSB to Provide Legal Services.

### **PERSONNEL RECOMMENDATIONS**

The superintendent said staff is advertising and will be in a process of interviewing for a permanent principal at Mooringsport Elementary School. In the meantime, he recommended that Dr. Karen Eason be placed in an interim position as principal at Mooringsport Elementary School until a permanent principal is selected and approved by the CPSB at its December 18, 2001 regular school board meeting. Dr. Eason is certified as an elementary principal and has indicated that she is not a candidate for the position. *Mr. Powell moved, seconded by Mr. Guin, approval of the superintendent's recommendation.* Dr. Hitchcock asked if it is Dr. Eason's preference that she not be considered and the superintendent said it is her preference. Dr. Hitchcock asked if it would be a bar against Dr. Eason if she were to reconsider applying for the permanent position and the superintendent said *not necessarily*, staff has done this before. *Vote on the motion carried unanimously.* The superintendent congratulated Dr. Eason, thanked her for taking on the responsibility, and introduced her to the board and audience.

### **APPROVAL OF THE FACILITIES UTILIZATION AND REDISTRICTING PROPOSAL**

The president said this item was delayed at the board's November 27 meeting and he polled the audience for input on this subject. Mr. Burton asked the president to explain what this item is about. Mr. Powell added that he thinks Mr. Burton is saying that the CPSB needs to make it clear that it is not considering a new school today that the board would be considering the redistricting plan that was in the mail. The president thanked Mr. Burton for his comment. The following visitors came forward.

Nathan Manning expressed concern about the proposed redistricting plan and said the plan would affect 90% or more of African-American students. He questioned the timing for the plan and said it would shuffle students from high performing schools to lower performing schools. Mr. Manning said if the CPSB is going to be doing "*ethnic cleansing*" in some of the schools, then the board needs to ensure that there are quality educational programs in the schools.

Craig Lee, executive director of Committee for Equity in Gaming and Tourism in Shreveport, said he is in favor of neighborhood schools. However, he thinks the resources and curricula need to be as such in the inner-city communities to effectively go at the systemic problems that exist in the inner cities.

Renea Richardson, parent, said she has two children presently attending Southwood High School. If the proposed redistricting plans were approved at this meeting, she would have one child attending Woodlawn High School and the other attending Southwood High School. She expressed concern that the plan would create diversity in the communities, but more particularly it would create diversity in homes. Mrs. Richardson also said she believes that too many majority-to-minority transfers are approved and this overcrowds the schools.

Rudolph Glass said it's a fact that educational opportunities in some neighborhood schools are poor and parent have to send their children across town in order for them to get a proper education. He said he favors neighborhood schools, but he wants the assurance that the children would get the same education as children across town.

Betty Jackson, State NAACP representative, said if 90% of the Black children will be returned to neighborhood schools, then she would like for the board to establish a check and balance system to be sure that the quality programs that are available at the schools that children are being sent away from are in the neighborhood schools. She suggested that a committee should be appointed to oversee and evaluate educational programs. Mrs. Jackson also noted that the information in the article appearing in today's newspaper is considered racially segregated.

Bessie Smith, president of the Stoner Hill Neighborhood Association, questioned the purpose and justification for re-segregating the schools over again. Mrs. Smith expressed concern about uprooting children from the safe educational environments that they are in presently. She asked school board members to be careful in their efforts and to make all schools equal. Mrs. Smith also asked board members if they are really concerned about good leadership and accountability. She said she hopes that citizens would wake up and become active and involved in the education of children. Mrs. Smith also expressed concern that some teachers, principals, support employees and other administrators are afraid to speak out because of fear of retaliation.

Tommy Thigpen, grandparent, said he is opposed to closing Eighty-First Street School and he is greatly disturbed about the plan of redistricting. He said the school provides an excellent education for students with and without special needs. He said the ratio of regular education and special education students provide an excellent means for interaction between these populations. He said Mooretown ECE does not have the number of regular education students to make possible this level of integration; it does not host the number of regular education classes as Eight-First Street School; it does not have tailored facilities, special playground toys, extensive widened doorways, etc. Mr. Thigpen said Eight-First Street is centrally located and is on the city's bus line for parents and students needing transportation. He said the plan looks like the board is re-segregating the system and he is vehemently opposed to the plan.

Reverend A. G. McLain, representing the Baptist Ministers of Shreveport and Vicinity and Social Action Committee, said they are against any policy that would re-segregate schools. He said they believe in neighborhood schools, but they also believe in diversity. He urged the CPSB to not further polarize blacks and whites.

Tammy Wright, parent, said she has two children in Caddo Public Schools. She said she purchased her home with the belief that her children were zoned to attend Hillsdale, Turner, and Huntington. She said the redistricting plan would put her children in Bethune's district and she is aware that she has the option to apply for a student transfer, enroll her children in a private school, or relocate. She expressed concern that her children would be removed from a school that has been labeled *exemplary growth* to a school that is labeled *corrective action necessary*. Ms. Wright said she is further concerned about her children attending a one-race school, and she opposes the redistricting plan.

Reverend Daniel L. Williams, III, pastor of the Pleasant Grove Baptist Church, said more people would be in attendance at the meeting tonight but the agenda is structured to wait people out and employees are afraid to speak out because they are afraid of losing their jobs. He said it is a shame that after all of the fighting that people went through for equality, that this board wants people to go back. He said if all of the children go back to their neighborhood schools, the programs will not be fair and this is not acceptable to him neither the people he pastors. Reverend Williams asked the board to consider what they are doing to the children and give them an equal chance for a quality education.

*Mr. Thibodeaux moved, seconded by Mr. Guin, approval of the Facilities Utilization and Redistricting Proposal as submitted effective SY2002-2003 (1B, 1C, 2B-24).* Mr. Thibodeaux said the reason that most of this has come about is because there was a concern, mostly in the minority neighborhoods, that some or many of the schools would be closed, *i.e.* Green Oaks, Booker T. Washington, and some elementary schools because they didn't have the number of students needed to support a good program at the school. He said every school in the parish has the basic offerings and in order to have the extra programs, there has to be students. Mr. Thibodeaux said many of the parents who were complaining were sending their children out of the districts on majority-to-minority (M-M) transfers thereby keeping the population of some of the schools down. He said the

board is trying to keep some of the schools open by moving students from over-crowded schools to schools that need students so that programs could be improved. He further noted that more money is being spent in lower performing schools than in higher performing schools per student. Mr. Thibodeaux said the system is losing students as time goes on and the CPSB can either close schools or try to increase populations in schools high enough to justify having additional programs that are in the larger schools. Mr. Thibodeaux said numbers dictate a lot of what is being proposed and the CPSB has asked for the community's help, support, and advice. He said he is asking board members to pass the plan; try it and see if it works; and if it causes problems then the board would have to make other changes.

The superintendent said as part of the recommendation at the high school level, the M-M transfer policy would remain in effect as well as curriculum necessity, magnet and hardship request. Ninth graders who would be attending Fair Park, Woodlawn, or Booker T. Washington regardless of where they are zoned would have a curriculum choice next year. Staff would be grandfathering the current 10<sup>th</sup> and 11<sup>th</sup> graders to remain into their current high school until they graduate, if they choose to do so. At the middle school level, the 7<sup>th</sup> and 8<sup>th</sup> graders are grandfathered and the only students affected would be the new 6<sup>th</sup> graders. They, too, would have the M-M transfer policy as well as curriculum necessity choices, magnet and hardship transfers. They also have the option of going to Middle Career and Technology School. At the elementary level, staff has grandfathered students who are in a k-8 environment as well as M-M transfer policy, curriculum necessity, magnet and hardship transfers. He said in truth, the number of students who would be directly affected for next year would be substantially fewer than 1,500.

*Mr. Burton made a substitute motion, seconded by Mr. Mims, to postpone consideration of this item until January.* Mr. Burton said he shares some of the concerns expressed by Mr. Thibodeaux. He knows of some of the benefits of this particular program. He's in agreement with some of the plan but he also shares some of the concerns of people in the community who have doubts and misconceptions. He said he has to take the concerns of his constituents into consideration before he votes on the plan. Mr. Burton said initially (perhaps last September) he asked the superintendent to take the proposal to the NAACP, Ministerial Alliance, and other groups to tell them what the plan is about. He said the plan was presented to schools, but other organizations, citizens and leaders want to be informed because they have been hurt so many times because of falsehoods. Mr. Burton said people want to know if schools are being re-segregated. He said the fact is that more money is being spent on some schools because they have been denied for so long. Mr. Burton said citizens want programs, teachers, and funding. He noted that ministers are leaders. They command audiences and they can put the board *down* or *up*. Mr. Burton encouraged the superintendent to meet with these groups and explain the plan to them.

Mr. Mims said he knows the suffering and pain that schools and parents went through during integration and the Cedar Grove community doesn't have a neighborhood school. He said he is opposed to closing Eighty-First Street ECE Center and reconstituting it as an elementary school. Mr. Mims said he conducted a phone survey of his constituents and they don't want the proposed change for Eighty-First Street School because they have said they can't trust the CPSB. Mr. Mims said he wants to make the community better and if the community doesn't want what is being proposed, then the CPSB shouldn't try to force it on them.

Mr. Brooks said he believes in neighborhood schools because if you take a school out of the community, then the community dies. He said the same educational offerings could be offered in each district and he encouraged the board to make the schools equal. Mr. Brooks said the superintendent is asking for a chance to make the schools equal and if the board allows him this opportunity, then the school buses could be "put in the barn." Furthermore, if equal programs are put into black community schools, the youngsters will learn. Mr. Brooks said he will support the plan but he will be asking to pull the part of the plan that affects Eighty-First Street School. Mr. Brooks said board members should keep their constituents informed of what is going on in the school system, and then they will know what is being proposed. Mr. Mims requested clarification and asked Mr. Brooks if he said he is pulling Eight-First Street School from the plan, and Mr. Brooks said he is going to support Eight-First Street School as it is. Mr. Mims said he would offer an amendment that Eight-First Street be exempted and stay as an ECE school. Mr. Powell called for a point of order and said the motion that is on the floor is not the original motion. Mr. Mims said he would make a substitute motion that items 15-22 be taken out of the mix. Dr. Hitchcock raised a

point of order and said this is not a substitute motion, but it is an amendment to a motion that isn't on the floor. Mr. Mims said when the appropriate time comes, he will put the amendment on the floor.

Mrs. Pugh said the late Louis Collier, CPSB representative for District 2, when the system was faced with the Consent Decree, contended that he could not vote for a package unless it was written into the document. She said what happened in the inner-city schools took place because board members at that time wanted a vote. She said her concern is anything that the CPSB is doing should be written into the document in plain English where people can read it for the purpose of holding the superintendent and school board members accountable. Mrs. Pugh said there is no middle school in District 5 because children have been moved around. She capsulized facts relative to the closing of Lakeshore Middle School, Eden Gardens High School, and Oak Terrace. Mrs. Pugh said the late Mr. Collier said children in District 2 could not leave the area, but he wanted a staffing formula written into the document so that it would make a difference and be respected. Mrs. Pugh said it has been proven for some of the schools in the Cooper Road area that the staffing formula has made a difference. She said the CPSB is no longer bound by the Consent Decree but whatever the board does tonight, she could live with it because the children in District 5 would have to be addressed for the future as well as for what they have been cheated out of. She said there is still much work to be done but the shifting of time and people has allowed communities to be integrated. She also noted that there is no diversity among students in most of the schools. The school board has to be about the business of creating within the teaching staff the ability to be diverse and the ability to deal with cultural differences. Mrs. Pugh said she doesn't have a problem with the superintendent's recommendation because he is doing what the board asked him to do. She said there are buildings where staff recommended the construction of wings when there aren't children in the buildings. Mrs. Pugh said the board has a two-fold problem of moving the students to accommodate in order to have the necessary dollars to have programs, to pay for staffing, and to purchase materials, etc. Furthermore, concerned parents are needed in order to make a difference and they should force principals to do some things.

Mrs. Armstrong said she remembers Mr. Burton's request of the superintendent to visit certain groups. She asked the superintendent if he is willing to go and visit with some of the committees and community leaders that Mr. Burton has asked about. The superintendent said he visited with groups last year, but did not receive any feedback from those who promised that they would. Mrs. Armstrong said that was on the original facilities utilization plan. The superintendent said that was last year's plan where he scheduled meetings and there was no follow-up. He said he would meet with whomever the board wants and he has held community information meetings, has fielded phone calls, and the plan is on the web site. Mr. Burton said this proposal is a different issue and it affects 80-90 percent of the Black community. He said he supports most of the plan, but he asked the superintendent to explain the plan to the people so that there are no misconceptions. *Vote on the motion to postpone until January carried with board members Guin, Thibodeaux, Powell, Milam and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Burton, Pugh, Mims, Brooks, Wright and Armstrong.* The proposed recommendations for redistricting are as follows.

**It is recommended that the Caddo Parish School Board approve the following High School attendance boundary changes effective school year 2002-2003:\***

1a. Incorporate a portion of the Byrd High School attendance zone into the BTW High School attendance zone, as per attachment #1.

Or

1b. Incorporate a portion of the Byrd High School attendance zone into the BTW High School attendance zone, as per attachment #1b.

1c. Incorporate a portion of the Byrd High School attendance zone into the Fair Park High School attendance zone, as per attachment #1c.

2a Incorporate a portion of the Southwood High School and Byrd High School attendance zones into the Woodlawn High School Attendance zone, and align the Woodlawn High School and Linwood eastern boundary attendance zones (Line Avenue instead of Fairfield Avenue) as per attachment #2.

Or



- 2b Incorporate a portion of the Southwood High School and Byrd High School attendance zones into the Woodlawn High School Attendance zone, and align the Woodlawn High School and Linwood eastern boundary attendance zones (Line Avenue instead of Fairfield Avenue) as per attachment #2b.
3. Incorporate a portion of the Huntington High School attendance zone into the Fair Park attendance zone, as per attachment #3.

\*(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. The curricula choice program for incoming 9<sup>th</sup> graders at Fair Park, Woodlawn, and Booker T. Washington, as approved in 2001, goes into effect for SY 2002-2003). Current 10<sup>th</sup> and 11<sup>th</sup> graders (rising 11<sup>th</sup> and 12<sup>th</sup> graders) have the option of remaining in the current high school until they graduate or they may opt to attend the zoned high school.

**It is recommended that the Caddo Parish School Board approve the following Middle School attendance boundary changes effective school year 2002-2003:\***

4. Middle school students who reside in the Central Elementary School attendance zone would be zoned into J. S. Clark, as per attachment #4.
5. Middle school students who reside in the West Shreveport Elementary School attendance zone would be zoned into J. S. Clark Middle School, as per attachment #5.
6. Middle school students who reside in Highland/Stoner Hill area would be zoned into J. S. Clark Middle School, as per attachment #6.
7. Middle school students who reside in the Summer Grove Elementary School attendance zone would be zoned into Ridgewood Middle School, as per attachment #7.
8. Middle school students who reside in the Southern Hills Elementary School attendance zone would be zoned into Ridgewood Middle School or the Linwood Middle School, as per attachment #8
9. Middle school students who reside in Eden Gardens-Spring Lake area would be zoned into Youree Drive Middle School, as per attachment #9
10. Middle school students who reside in the Westwood Elementary School attendance zone would be zoned into Bethune as per attachment #10
11. Middle school students who reside in the Turner Middle School attendance zone would be zoned into Bethune Middle School, as per attachment #11
12. Middle school students who reside in the Hillsdale Elementary School attendance zone would be zoned into Turner Middle School, as per attachment #12
13. Middle school students who reside in the Broadmoor Middle School attendance zone would be zoned into Linwood Middle School and J. S. Clark, as per attachment #13
14. Middle school students who reside in the Ridgewood Middle School attendance zone (students who live along Williamson Way) would be zoned into Keithville Middle School, as per attachment #14

\*(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. Current seventh graders (rising 8<sup>th</sup> graders) may remain at current enrolled middle school. Current 6<sup>th</sup> graders (rising 7<sup>th</sup> graders) have an option of remaining in current middle school until they complete the 8<sup>th</sup> grade). Students still have option of applying to Middle Career and Technology School at Hollywood.

**It is recommended that the Caddo Parish School Board approve the following Elementary School attendance boundaries and program changes effective school year 2002-2003: \***

15. Schedule non-categorical classes ece students currently located at 81<sup>st</sup> Street ECE Center to Mooretown ECE Center.
  16. Expand 81<sup>st</sup> Street ECE Center into a school serving students in grades ece to grade 5, with the attendance zone as per attachment 15;
  17. Designate the elementary school at 81<sup>st</sup> Street as a Professional Development School with Grambling University as the partner institution
  18. The 81<sup>st</sup> Street Professional Development School's educational program, as attached, be approved for implementation in SY 2002-2003
  19. Change the attendance zone at Atkins, as per Attachment #15B.
  20. Elementary School students who reside in the Walnut Hill Elementary/Middle School attendance zone would be zoned into Summerfield as per attachment #16. Note: These students would attend Ridgewood for middle school and Southwood for high school.
  21. Elementary School students who reside in the Riverside Elementary School attendance zone would be zoned into Barret, as per attachment #17:
  22. Elementary School students who reside in the Forest Hill Elementary School attendance zone would be zoned into Summerfield, as per attachment #18.
- \*(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. Current fourth graders (rising 5<sup>th</sup> graders) may remain at current enrolled elementary school. Current 3<sup>rd</sup> graders (rising 4<sup>th</sup> graders have an option of remaining in current elementary school until they complete the 5<sup>th</sup> grade). Current students attending a k-8 school shall be permitted to complete their schooling in that currently enrolled school provided there is no break in attendance).
23. Incorporate a portion of the University Elementary School attendance zone into the Riverside attendance zone, as per attachment #19. (Please note that no students live in this area at this time.)

**Central Office Recommendations:**

24. It is recommended that the CPSB approve the Alexander School site (currently closed) as the Alexander Curriculum Center, effective school year 2002-2003.

**APPROVAL OF RESOLUTION (DISTRICT ACCOUNTABILITY SYSTEM)**

The superintendent said last week he brought to the board's attention some issues that he thought were important for the CPSB to consider regarding the school and district accountability system by the Board of Elementary and Secondary Education (BESE). He said a resolution was prepared for the board's consideration if, in deed, it wants to go on record regarding some of the matters. *Mr. Thibodeaux moved, seconded by Mr. Brooks, adoption of the resolution (Louisiana School and District Accountability System) as submitted in the mailout. Vote on the motion carried with Mr. Milam opposed. Board members supporting the motion were Hardy, Burton, Thibodeaux, Pugh, Mims, Guin, Brooks, Powell, Wright, Armstrong and Dr. Hitchcock.* A copy of the resolution was forwarded to BESE and a copy is filed in the official papers of the board.

## **APPROVAL OF PROCESS TO EVALUATE PROPOSALS TO CPSB TO PROVIDE LEGAL SERVICES**

*Mrs. Pugh moved, seconded by Mr. Thibodeaux, that two members of the Executive Committee and one other member of the board (being assisted by the attorney who is a member of the board) will serve as a committee of three with the president serving as ex-officio member of the board, and that the superintendent and the auditor also serve on the committee (Committee of five). Dr. Hitchcock asked what committee was Mrs. Pugh referring to and Mrs. Pugh said don't be ridiculous, look at the item on the agenda. Dr. Hitchcock called for a point of order and said another board member has referred to the question as "ridiculous," that is an insult and he asked the president to enforce the rules established by the board. The president said Mrs. Pugh would hold back from that and answering Dr. Hitchcock's question, he said what was put forth is two members of the Executive Committee (himself not being included), Mr. Powell, who is an attorney, superintendent and auditor as far as names for the committee. Again, Dr. Hitchcock asked what committee and what would the committee do. Mrs. Pugh said the committee would evaluate proposals. The president said the committee would oversee the opening and evaluation of proposals and Mrs. Pugh said she used the memo in the mailout as her guide for formulating the motion. Dr. Hitchcock said he sees no reference to a committee and that is his problem. He said he is still trying to find out what would this alleged committee do. He said a motion is before the board to establish a committee and you have the members of the committee but the motion does not address what the committee does, the charge of the committee, the scope of it, and when it would report. Mrs. Pugh said the committee would evaluate the proposals to the CPSB for legal services and bring such proposals to the board for consideration. Dr. Hitchcock said Mrs. Pugh's comment clears up his concern and suggested that that is not the motion that is before the board. The president asked the secretary to read the motion (*Move that two members of the Executive Committee and another member of the board be considered a committee of three with president as ex-officio and the superintendent and auditor serve on the committee also.*) The president asked Mrs. Pugh to add the specific statement to the motion; *to evaluate proposals to the CPSB to provide legal services and bring back a recommendation of two or whatever recommendation is needed in order for the board to consider.* The president asked Mrs. Pugh if the board would still need to meet next Monday and Tuesday to hear from those who have made proposals and if anything else would change from what was put forth. Mrs. Pugh said that would be a decision of the board or committee. Mr. Burton said he would like to have some guidelines as to what the board is looking for in looking at the profiles of the candidates. He said he thinks the superintendent would be better able to tell him exactly what kind of expertise the board should be seeking. Mr. Mims said he thinks the board needs someone with a legal mind, particularly in education. Also, the legal counsel(s) should have some background in legal work dealing with educational problems. *Dr. Hitchcock made a substitute motion and moved approval of the process to evaluate proposals for legal services as defined in the mailout, particularly the memo the board president to the board dated November 29, 2001. The president said the motion dies for lack of a second. Vote on the original motion carried with Mr. Powell abstaining. Board members Armstrong and Dr. Hitchcock were opposed and board members Hardy, Burton, Thibodeaux, Pugh, Mims, Guin, Milam, Brooks and Wright supported the motion.* Dr. Hitchcock asked the president if he intends to call a board meeting next week. The president said they have Monday and Tuesday set aside and they have contacted interested firms to come at that time. Dr. Hitchcock asked if there is a need to do this since the board has a committee. Mr. Thibodeaux said the committee might want to interview the persons who submitted a proposal, but anyone could attend the meeting. The president said that would be good. Mr. Guin suggested that the committee should go ahead and meet and it is available to anyone. The president expressed appreciation for the guidance offered.*

**Adjournment.** There being no further business, *Mr. Thibodeaux moved for adjournment. Mr. Burton seconded the motion that carried unanimously, and the meeting adjourned at approximately 7:50 p.m.*

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President

**December 18, 2001**

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 Tuesday, December 18, 2001, with President Mark Milam presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Phillip R. Guin, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mrs. Pugh gave the invocation and led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE NOVEMBER 27, 2001 AND DECEMBER 4, 2001 CPSB MEETINGS**

*Mr. Burton moved, seconded by Mr. Guin, approval of the minutes of the November 27, 2001 and December 4, 2001 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. He announced that “*Approval of Lease Agreement with Bell South Mobility*” is being postponed until the January school board meeting. Mr. Burton said he would like to move item 21 on the agenda to follow the bids. *Mr. Burton moved, seconded by Mr. Powell, to suspend the rules to modify the agenda. Vote on the motion carried unanimously. Mr. Burton moved, seconded by Mr. Guin, to move “Approval of Firm(s) to Provide Legal Services for the CPSB” on the agenda to follow the bid item so that the board’s special committee could make its report and recommendations on legal services to the CPSB. Vote on the motion carried unanimously. Mr. Powell moved, seconded by Mr. Brooks, to suspend the rules for the purpose of adding an item to the agenda in order to move the January 2002 Executive Committee and regular school board meeting dates back one week. Vote on the motion carried unanimously. Mr. Powell said he would leave it up to the board president where he wants to put the item on the agenda. Mr. Powell moved, seconded by Mr. Burton and Mr. Brooks, to add this item (Approval of Meeting Dates for the CPSB in January 2002) to the agenda following item 23. Vote on the motion carried unanimously. Mrs. Hardy removed “Approval of Request to Revise the 2002-2003 Capital Projects Plan to Include the Construction of a Classroom Wing at Newton Smith Elementary School” from consideration because in about five months, the board would be reviewing the remaining construction projects.*

#### **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions, with assistance from the board president and superintendent. Framed certificates of recognition were presented to the honorees.

**Character Education.** Last year a pilot program was initiated in the area of character education in five elementary schools and was funded by the Alliance for Education, the Louisiana Cooperative Extension Service, Louisiana State University in Shreveport, Representative Beverly Bruce and the Louisiana Community Policing Institute. This year, Caddo received funding again and seven additional schools were added to the program. As part of the official kick-off this year, students were invited to showcase their talents by competing in a poster highlighting the pillars of character education. First, second, and third place winners in each grade level received special T-shirts. First place winners will compete in a district-wide competition judged by members from the Alliance for Education. Involved persons include Dr. Barzanna White, Dr. Phillip Rozeman, Representative Beverly Bruce, Mr. Jim Conerly and Marcelette Ashley. Mr. Conerly also assisted with the recognition ceremony and student winners were: Jason Rone, Jr. (kindergarten student at Queensborough Elementary); Chericka Guillard (first grader at Caddo Heights); Quincy Cutley (second grader at Caddo Heights); Shanterica Houston (third grader at Werner Park); Anthony Gardner (fourth grader at Queensborough); Tischelle Phillip (fifth grader at Turner); Angela Bryant (seventh grader at Broadmoor); and Jessica Burden (eighth grader at Broadmoor). Quincy Cutley is also the grand prize winner in the poster competition. Parents, other relatives, principals, teachers, and business partners were recognized.

**Louisiana School-to-Work Poster Contest.** The “sweep” of the elementary division award winners - Sutton Davison and Lydia Lefleur (second and third place winners). Sierra Payne is the winner of the elementary school division and she was hosted at the Governor’s mansion and received her award in a special ceremony on December 11. Sierra received a \$25 savings bond and television for her classroom. Parents, other relatives, principals, and teachers were recognized.

**2002 Southeastern Elementary Art Educator Award.** Judy Ball Johnson, art teacher at South Highlands, was recognized for her exemplary contribution, service, and achievement at a Regional level within each NASEA division. Her award will be given at the Miami Convention on Saturday, March 23, during the Elementary Division luncheon. Relatives and the school principal were recognized.

**Developing Literacy Skills Across the Curriculum Mellen Publications.** Joyce B. Patton, assistant principal at Caddo Middle Magnet, was recognized as the published author of Chapter 5 in this publication and the chapter is entitled “*Strategies for Strengthening Literacy Learning in a Middle School Science Program.*” The presence of relatives and the school principal were acknowledged.

**Glencoe 202 Life Science.** This textbook, *Glencoe 2002 Life Science*, has exclusive partnerships with the *National Geographical Society* and the *Princeton Review*. Dr. Dominic Salinas, middle school science supervisor for the CPSB, was previously cited for his review of *Merrill Physical Science (1991)*. This is the first time that Dr. Salinas has been recognized as a consultant on a textbook. He aspires to author a science textbook sometime in the future.

**LAE Teacher Award Winners.** (1) Martha Sutton Maple, a veteran fourth grade teacher at Shreve Island Elementary, is the recipient of the 2001 Louisiana Association of Educators’ Teacher Image Award. She received the award based on her dedication to students during her 39 years teaching career. The award was given at the Annual Representative Assembly of the LAE on November 19. (2) Monica Jenkins-Moore received the LAE Administrator Image Award. This award pays tribute to an individual whose leadership and actions have advanced public education, the image of administrators, and the association. (3) Shirley Enani received the Ancillary Personnel Image Award. Mrs. Enani wrote a grant for parental involvement that has been funded for two years by the National Education Association (NEA).

**LASE Paul H. Fouquier Educational Leadership Award.** W. Edward Hearron, Area II Executive Director for the CPSB, received the LASE Paul H. Fouquier Educational Leadership Award in November for exceptional contributions, leadership, and service to education in Louisiana. Mr. Hearron’s spouse, son, and parents were recognized.

**National Certified Teachers.** Business Partner Donna Aubrey, who is the educational representative with Coca-Cola Enterprises of Shreveport, assisted in this recognition. Forty-three Louisiana teachers, including two from Caddo and eight from Louisiana, have gained national certification this year from the national Board for Professional Teaching Standards. This certification is the highest honor the profession has to bestow and is a demonstration of teaching practices as measured against high and rigorous standards. The winners are: (1) Walter Brown, teacher of Young Adult English/Language Art at Fair Park High School, and (2) Cheryl Hackney, early childhood/generalist, at Shreve Island. These winners will receive a \$1,000 bonus for this outstanding honor. Relatives and principals were recognized.

## VISITORS

Dr. Phillip Rozeman said last month he addressed the CPSB and expressed his appreciation for what it is doing. Today he came to express appreciation from the community and publicly to others in the school system, namely the superintendent. He said the superintendent is results focused, the system doesn’t tolerate mediocrity, and Caddo is a tremendous school system with focus on every school, especially low-performing schools. Dr. Rozeman said he hopes the board and superintendent would continue moving forward in what is being done.

Priscilla Savannah, president of Caddo Association of Educators (CAE), said the association is requesting that the CPSB, administrators, and school board’s legal counsel would work with them to

resolve nine-week testing concerns. She said CAE is also concerned about the increase in insurance premiums and requested staff to provide employees with the revised fee structure. She asked what percentage would the school board pay of the 6.6 percent premium increase. Ms. Savannah said CAE was recently awarded a \$5,000 grant and it would be used to help schools improve student achievement.

Pat England informed the board of her concern about CPSB teachers' and support staffs' morale. She said she has observed an alarming increase in the number of teachers, administrators, and support personnel who have developed a work survival mentality. She said teachers feel that their work places have become oppressive and the board needs to work on how to address and find solutions for this issue. Mrs. England said the morale of teachers could have far reaching implications for student learning and it is her hope that the board and staff work for solutions. She suggested that there are excellent programs for supervisors in management to understand how the morale issue affects motivation, productivity, and student achievement.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), shared with board members the results of the CFT/SP first opening survey and expressed concern about the nine-week test. She said the test is still flawed. It has multiple answers to some questions; there are ambiguous questions, questions that were not proofed after revisions were made, poorly written questions, etc. Mrs. Lansdale said it's important for staff to step back, review the test, and make it right. Mrs. Lansdale said teachers are not complaining about being held accountable, but they want to use a correct test.

#### **CONFIRM THE CONSENT AGENDA**

*The president again reviewed the revised agenda. Mr. Burton moved, seconded by Mr. Powell and Mr. Thibodeaux, to accept the consent agenda. Vote on the motion carried unanimously.*

#### **Agenda Item No. 9 (A – D)**

**Personnel Recommendation(s).** The superintendent recommended that: (1) Paula Nelson be placed in an interim position at Mooringsport Elementary School as principal until a permanent principal is selected and approved by the CPSB. Mrs. Nelson is fully certified as an elementary principal, but has chosen not to apply for this position. (2) Joe Ferguson be appointed head football coach/athletic director at Captain Shreve High School. Mr. Ferguson will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed.

**Request(s) for Leave(s).** The superintendent recommended approval of the following request for leave.

Sabbatical/Study, Spring Semester of the School Year 2001-2002

Shelia L. Gladney, Teacher, Atkins Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** No promotional appointment contracts for new counselors were issued.

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

**Approval of Resolution to Participate in the Medicaid Administrative Outreach Project.** Staff recommended that the resolution to participate in the Medicaid Administrative Outreach Project be approved as included in the mailout. The program will coordinate the reimbursement of local school districts for costs of identifying, assessing and referring students to the appropriate public services. It is estimated that funding of up to \$900,000 annually from the federal government will be available to Caddo schools through this program. A copy of the resolution is filed in the official papers of the board.

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

**Approval of Request for Additional Staffing in the Payroll Department.** The growth of programs and regulations has resulted in increasing workloads in the Payroll Department. Staff recommended that the two positions (Bookkeeper II and Assistant Payroll Manager) be added to the Payroll Department, as indicated in the mailout; also, to include approval of the Assistant Payroll Manager job description.

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

**Approval of the Proposed Modifications to CPSB Policy JECC.** Staff recommended approval of the proposed modifications to CPSB Policy JECC as included in the mailout. The policy references May 1 as the established deadline for submitting applications along with May 1 as the date for any exceptions beyond this date. Staff is recommending that the transfer application deadline be changed from May 1 to April 15. Extending the deadline to April 15 assures parents/guardians an opportunity to have applications submitted timely without an interruption in Caddo's normal workweek.

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

**Approval of Special Education Interagency Agreements.** Staff recommended approval of the Special Education Interagency Agreement as submitted in the mailout. The agreement is between the University Montessori School (Shreveport, Louisiana) and the CPSB. This agreement makes it possible for the CPSB Special Education Department to offer required services to students with disabilities residing in the parish.

#### **PERSONNEL TRANSACTIONS REPORT**

**Personnel Recommendations.** The superintendent recognized John Dilworth, chief operating officer, who introduced the promoted and newly hired employees as identified in *Consent Agenda 9-A*. He also recognized the employees' family members, school supporters, as well as Stan Powell and Tommy Powell who are former principals of Captain Shreve High School. Mr. Dilworth also recognized the school's present principal, Dr. Sandra McCalla.

#### **BIDS**

**Approval of Bids.** Staff recommended that: 1) the bid for plugging of water wells be rebid at a later date; 2) the bid of Anderson Chemical Company totaling \$39,122.00 for water treatment chemicals, as indicated on the bid tabulation sheet be approved; and 3) the bid of One Stop Bus Stop totaling \$39,746.00 for wheelchair track and occupancy restraint as indicated on the bid tabulation sheet be approved.

**Approval of Proposals.** Staff recommended that the proposal of Software and Services totaling \$30,300.00 for Fixed Asset Management System, as indicated on the bid tabulation sheet, be approved.

*Mr. Burton moved, seconded by Mr. Brooks, approval of staff's recommendations regarding all bid and proposal items as identified above. Vote on the motion carried unanimously.*

#### **APPROVAL OF FIRM(S) TO PROVIDE LEGAL SERVICES FOR THE CPSB**

The president recognized Mr. Powell. Mr. Powell said he was elected chairman of the committee of the board to evaluate ten legal proposals that were submitted. He reported that the committee met last Monday, Tuesday, and Thursday night to conduct interviews of the ten proposers. He said time wise, the interviews lasted over an 11-hour period of time and he expressed appreciation for the efforts of committee members to get the interviews done. Mr. Powell said the interviews were taped and are being transcribed by staff so that board members could consider them along with their proposals. He said the transcripts would be completed on tomorrow. Mr. Powell said the committee met today to formulate its report for presentation to the board and he submitted the following recommendations of the committee. The committee recommended that: (1) the board postpone

action on the RFP until it could be a special called meeting of the CPSB to be called some time in January (decision could be made at the Executive Committee meeting in January); (2) from this point forward, the CPSB operates as a committee as a whole and that all decisions on the proposals and on legal services be that of this committee as a whole of the CPSB; (3) the contract expires in January on Mr. Sutherland's current services and the committee asked for the board president to inquire of Mr. Sutherland about the possibility of getting a sixty to ninety day extension, and the committee would suggest going ahead and the board taking action today to get a ninety-day extension of time in order that the CPSB would have full time to take whatever action would be necessary on this agenda item; (4) and lastly, the present committee to evaluate the proposals be dissolved and everything be turned over to the president of the board and the board operate as a committee as a whole on this item. Mr. Powell said this is the report and recommendation of the board appointed committee. *Mrs. Hardy moved, seconded by Mr. Brooks and Mr. Thibodeaux, acceptance of the report of the committee. Vote on the motion carried unanimously.* Mr. Guin asked if the board needs to look for a motion to enact the recommendations, and the president said he would welcome the motion. *Mr. Guin moved, seconded by Mrs. Armstrong and Mrs. Wright, to enact the recommendations of the committee.* Dr. Hitchcock asked what are the recommendations of the committee. Mr. Powell said the recommendations are the four items that the board just approved. Mrs. Pugh asked if the board is asking for a sixty or ninety-day extension. Mr. Powell said the committee talked about getting the ninety-day extension and this is what is recommended in order to get the maximum flexibility in case something else happens. The president said legal counsel was open to either one. Mr. Powell asked the president, if once this is approved, if he would get with Mr. Sutherland to resolve the situation so that the CPSB would have the ninety days. The president said this is correct. *Vote on the motion carried unanimously.*

**Recess.** The president called for a 12-minute recess at approximately 5:40 p.m. The board reconvened at approximately 5:59 p.m.

#### **APPROVAL OF THE RENEWAL OF GROUP MEDICAL, LIFE, AND DENTAL INSURANCE PLANS**

The president recognized Priscilla Savannah, president of CAE, who reminded the board of the association's concerns relative to the increased premium rates. She said employees have not seen the revised premium schedule and staff has not said what portion of the 6.6 percent increase would be paid by the school board.

*Dr. Hitchcock moved, seconded by Mr. Burton and Mr. Brooks, to renew Group Health, Group Dental, and Group Life Insurance plans for the plan year beginning April 1, 2002, as indicated in the mailout and recommended by staff.* Dr. Hitchcock said he has no comment on the motion, however, he asked to read the following letter into the record.

Caddo Parish School Board  
1961 Midway  
Shreveport, LA 71108

Today at our regular scheduled school board meeting we are to consider a renewal proposal for the group medical insurance plan. I intend to vote to approve this proposal. I have no conflict of interest in doing so, but I want to make my position perfectly clear. I use this means to disclose again that I am an officer of CHRISTUS Schumpert Health Systems and that CHRISTUS Schumpert has a provider contract with Blue Cross Blue Shield, as does every other acute care hospital provider in Caddo Parish. Further, CHRISTUS Schumpert has similar hospital provider contracts with almost every other managed care plan in the area, and I would be in a similar position if we were voting to place the insurance with any of them.

Sincerely,

/s/

\_\_\_\_\_  
Miles E. Hitchcock, Sc.D.  
Caddo Parish School Board, District 12



Mr. Burton asked if the board is going to pay any of the increased premium rates. The superintendent said the rate agreement that the CPSB has is a proportionate share. The share was established last year and that is what staff is going forward with. He noted that there is no increase for the dental insurance, no increase for the life insurance, but there is a 6.6 percent increase on the group medical that would be shared between the employees and the board. Randy Watson, insurance manager for the CPSB, said staff always passes the increase on proportionately to the employee/employer. The CPSB pays 75 percent of the total premium on an average and will continue to pay 75 percent of the new premium. Mr. Watson said the average increase for the employee would be 7 percent. Mr. Brooks said after looking at medical plans in other parishes, he does not believe that staff could find a better plan in the state. He said Caddo's plan is tops. *Vote on the motion carried unanimously.* The president recognized James Bustillo, agent for Blue Cross Blue Shield, who was in the audience and thanked him for his assistance. Mrs. Armstrong asked staff to provide employees with the cost that they are going to be paying in increased premiums. Mr. Watson said this information would be printed in the newsletter that will be sent to all employees in January 2002.

### **APPROVAL OF THE QUALIFIED ZONE ACADEMY BOND (QZAB) FUNDING**

*Mrs. Pugh moved, seconded by Mr. Powell, acceptance of the QZAB funding of \$3.5mm.* Mrs. Pugh said she has received an answer to her question. *Vote on the motion carried unanimously.* The funds would be used for school cafeteria air conditioning projects and school lighting retrofit projects. A list of the QZAB projects are: Central (A/C Cafeteria), Cherokee Park (A/C Cafeteria Kitchen), Claiborne (A/C Cafeteria Kitchen), Fair Park (A/C Cafeteria/Auditorium), Hamilton Terrace (A/C Cafeteria), Hollywood (A/C Cafeteria/Kitchen), Mooringsport (A/C Cafeteria/Kitchen) and Ridgewood (A/C Cafeteria/Kitchen). Lighting Retrofit projects are scheduled for the following schools: Bethune, Broadmoor, Creswell, Fair Park, J. S. Clark, Southern Hills, Jack P. Timmons, Woodlawn, Caddo Heights, Cherokee Park, Claiborne and \*Creswell. (\*The Creswell lighting retrofit project will be contingent upon available funding.)

### **APPROVAL OF THE NAME CHANGE OF CPSB FACILITY (CADDO PARISH MAGNET HIGH SCHOOL LIBRARY)**

*Mr. Thibodeaux moved, seconded by Mr. Powell, that the Caddo Parish Magnet High School be renamed the Ascension Delgado Smith Library.* Mr. Thibodeaux said when somebody has done something outstanding and for a long period of time in the parish as Mrs. Smith, then they should be rewarded in such a way that they would be remembered for a long time. Mr. Powell said he thinks this is worthy and anytime the board renames a facility, there is a lot of blood, sweat, and tears that went into starting the program. He said this action by the board acknowledges that in a historical perspective on a name that would continue for years to come. *Vote on the motion carried unanimously.*

### **APPROVAL OF THE HIGH SCHOOL ENGLISH SUPPLEMENTAL READING LIST**

Hearing no motion from a school board member on this item, the president sought legal counsel's guidance on how to proceed with this item. Legal counsel advised that if there is no motion, the president should pass on to the next item. The superintendent said if he understands the board's action, this would mean that there is no suggested supplemental reading list for the second semester.

### **APPROVAL OF THE TRANSFER OF THE TEACHING MAGNET PROGRAM FROM GREEN OAKS HIGH SCHOOL TO BOOKER T. WASHINGTON HIGH SCHOOL**

*Mr. Burton moved, seconded by Mr. Brooks, that the CPSB approve the transition of the Teaching Professions Magnet form Green Oaks High School to Booker T. Washington High School, effective SY2002-2003.* Mr. Burton applauded staff's effort to increase the academic program at Booker T. Washington High School. He asked the superintendent if the cosmetology program would be maintained at the school. The superintendent said staff is looking at that now in terms of its appropriate location. He informed board members that approximately two or three students from Booker T. attend the program and the other 27 or so students come from other schools. The superintendent said staff is looking at the licensure of that. He said he would report back to the board in the next couple of months. Mr. Burton said he doesn't want the school to lose any students.

The superintendent said the students do not count toward Booker T. Washington's enrollment. Mr. Brooks said this action is long overdue and he applauded the superintendent, staff, Mrs. Eursla Hardy, Mrs. Ann Fowler and group (*The Green Oaks Teaching Magnet Foundation, Inc.*) for their efforts. He said the community and ministers in the community applaud the program at Booker T. Washington because it's a way up. Mr. Guin said he has no intention of trying to block this action. He reminded the superintendent that with this movement and other actions of the board, there are multiple magnet components at some schools and there are basically only two high schools in the parish without a magnet component. He said the CPSB has already authorized the superintendent to go forward with the planning of a joint venture with Biomed for Southwood High School. He said when a magnet component is added to a school, it allows the school to compete for young people outside of the district lines for that school. He encouraged the superintendent and staff to work with the principal at Northwood High School and come back to the board at a later time with a suggested magnet component for that school. Dr. Hitchcock asked the superintendent if other high schools had expressed an interest in the teaching magnet component. The superintendent said Northwood expressed an interest. Dr. Hitchcock asked the superintendent what was his basis for giving the program to Booker T. Washington. The superintendent said staff's action is an effort to bolster the student enrollment; more students could access the school given the geographical location of the school; and the school's proximity to the professional development schools and the plans of linking the teaching experience of juniors and seniors into those schools. He said this addition completes the wheel of five significant programs at the school (Business Administration Magnet, Teaching Profession Magnet, Honors/Advanced Placement Magnet, Computer Science Magnet and Telecommunications Magnet) as an effort to enhance the school and build its enrollment from that perspective. Mrs. Pugh reminded the superintendent that at a community meeting last week, Bernice Smith (member of the State Board of Cosmetology) called upon him to consider keeping the program intact at Booker T. Washington High School. She said the equipment and labs are already in place and she doesn't think the CPSB needs to pick up the additional costs to equip another school. Mr. Mims expressed concern that a predominantly black school is losing a magnet program of this nature. He said all of the students who have gone through the program have passed the ACT with great marks. He said he hopes that another program, of equal or better quality, would be implemented at Green Oaks. The superintendent said a month or so ago the CPSB approved the redesign of the educational program at Green Oaks High School as put forth by the community to transform the school into a Performing Arts school. He said the recommendation to relocate the teaching profession component from Green Oaks came from the principal. Mr. Mims said the decision to relocate the program should have come from the central administration. *Vote on the motion carried unanimously.*

**AGREEMENT FOR SUBSTITUTE STAFFING (KAVANAUGH GROUP TEMPORARY SERVICE, INC. AND PROFESSIONAL TEMPS USA, INC.) (Milam)**

The president said this item was added to the agenda at the request of a school board member. *Mr. Powell moved, seconded by Mr. Brooks, that the contract currently in operation between the CPSB and the Kavanaugh Group Temporary Services, Inc. be revised as it presently is not reflective of the stated intention of the CPSB in its September 18, 2001 meeting, vote approving the same, and that the superintendent be directed to bring back on January 8, 2002 the newly revised contract that accurately reflects the submitted and approved proposal of Professional Temporaries USA, Inc. in partnership with the Kavanaugh Group Temporary Services, Inc., or a joint venture thereof, as it relates to provisions of substitute teacher staffing.* Mr. Powell said the board took action on September 18 and there was mailout material that referenced a joint venture and partnership. He said it is his understanding that between the time that the board got the proposal, which had a form contract which includes both names of the participants and was signed by both, that after the board approved it, the contract that ultimately was signed deleted all references to one of the companies. Mr. Powell said he does not think that that deletion accurately reflects what the board's intent was when it adopted the proposal. He said the CPSB needs the service, the joint venture has been providing the school system with increased fill rates in the schools and the board appreciates this. However, the CPSB has to make sure that this service is done right and the contract must be right. Mr. Brooks said this matter is concerning to him and he encouraged the school board and staff to get this matter right.

Dr. Hitchcock asked the superintendent what is the term on the contract. The superintendent said the term is extended until June 2002. Dr. Hitchcock asked if the service that is currently being

performed has the involvement of the Professional Temps USA, Inc., and the superintendent said it has to his knowledge. Dr. Hitchcock asked if the impact of the amendment to the contract would cause any change in the way that the operation of the substitute staffing would work in Caddo Parish. The superintendent said he doesn't think it has any bearing on how the program would work. It is a contractual matter of the relationship between the three entities (including the CPSB). Dr. Hitchcock asked the superintendent if he has a recommendation on this matter. The superintendent said he would go along with the motion to have it resolved by January 8<sup>th</sup>. He said it has a legal implication that he is unable to address satisfactorily. Dr. Hitchcock asked if he heard in the motion a request for a called meeting in January. The superintendent said that is the date of the Executive Committee meeting. Dr. Hitchcock asked if this item would actually be acted on at the regular January meeting. Mr. Powell said January 8<sup>th</sup>, and that would be a called meeting of the board. Dr. Hitchcock asked if there is any reason why this item should be addressed on the 8<sup>th</sup> as opposed to the regular meeting date. He asked if there is any urgency on the subject. The superintendent said this is a board item and it was not brought to the board by the administration. *Dr. Hitchcock made a motion to amend the motion, that it be placed on the agenda on January 8<sup>th</sup> for the regular board meeting in January and be considered by the board then. The president said the motion dies for lack of a second.*

Mr. Guin asked if the individuals that are placed by the joint venture are employees of the joint venture, and the superintendent said this is correct. Mr. Guin asked if the CPSB payroll paying each individual. The superintendent said no, the agreement is that on a monthly basis, the CPSB is billed and the school board reimburses the group with one check.

Mrs. Wright said all too often the contracts that the CPSB enters into involves other parties and it appears to her that teachers are being paid by the group that the school board hired. Yet, there are a lot of things that have to be done with finances in order to get the payroll forwarded. Mrs. Wright said she thinks the board should go back where this all started. The original motion approved the service as a group, this is how it should be done, and the paperwork should reflect this. The superintendent said the people who are providing substitute services on a daily basis are not Caddo Parish School Board employees. They are employees of the group. Mrs. Wright said the Kavanaugh Group and Professional Temps are providing payrolls for the substitute teachers, and the superintendent said this is correct. The superintendent said the substitute teachers are employees of the groups. Mrs. Wright said as a group, the two entities should be in a contract with the CPSB.

Mr. Thibodeaux questioned since the board has an agreement to contract with both companies, shouldn't the checks be written to both parties when the school board is billed. He said the contract should read that the CPSB has contracted with Kavanaugh Group Temporary Service, Inc. and Professional Temps USA, Inc. and these are the entities that the CPSB should pay. He asked if once the contract is corrected, wouldn't future checks be made out to both companies. The superintendent said this would depend upon the terms of the contract. He further noted that the way that the contract is presently written, the CPSB has one billing source and the school board has not contracted with two separate companies with two separate billings. Mr. Thibodeaux said the companies are acting as one source and when billed, the checks have been made out to Kavanaugh. He said the check should be made to both companies since they are sharing in the expenses and profits. The superintendent said he believes this to be the case, but again the discussion is going into the terms of the contract and he could not speak to at this time. He said a lot has to be determined by the relationship that exists; that separate billing was not a part of the RFP. Mr. Thibodeaux said although the entities are acting as one, his understanding is that the single check should include the names of both entities. He asked if once the new contract is written, if there would be a problem with putting both names on the check when billed, since they act as one. The superintendent said he has to defer to legal advice on that. Mr. Thibodeaux asked the superintendent to let board members know when he gets the information.

Mr. Brooks expressed concern that the check is written to one party (Kavanaugh), and he understands that Professional Temps USA, Inc. has not received a dime. He said this matter should have been handled right and like the board insisted staff to do. Mr. Brooks said both parties need a check. He said once this matter is corrected, he wants Professional Temps to have retroactive pay and they receive what they are supposed to receive. Mr. Brooks also said the employees are complaining about the way that the group mistreats them.

Mrs. Pugh said the document itself that board members agreed to says Kavanaugh Group Temporary Service, Inc. and Professional Temps USA, Inc. She said the document reads that Kavanaugh will direct operations as the primary vendor to the CPSB with PTI participating in a 33 percent share in the business. She said this should not be hard for anybody to understand. This is a joint venture. Referencing the document for funding, Mrs. Pugh said something was wrong for the billing to come in under one, and the business department did not sense that there was a need for both to be a part of this joint venture. Mrs. Pugh said the document seems to be well written. She said she finds some day-to-day operations (legal matters) that seemingly should be documented and the board should have a full copy of the arrangements. Mrs. Pugh said the board needs to have a new document as to how the service is actually being operated; also, a follow-up every six days or so to find out what's going on. *Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Burton, Thibodeaux, Pugh, Mims, Guin, Milam, Brooks, Powell, Wright and Armstrong.*

## **APPROVAL OF MEETING DATES FOR THE CPSB IN JANUARY 2002**

*Mr. Powell moved, seconded by Mrs. Pugh, that the school board meetings for January 2000 will be on the second and fourth Tuesdays of the month (Executive Committee - January 8, 2002; and CPSB - January 22, 2002). Vote on the motion carried unanimously.*

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent said an update on the construction projects was in the mailout for board members' review. He said staff is moving ahead to have open houses and ribbon cutting ceremonies in January for the completed projects at Hillsdale, Fair Park, and the Professional Development Center at Midway. He said a notice would be sent out to board members. The tentative date is Sunday, January 13.

## **UNFINISHED BUSINESS**

**Redistricting – Public Hearing.** Mr. Mims said the school board is nearing a fiscal date that the CPSB has to go to the Justice Department and the board has not had a public meeting on redistricting. He said the board needs to schedule a meeting soon. The president agreed and said he would be open to the suggestion. Mr. Burton asked the president to see about putting something on the agenda about redistricting for the January 8<sup>th</sup> meeting

## **NEW BUSINESS**

**Election of CPSB Officers for 2002.** *Mr. Powell moved, seconded by Mr. Brooks, that the following slate of officers – Phillip Guin as president of the CPSB, Willie Burton as first vice president of the CPSB, and Ginger Armstrong as second vice president of the CPSB be approved.* Mr. Brooks said these are three fine people. *Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Burton, Thibodeaux, Pugh, Mims, Guin, Milam, Brooks, Powell, Wright and Armstrong.* The president congratulated the newly elected school board officers.

**President Authorized to Use Facsimile Signature.** Mr. Powell said in past years the board has voted on the president's authorization to use facsimile and there was another item - authorization to sign documents. He asked legal counsel if there is a reason for leaving the item for authorization to sign documents off the agenda. Legal counsel said the statute plainly provides that the president signs all contracts on behalf of the CPSB. Mr. Powell said in years past when the CPSB has done that, that it was not necessary. Legal counsel concurred. *Mr. Powell moved, seconded by Mr. Brooks, that the president for the 2002 year, Mr. Phillip Guin, be authorized to use his facsimile signature. Vote on the motion carried unanimously.*

## **ANNOUNCEMENTS AND REQUESTS**

**Update on Scope and Sequence (District's Accountability System) (Informational).** The superintendent called board members' attention to the updates that were included in the mailout.

Referencing the superintendent's memo to the CPSB dated December 12, 2001 (second page, second to the last bullet) it states that tests do not have to be administered until January 8, 2002. He asked when do students return from the holiday break, and the superintendent said January 7. Referencing the memo dated December 6, 2001 to school principals from Marlene Ritter (second page, first paragraph) it reads that each principal is to determine the appropriate time for test administration, provided that all testing is completed by Friday, January 11, 2002. He asked if these two statements seem contradictory. The superintendent answered *no sir* and said staff tried to provide a two-and-a-half week window prior to the break as well as the break after returning. Dr. Hitchcock said in the superintendent's memo it states that the test does not have to be given to the students until January 8. Then the memo from Marlene Ritter, Director of General Education, says each principal is to determine the appropriate time for test providing all testing is completed by Friday, January 11<sup>th</sup>. The superintendent said there is a week after staff returns and again staff was attempting to provide a window of a week, week-and-a-half before the holiday period (the end of the marking period) and the first week of the second marking period. Dr. Hitchcock said, in fact, the last date to administer the test would be Friday, January 11<sup>th</sup>. The superintendent concurred. Dr. Hitchcock said he knows of at least one school that has perhaps erroneously assumed that Friday, January 11<sup>th</sup>, means administered and graded. He said there is nothing in either memo that talks about when the tests have to be returned. He said the last sentence on the first page of Mrs. Ritter's memo says the frequency distribution will be due in the Central Office on Friday, January 25, 2002. Dr. Hitchcock said he hopes that this means the frequency distribution, graded tests, and everything. Furthermore, staff is only requiring teachers to administer the test by January 11<sup>th</sup>, but not to have them graded by this date. The superintendent concurred. Dr. Hitchcock asked the superintendent to send a clarification to principals to make sure that there is no doubt.

Mr. Burton expressed concern about the memo and teachers being able to use the test for a grade. He said he believes that if teachers are teaching what is required and a nine-week test is given, then this should be the benchmark and the same information. He said he is not confident that the test is accurate, that it is measurable. Mr. Burton said the testing issue is concerning because students don't progress at the same rate, the test has flaws, and the process is confusing. He asked the superintendent to explain why a memo was sent out concerning giving the benchmark test as an option. The superintendent said staff thought that based on requests received from teachers (and they make the determination as to what test they give, what questions they give, and what they count for), that indeed if they want to use all or part of it as their test, then they could make that individual determination. He said the board determined the discontinuation of the required 10 percent counting as a grade; but it is in the teacher's purview that if they are covering the benchmarks and content standards that if they want to include part or all of it as a substitute test or some of the questions, that they would make the determination. He said staff was attempting to give the greatest amount of latitude to the teachers. Mr. Burton said the professional organizations (CAE, CFT) have also expressed concern about the errors in the test, the grading, scope and sequence, teachers being held accountable, etc. and maybe everyone, including employees, needs to sit and iron out the problems. The superintendent said the concerns have not been ignored. Staff has, for weeks, been working with appropriate people to iron out the difficulties. He said his instruction to staff is that this will be done right and they have assured him that it was done the very best that they could. The superintendent said the test has heightened the awareness for everyone to be very much concerned about what is the appropriate scope and sequence and what is it that should be taught and learned. He said ultimately the result would be that everyone is held accountable for all of the students who are tested and all of the grades. Furthermore, come the third week of March, whether it's the IOWA or LEAP, the state has determined that there is a certain amount of content that they are going to measure, and it's left to the schools to assure that that content has been taught and the students have learned. The superintendent said staff's intent continues to be to provide a pathway of readiness for students and teachers, primarily for students to be ready for the assessments that are provided and required by the state. Mr. Burton reiterated his concern about leaving children behind.

Referencing the request of Dr. Hitchcock for the superintendent to send out a notice of clarification, Mr. Powell asked the superintendent to include in the notice clarification of what Mr. Burton alluded to and that is that they are actually giving the flexibility to the teachers. He said there is a lot of confusion and he thinks the superintendent is saying that staff is not doing the 10 percent, but if teachers want to, they have the discretion to use it. He said teachers are being empowered. The superintendent said this is what staff is trying to do, particularly for those teachers who would use

this instrument the first week in January after a two weeks hiatus. Mr. Powell said it is very important that this issue be clarified. Mr. Powell said what was intended is that teachers be empowered. He said he has heard from a large number of teachers and principals that they want the flexibility, and they don't want the board coming in telling them what they can't use. He said teachers and principals take the benchmarks seriously. Also, by empowering the teacher if that teacher sees a question that is inappropriate for his/her class the teacher could decide not to include it in grading the test. The superintendent said Mr. Powell's comments express the spirit of what staff is trying to accomplish.

Mr. Guin said board members received a package from one of the professional organizations that has basically notes from different teachers with concerns from different tests. He asked the superintendent and staff to take the information and compare it to the test, and if corrections need to be made, that they be done. He also asked if it would be too difficult to send out a sheet instructing teachers to discount incorrect questions. The superintendent said staff would do this if this were the case. Mr. Guin gave the package of information to the superintendent and asked him to report back to the board on staff's response.

Mr. Mims said in the superintendent's memo to the schools, he believes it should be made clear that none of the schools should be using a percentage of the test as part of the student's semester grade. He encouraged the superintendent to take a serious look into this matter.

Mr. Brooks asked the superintendent if the board could just do away with the testing; that he select another group and let them bring something else to the board for its consideration. He said the test has been all over the parish and it seems like it will never be right. Mr. Brooks said people are concerned, and the board and staff needs to try something else that everybody can enjoy and understand. The superintendent said this project was initiated almost a year-and-a-half ago and many teachers built the scope and sequence, the curriculum, and the assessment issue of questions. He said the documents were shared with the board and the board was pleased. He said throwing it away would not accomplish anything and with all of the attention that the CPSB has put on curriculum, he believes it is a high water mark. The superintendent said the CPSB is instructionally focused, and he believes that the work that staff and teachers have done on this has been remarkable. He said there are some *typos* and some questions that could have been written better, but when you consider the estimate of 1,400 test items that were developed, and less than one-half of one-quarter of one percent has been identified as problematic. The superintendent said the school system is at a tough time of accountability and teachers and others are being asked to do more. He urged the board to recognize that staff is trying to bring about improvement. He said the next round of assessment is for the fourth quarter, there is nothing for the third quarter. Staff will have time to regroup, look at what needs to be cleaned up, and engage the teachers so that the system could go forward. Mr. Brooks said he wants improvement in the school system, and he agrees with the superintendent's comments. However, he expressed concern about employees being able to put programs in place. The superintendent said the school system has the people to put things together and they are working.

Mrs. Armstrong said there are so many different interpretations by administrators with regards to the memo and directives in giving these tests. She said staff needs to make sure that they communicate with one profound and clear statement so that everybody is on the same page and knows what the school system is about with the testing.

**Enrichment Courses for J. S. Clark Middle School (Informational) (Burton).** Mr. Burton thanked the superintendent for his efforts in planning enrichments for J. S. Clark Middle School. He said he thinks staff is making a good move in this effort. The superintendent said staff wants to be sure that all students have access to the kinds of courses they need and want, and staff wants to be sure that they can staff accordingly. He also noted that staff has been meeting with schools that need to improve. He said over the next several months, he and the principals would like to bring to the board ways and things that they want to look at and seek the board's support so that they can empower the lower-performing schools to be able to improve.

**Employees' Morale.** Mrs. Armstrong said one of the speakers tonight alluded to resources that would positively impact the morale of employees. She asked the superintendent to allow the Human

Resources Department to investigate any resources and make them available to all employees in a supervisory capacity in seminars presented perhaps by Barzanna White. She said it is time that everyone in the organization in a supervisory or administrative position let the other employees know that the board cares about them and respect the job that they are trying to do.

**Letter.** Mrs. Hardy informed board members that a letter appeared in *The Times* on Sunday, December 16, 2001, that was written by Dr. Phillip Rozeman and she believes he gave some very valid points about testing and the purpose of testing. She said the letter is well worth reading and she encouraged board members to read the letter.

**High School English Supplemental Reading List.** Mrs. Pugh asked the president if he believes that a public hearing regarding this item would be appropriate for the January 8<sup>th</sup> meeting. She said if it is necessary to have the list approved for the second semester, it would give the board the opportunity to take action on the 22<sup>nd</sup>. The president said he would defer this item to the newly elected president. Mrs. Pugh said if there is going to be a public hearing notice has to be given. The president said he would not like to do that at this time, but Mrs. Pugh could put it on the agenda if this is her desire. Mrs. Pugh asked the superintendent if it is necessary that the system's curriculum department must have a supplementary reading list. The superintendent recognized Margaret Thompson, secondary English supervisor, and she said she believes the supplementary reading list is necessary for several reasons. She said if there isn't a supplementary reading list, staff runs the risk of having teachers teaching whatever they want to, and this would create more problems. Mrs. Thompson emphasized that this is a suggested list and there are books that high school students need to read, especially if they are planning for college and their futures. Mrs. Thompson said if there is no supplemental reading list, she believes that staff would be doing a disservice to the students. Mrs. Pugh said she believes the board is listening to hear from parents and it should be open for public presentation.

## EXECUTIVE SESSIONS

Diane Atkins, Director of Attendance and Census, informed the superintendent and board that the student appeal hearing is cancelled. She reported that the student is at home and proper notification of the scheduled hearing was given. The superintendent informed the board that there is now only one executive session for tonight. *Mr. Burton moved, seconded by Mr. Guin, to go into executive session to hear a classified employee's termination appeal hearing for up to 20 minutes. Vote on the motion carried unanimously.* The board went into executive session at approximately 7:22 p.m. and reconvened at approximately 7:37 p.m. *Dr. Hitchcock moved, seconded by Mr. Guin, to uphold the recommendation of staff to terminate the employment of Eric Oligan (high school assistant custodian) with the CPSB. 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 7:38 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Mark Milam, President

**January 8, 2002**

The **Executive Committee** of 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 Tuesday, January 8, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller and Legal Counsel Fred Sutherland, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATION**

**Update on Reapportionment.** The president recognized Gary Joiner who gave an update on reapportionment plans for the CPSB. Mr. Joiner provided board members with two additional plans (Plans 19 and 20) for their consideration. Plan 20 actually answers concerns that were previously expressed by school board members, and Plan 19 is more Caddo Parish Commission oriented. Mr. Joiner said Plan 19 is a test for improving District 11, but there was a problem with it and he abandoned the plan. He reported that: (a) Plan 20 handles very rapid growth particularly in the southeastern part of the parish; (b) it puts some of south-central and southwest back together (Precinct 123 back into District 11); (c) District 2 is divided with part of the precinct still south of the lake; (d) District 2 is contiguous through the lake; and (e) Precinct 2 and part of Precinct 83 are split along Pines Road. Mr. Joiner said this is the only available population without going in and reordering all of the minority districts in northern and northcentral Shreveport. Mr. Joiner reported that the population change within Caddo Parish is explosive and lies to the south. Furthermore, Plan 20 cuts four precincts and the Caddo Parish Commission has said that it would go along with whatever cuts the school board makes and they would try to consolidate within two years and reduce costs.

Mr. Burton asked what is the deadline for presenting the reapportionment proposal to the Justice Department and it being finalized. Mr. Joiner said he would like to submit the proposal to the state by March 1. Given the fact that elections are coming up, Mr. Burton asked what is the timetable whereby people could start picking up forms to register to get voters. Mr. Joiner said if the proposal is submitted by March 1, the Department of Justice has 60 days to review and assuming that they go along with the review, at that point it is logged. He said the state has to approve the precincts and the federal government has to approve the district lines. Mr. Joiner said there should be no problems and the school board should know something sometime in May. Mr. Burton asked if someone is doing a petition, would that person start in March. Mr. Joiner said he would start on the date that Justice sends it pre-clearance letter.

Mr. Brooks asked what are the differences between Plan 19 and Plan 15. Mr. Joiner said Plan 19 is commission based and it cuts Precinct 125 on the bottom, etc. He said Plan 19 and Plan 20 are variations of Plans 15 and 17. The only difference between Plan 15 and Plan 20 is the triangular piece down by Precinct 123; also splitting the precinct south of Cross Lake using Pines Road as a determinator, and the west side of that going into District 12 and the east side going into District 2.

Dr. Hitchcock expressed appreciation to Mr. Joiner for his time and effort to address some of the concerns raised by CPSB members. Dr. Hitchcock said it's interesting to him that Plan 17 or Plan 15 maintains the population on the south end of Cross Lake in school board Districts 12 and 7 as opposed to putting them in a district on the north side of the lake. He said it looks like it is contradictory as supported by Mr. Joiner's own admission that school boards have to look at things differently than the Parish Commission. He again expressed concern about the referenced precincts and the people on the south side of Cross Lake that have students at Hillsdale, Turner, and Huntington. He said it looks like two precincts or one-and-a-half precinct are placed in school board District 2 for representation when they represent but a smidgen of that district. He said the plan breaks up the continuity that has been talked about. Dr. Hitchcock said there might be some serious opposition within this plan because this is a school board and the plans are contradictory to what board members believe might be in the best interest for neighborhood schools and the neighborhood concept. Dr. Hitchcock asked if there were citizens in the area that were affected and they chose to protest the plan, wouldn't it raise questions at the Department of Justice. Mr. Joiner said possibly not, but then it could. He said it would depend on the questions that were raised. He said when the Justice looks at it, they look at the plan that the board approved and in their review, they



also look at all subsequent plans. At that point, the Justice would say the board could have selected a particular plan and would call the school board for an explanation. Dr. Hitchcock asked school board members to take a serious look at the concern. He said Plan 20 puts families with students on the south side of Cross Lake (a small area) and it separates their representation on the school board from other children that live right in the neighborhood and attend the same school.

Referencing a letter from Mr. Joiner, the president asked if the CPSB should hold a hearing during the month of January. Mr. Joiner said if the CPSB could come to a consensus on the plan it wishes, then he would recommend that the school board could hold a public hearing during a regular meeting and depending on the results, the CPSB could vote on the plan the same day. He said if concerns are raised or more information is needed, action could be taken at the next regular school board meeting or the CPSB could call a special meeting. The president asked Mr. Joiner if he would be available on January 22, and Mr. Joiner said he has already marked the date.

### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE JANUARY 22, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the January 22, 2002 school board meeting and discussion followed as summarized.

**Approval of Lease Agreement With Bell South Mobility.** The superintendent reported that staff would be asking to pull this item from the agenda. He said Ron Festavan, assistant superintendent for support services, has informed him that there is a need for some hearings in the community and staff would bring this item back to the board for its consideration after Bell South holds the hearings in February or March. Mr. Burton asked Mr. Festavan if he had contacted the city council representative concerning the proposal. Mr. Festavan answered in the affirmative. He said staff has returned the matter to Bell South Mobility and asked them to get community input. Bell South Mobility has agreed to work with the Metropolitan Planning Commission (MPC) and the city council representative for a possible community meeting at Booker T. Washington High School. He said staff would like to wait for the results of this effort before he moves the issue forward.

**Approval of Firm(s) to Provide Legal Services for the CPSB (Guin).** Mr. Burton asked if the CPSB has decided on a format to be used in trying to discern what particular legal service(s) would be used. The president said this would be a board decision once a motion is made. Mr. Burton said the board postponed this item until this month and timing might be critical if the board doesn't decide on a format for selecting legal services. Board members reminded Mr. Burton that the contract for the CPSB's current legal representative has been extended for 90 days. Mr. Burton said the board needs to establish a format on how it should proceed in this matter. The president asked Mr. Burton if he is asking that an item be added to the agenda to address this issue. Mr. Burton said he is requesting that something be put on the agenda so that the board could get started. The president said his idea, along with a motion of who and how it's going to fit together might differ from other board members' ideas. He said it would require a motion in order to have this happen and he would rather see the item remain as it appears on today's proposed agenda and let somebody else make a motion during the discussion of that item. The president said somebody might make a motion that would include the inner workings as well as the individual(s). Mr. Brooks asked how many firms are being considered, and Mr. Powell said there are 10 proposals. Mr. Brooks said the selection process could be simple and the board could start at the top by category and board members could vote. The firm(s) receiving the most votes would be the board's counsel. Mr. Brooks said this process could be followed for each category *i.e.* workers' compensation. Mrs. Wright said the CPSB had a special committee to interview the firms, and she asked why isn't the committee making a recommendation. The president said the committee made a recommendation at the school board's last meeting that the full board should make the decision. He also noted that board members were given copies of the transcripts for the firms that were interviewed. Mrs. Wright said she would like to make a motion that the CPSB should go into executive session to set a format. The president said this could not happen tonight because this is an Executive Committee meeting. Mr. Powell said interviews were conducted and the CPSB passed a motion at its last meeting that the CPSB would operate as a committee as a whole from this point on in making a decision. He said he thinks the subject is exactly where it needs to be on the agenda in that the ten proposals are not competitive in all areas. He said some firms want to provide service for a particular part, yet another firm wants to essentially do all of the work. Mr. Powell said the reality is that the school board

needs to make the decision and this is why it is on the agenda. Furthermore, as far as a process, the CPSB operates by *Robert's Rules of Order*; it will take a majority of the board to take action to make the decision; and the decision could not be made today because the full board is not seated with an agenda item. Mr. Powell said all of the proposals are different and the board could not adopt all of the proposals as they stand. He encouraged the board to continue the process that is already started and on January 22<sup>nd</sup> the board could make a decision about what the next step would be. Mr. Brooks also suggested that the school board could consider using the same format that it used to select a superintendent. Mr. Burton said even though the board has a process, a timeline should be established so that the board could start the process.

**Approval of Facilities Utilization and Redistricting Proposal.** The superintendent said this item was postponed at the last CPSB meeting and maps were shared with board members of the proposed changes. He presented other ideas and boundary options that the board might consider. Referencing Attachment 1 (map), the superintendent said there is a very large geographical area for C E Byrd and he asked the board for direction as to whether it wants to maintain the entire area for Byrd or if it wants to move the attendance boundaries, maybe contiguous with the middle school.

Mrs. Armstrong said since the board is moving toward clustering elementary, middle, and high, it would seem like this is an opportunity to solidify that with that particular location. Mr. Burton said there needs to be some type of incentive not only with programs but also with drawing boundary lines to encourage students to come to Booker T. Washington. He asked the superintendent if he has met with the city planners to examine the plans for new housing developments within the inner city as he did in projecting the construction of a new school in the southern part of the parish. The superintendent said staff has looked at that and has already put into effect plans in terms of where the students who might emerge from the new housing development, to have them assigned to schools within that central area. Mr. Burton said the superintendent recently met with the ministerial alliance and representatives of the NAACP and they presented to him plans regarding the duplication of programs, *i.e.* the telecommunication program at the Caddo Career and Technology Center versus the Telecommunications Magnet at Booker T. Washington. Mr. Burton said he, too, is concerned about duplicating programs, which tends to take away students from the neighborhood school. He asked if there are duplications between the programs at the two above referenced schools. The superintendent said he received the letter this afternoon from the ministerial alliance and he would be going through it and would make a report to the board.

Mr. Brooks said he is in accord with moving lines in order to increase enrollment at Booker T. Washington High School as long as staff is carrying the programs with them. He said he wants the same programs at Booker T. Washington that are offered at Byrd. The superintendent said new programs were approved for Booker T. Washington last month, but the question that he has is even with the programs implemented, does the board want to entertain changing an attendance zone in the Highland area or want to allow the programs to draw the students. Mr. Brooks said he wants to redraw the lines and let the lines bring the students to the school. The superintendent reviewed the proposed boundary lines and Mr. Powell asked about the Olive Street plan. The superintendent said this is what staff originally considered and then later in November or December, the board suggested moving the boundary from Olive to Stoner. The superintendent said he wants to get the board's preference in this area. Clay Slagle, technology manager, said Alexander would continue being the eastern side boundary, moving up to Stoner, and continuing down a small portion of the western side of the Byrd boundary.

Dr. Hitchcock said most of the option affects District 4 and he asked to hear comments from the district's school board representative. Mr. Thibodeaux said he has had conversation with the people in the Highland area and they would like to see the Byrd district remain with Stoner being the northern boundary; anything above that could be put into the Booker T. Washington district. He said it didn't affect a whole lot of children, but it kept the neighborhood whole. Furthermore, they would like to do the same thing with the middle school. He said the problem now is that there are children in the area attending two different middle schools. He said it would be better if they could attend one middle school if this could be done without overcrowding a school. The superintendent said students in the area attend J. S. Clark, Youree Drive, and Broadmoor. He asked the board how does it want to organize this; does it want to maintain the current flows or consolidate similar and contiguous to Byrd. Mr. Thibodeaux said if the board is attempting to have a neighborhood concept,

then it only makes sense that students who are going to Byrd and whatever middle school they are coming from, then this is where they should remain or be zoned. He said if the idea is to send anyone north of Stoner to Booker T. Washington, then anyone north of Stoner should be zoned to J. S. Clark. Anyone south of Stoner would be Byrd and Broadmoor if it doesn't overcrowd Broadmoor. Mr. Thibodeaux noted that Youree Drive is already overcrowded. The superintendent said in light of new developments and in light of any changes that would be in the northern area, what is it that the board wants to consider as a change of districting in the Broadmoor area. He said he is looking for direction from the board in the Highland and Stoner area. Mr. Thibodeaux said his recommendation is to make the northern boundary Stoner for both the middle school (Broadmoor) and the high school (Byrd). Furthermore, anyone north of Stoner and some who are west of Stoner would be zoned to J. S. Clark.

Referencing the bottom (green) area of the second map, Dr. Hitchcock asked what is the street. The superintendent said Wilkinson and when that was drawn they were trying to line up with what is currently going to J. S. Clark. Dr. Hitchcock asked about the bottom of the green on the first map, and the superintendent again said the line is Wilkinson. Dr. Hitchcock said he heard Mr. Thibodeaux say to move that line north, and to him it looks like this would be taking students out of J. S. Clark, thus reducing the student population at the school. The superintendent said it would, but only a very few students. He said currently there are about 62 students in the zone who are attending J. S. Clark (one busload). Mr. Slagle said if board members would consider the changes that might occur within the J. S. Clark area, then that would augment, to some degree, the loss of those students. Again, referencing the green area on the first map, Dr. Hitchcock said there is a white area just above it and to the east. He asked what is this area. The superintendent said this area is currently the northern part of Highland that currently goes to Youree. Dr. Hitchcock said if the board accepts Mr. Thibodeaux's idea that anyone north of Stoner would go to J. S. Clark, then that area would be moved into Clark's district, and the superintendent concurred. Dr. Hitchcock said this change would be reducing Youree Drive by moving that area. The superintendent said the move would be negligible and deals with fewer than 20 students. Dr. Hitchcock said he would like to accept Mr. Thibodeaux's recommendation and believes that he has talked to the people in the area. He said he doesn't disagree with zoning more students into schools that need help as far as attendance, and he believes that Mr. Thibodeaux makes a good point in not breaking up the Highland neighborhood. Mr. Thibodeaux said students south of Stoner would go to Broadmoor if it doesn't grossly overcrowd Broadmoor. If it does, then the only choice is to J. S. Clark. Mr. Slagle said to offset that, there was a small section that was being zoned to Linwood in the lower western, southwestern section of the Broadmoor district that was quite heavily populated that would help alleviate that situation.

Mr. Burton said one conception that the African-American community alludes to is whether or not this kind of plan would be re-segregating the community. He asked the superintendent to what degree could he assure the African-American community and persons who have fought for a long time to have equality in schools and to have this type of racial diversity in schools that this plan would not arrest the effort. The superintendent said the plan does not impact J. S. Clark and according to the population at Broadmoor, it would maintain a 55/45 (black/white) ratio. Mr. Slagle agreed, further stating give or take two or three percent with the number of scenarios that have been considered. Mr. Burton asked the superintendent to share this reality with the ministerial alliance and other people in the community, and the superintendent said they were presented all of this data.

Referencing middle schools and an area around Arthur Circle, Mr. Powell said the plan goes counter to everything that he has heard the board talk about, because it would cut Arthur Circle, not only just between two middle schools, but it also would deviate from the pattern of the high schools. He said if staff looks at where the line is between Captain Shreve and Byrd, essentially the feeder pattern has been Arthur Circle to Youree and then that area after Youree to Captain Shreve. If staff cuts this then this would be a deviation. He said this would be a conceptual problem with making the move from the south end of Broadmoor. Mr. Powell said he would have a great concern about dividing Arthur Circle. Also there would be a split of children with some going to Broadmoor and some to Captain Shreve. Mr. Powell said he understands what Mr. Thibodeaux was saying about the existing Clark area that is in the Highland area, and his concern is that the board is trying to build up and keep the numbers up at Clark. Mr. Powell said he doesn't want it to be perceived as disingenuous of the board to say there will be new programs at Clark as long as they get 15 or 20 children that want

to take a class. Mr. Powell said eventually children might come to the programs but essentially you have to start off with a critical mass so that they could have the programs to start with. Mr. Powell said the CPSB needs to be sensitive that it does not send a mixed message about the improvements that will be made at J. S. Clark. Mr. Powell said he would be very concerned about any of the moves that are being talked about down between Broadmoor and Youree, because it deviates from the feeder pattern.

The superintendent said the only change from what was discussed before for elementary is that the Mooretown Early Childhood Education (ECE) area is bordered by Oak Park Elementary, Werner Park Elementary, Westwood Elementary, Sunset Acres Elementary and there is significant apartment development in the area. Also, there is migration of population to the area and there are large elementary schools that are low performing and crowded. He reported that Mooretown ECE is 50 percent unoccupied. The thought would be to maintain Mooretown as an ECE school and move the concept to Mooretown to permit parents who live in the geographical area who are currently having their children attend the four elementary schools an opportunity to choose a magnet. This is in conjunction with the Grambling Professional Development School for grades 1-5, and the school would be able to house up to about 250 more students. The superintendent said this plan provides an outlet for the numbers that are starting to overpopulate the schools, and it gives viable use of the Mooretown facility. Furthermore, Mooretown would become a school of choice with open enrollment not based on academic standards.

Mr. Brooks said some parents have a concern with the program, but he doesn't because he is interested in doing what is best for the children. Mr. Brooks said because of the community's concerns, a community meeting has been called for next Thursday (January 17) at 6:30 p.m., and he invited the superintendent and his staff to attend the meeting and present the plan. Mr. Brooks said some parents have the wrong perception, and staff would be able to hear the concerns and would have an opportunity to respond.

For clarification, Mr. Powell said the plan would not affect the existing ECE program at Mooretown, and the superintendent said *this is correct*. With Grambling coming in, Mr. Powell asked the superintendent if the school board would essentially have the two programs working separately administrative wise. The superintendent said he has not yet considered or talked to staff about this issue. Mr. Powell asked, if in fact there are additional students in the Mooretown area that wanted to do ECE, would staff still have enough capacity to accommodate the year-to-year fluctuation. The superintendent said *yes*. Moreover the population at Mooretown in the ECE has been very stable, not able to grow, and there is room even with the other program.

The superintendent said the reason why staff originally looked at Eighty-First Street ECE is because of the fact that the system is experiencing a growth pattern, Southern Hills Elementary is overcrowded, and there isn't a neighborhood school in the area. He said that by foreclosing the option of using 81st Street as a neighborhood school, it does not give staff a solution regarding the overcrowding conditions at Southern Hills, Forest Hill, and University. He said a number of new housing projects in the area have been approved and are ongoing that would directly impact University. The superintendent said a map was provided to board members and the section in yellow is consideration of an attendance zone for years out. He said if staff is able to put this together there could be a projected enrollment (last page under Attachment 18); there would be nearly 500 current students coming from University and from Southern Hills. The diversity of that school would be roughly 44 percent, 51.5 percent, and 4.6 percent (African American, white, other races). This would open up considerable opportunity for staff to accommodate the growth in this particular area at University. He said by having the students south of Flournoy redirected, it would open up over 200 spaces to accommodate the anticipated growth. Similarly, it would help the school board out where it is 200 students over capacity at Southern Hills and would provide opportunity to accommodate growth in the newly developed subdivisions (representing nearly 1,500 homes). This plan would reduce the problem that is being experienced at University, reduce the problem at Southern Hills, address somewhat Forest Hill and create an opportunity for a new school site should the board be able to develop one.

Mr. Mims asked wouldn't this be creating a new school in a section where voters have already told the school board in a previous bond election that they didn't want any schools. He said if the board

is going to line people up into a section to go to a school where there is a school, then how would the school system build a school. The superintendent said the board would look at the various options that are out there in terms of identifying a site, identifying funding sources, identifying mechanisms to find a facility to house that area in the future. Mr. Mims said the CPSB would need to take this to the public for a vote before the board could do anything. The superintendent said this is one option, that this is correct. Mr. Mims said the board needs to consider the population of voters in this metropolitan area before it takes on such a task, and it should be presented to the voters for dialogue before proceeding.

**Update on CPSB Construction Projects and Semi-Annual Status Report on the Initial Plan for Overall Improvement of Academic Performance and District Effectiveness for SY2001-2002.**

The superintendent said he would be presenting reports on the two aforementioned topics at the January 22<sup>nd</sup> meeting.

**ADDITIONS TO THE AGENDA**

**Statistical Update on Benchmark Assessments and Nine Week Testing (Burton).** Mr. Burton asked staff to provide him with statistical information on benchmark assessments and nine-week testing. He said he wants to know how many teachers gave the benchmark tests in addition to the nine-week test and used it as a grade. Also, what percentile did the teachers use if they used both tests. Mr. Burton said he is still receiving complaint calls from teachers about the test, and they reportedly are saying that they are being forced to test students on information that they have not covered. Mr. Burton said he reviewed the motion that the board previously passed that tells staff to not use the test as a benchmark test for grading purposes, but use it for diagnostic purposes. The superintendent said staff would do a survey.

**Reapportionment Plan.** Mr. Powell asked if the board needs to add an item to the agenda for a public hearing on reapportionment and an item for board action to deal with reapportionment. The president said it is his intent to add the items, a public hearing at the beginning of the meeting on January 22<sup>nd</sup> and another item for board action at a later point in that same meeting.

**Consent Agenda.** The president recommended that agenda items 9 and 10 be categorized as consent agenda. *Mr. Burton moved, seconded by Mrs. Armstrong, approval of the consent agenda. 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 for the January 22<sup>nd</sup> school board meeting. No one came forward to speak on the agenda items.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mrs. Armstrong seconded the motion, which carried unanimously,* and the meeting adjourned at approximately 6:05 p.m.

**January 8, 2002**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 6:19 p.m. on Tuesday, January 8, 2002, with president Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Michael J. Thibodeaux and Wanda J. Wright. Mark Milam arrived at the meeting at approximately 6:21 p.m. The president announced that Mildred B. Pugh was absent due to illness. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were omitted.

The purpose of the meeting is for the CPSB to consider and/or take action on the following agenda items: *Approval of Personnel Recommendation(s)* and *Approval of the Revised Agreement for Substitute Staffing (Kavanaugh Group Temporary Service, Inc. and Professional Temps U.S.A., Inc.)*.

#### **APPROVAL OF PERSONNEL RECOMMENDATION(S)**

The superintendent recommended that Marie Eakin be appointed principal of Caddo's Accelerated Program for Transition (CAPT) School. Mrs. Eakin would receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed. *Mr. Burton moved, seconded by Mr. Powell, approval of the superintendent's personnel recommendation as submitted in the mailout. Vote on the motion carried unanimously.* John Dilworth, chief operating officer, introduced Mrs. Eakin to the board and audience. He also recognized her husband who accompanied her to the meeting. The superintendent said staff is very excited about the CAPT program, which is the first in the state. He said staff has worked incredibly hard to ready the facility and teachers are being trained on the new computer program. He extended an invitation to board members to visit the facility sometime next week. He applauded and thanked the maintenance crew for preparing the facility and asked Woody Wilson, director of the maintenance department, to convey his sentiments to the maintenance staff. The superintendent also expressed appreciation for the work done by staffers in transportation, programming, personnel, etc. Mr. Burton asked how many students are enrolled in the program. The superintendent said staff is anticipating opening with 250 students. Mr. Burton expressed appreciation for the alternative program.

#### **APPROVAL OF THE REVISED AGREEMENT FOR SUBSTITUTE STAFFING (KAVANAUGH GROUP TEMPORARY SERVICE, INC. AND PROFESSIONAL TEMPS USA, INC.)**

Mr. Powell said a revised contract was shared with CPSB members and he asked both parties and their legal counsel to come forward to respond to questions that board members might want to ask. The president said he would like for Fred Sutherland, legal counsel for the CPSB, to make comments as well. John Kavanaugh (Kavanaugh Group Temporary Service, Inc.) and his attorney Brian Landry, came forward as did The Honorable Cedric Glover (Professional Temps USA, Inc.) and his attorney, Dale Sibley.

Mr. Powell said the board has received a proposed amended agreement for substitute staffing. He asked each party if they were satisfied that the revised document reflects their understanding of what the school board and the groups were entering into when the CPSB adopted the RFP and the subsequent dialogue that is going on. He asked if the amended agreement is acceptable at this point. Mr. Landry said the amended agreement that was provided the school board attorney, which he presumed was forwarded to school board members, is the language of the agreement that the parties have ironed out through today. It was agreeable with everyone at about 2 p.m. this afternoon. Mr. Powell asked Mr. Landry if on behalf of Mr. Kavanaugh if the agreement is agreeable to him. Mr. Landry said *yes*. The language of the agreement is completely agreeable to Mr. Kavanaugh. Mr. Powell asked Mr. Sibley or Mr. Glover the same question. Mr. Glover said they are completely in agreement with the language that is in the agreement that is before school board members. Mr. Powell asked legal counsel for the school board if the amended agreement reflects what the school board intended to do with the RFP. Legal counsel said he thinks it reflects what he understands the agreement of the parties in the joint venture intended to do. With respect to the school board as far as that portion of the agreement that deals with staffing, *yes*; it reflects what the school board intended to do. In comparing the amended agreement to the prior agreement, Mr. Powell asked legal counsel for the school board if the board has taken on any additional obligations that it had not taken on before. Legal counsel said *no*; there is no additional obligation taken on save and except for

clarification which is not an addition. The clarification has to do with the length of time for purchase of the SEMS system (automated sub calling system) because of the date that the contract was originally implemented. The other had to do with notice requirements and the making of joint payment. Mr. Powell asked the superintendent if he has had an opportunity to review the amended agreement for substitute staffing. The superintendent said he has. Mr. Powell asked the superintendent if it is his recommendation at this time that the CPSB move forward with the agreement, with the language that is contained within the agreement. The superintendent said it is his recommendation that the CPSB would move forward with the amended agreement.

*Mr. Powell moved, seconded by Mrs. Wright, that the CPSB approve the amended agreement for substitute staffing as presented to the school board and agreed to by the joint venture parties consisting of Kavanaugh Temporary Services, Inc. and Professional Temps USA, Inc. and further authorize the president of the board to execute the agreement on behalf of the CPSB.*

The school board's legal counsel asked Mr. Powell to inquire of Mr. Landry if there is a contingency. He said the letter that was sent with the amended agreement had a contingency attached to it. Mr. Powell said board members did not receive a copy of the letter. He said since both parties are present and both sides are in agreement with the language, he asked Mr. Landry exactly what is the contingency that is being reflected. Mr. Landry said if board members would look at the language of the agreement under the *pay situation*, the pay has now been changed to a direct deposit situation. However, there is no bank account to direct a deposit to at this time because the joint venture itself does not have a bank account. He said most of what he sees as remaining issues between the parties are the amendments of their agreement as to the bank account and some of the operational goals, but this is an internal matter that could be resolved. Mr. Landry said he and Mr. Sibley have worked to resolve the issues. He said quite frankly it is contingent in the fact that there is no place for a payment to go. If there is no place for a payment to go, then salaries could not be paid, taxes could not be paid, and all the items that have to be paid under law could not be paid. Mr. Landry said basically they ran out of time. It would be nice to have accounts set up and it would be nice to be able to give the school board and the system that information so that direct deposits could be made so that all of the problem areas could be solved. Mr. Landry said he anticipates that within the next several days, the contract could be executed, the school board could be given direction to the bank account, and direct deposit could be made into a joint account of a joint venture that includes the Kavanaugh group and Pro Temps. Mr. Powell asked Mr. Landry if he is talking about *Section 3.1 on page 3* of the agreement under *Duties and Responsibilities of the CPSB*, and he proceeded to read the referenced section. Mr. Landry said this is exactly what he is talking about and they do not have the account to designate to the school board yet. Mr. Powell said he understands this, but it is their responsibility, and Mr. Landry concurred.

Mr. Powell asked Mr. Sibley what is Professional Temps position on this issue. Mr. Sibley said as expressed earlier, the parties spent a lot of time trying to get the agreement to reflect what it is the school board intended and what the joint parties intended and the agreement does that. He said the language of the agreement is clear and what is being discussed now is not the language in the contract. Mr. Sibley said Mr. Landry is expressing an opinion that he gave them earlier and that is that Mr. Kavanaugh would not like to execute the contract until all of the details of the joint venture have been worked out, specifically the details involving the joint bank account. He said it is important to point out that the language in the contract is fine and the parties are satisfied. Furthermore, it is his understanding that the parties are at today's school board meeting to get approval from the CPSB regarding the contract, and not whether accounts have been set up or other things that need to be worked out between the parties. Mr. Sibley said they are not talking about any disagreement as to the document that board members have. He said what they are talking about is a question of when the parties would execute that document with one group saying they don't want to execute the document until all of the joint venture details are worked out. Basically, Professional Temps is saying that the agreement is fine and they are prepared to sign the document now. Mr. Powell asked the board's legal counsel what if an amendment is made to the motion that says that if in fact the other two parties did not execute this contract, that the board has a motion to approve say by ten days from now, that this would then be placed on the agenda and that the approval given by the board would expire on January 22<sup>nd</sup>. Mr. Sutherland said this would give the parties ten days to work out whatever arrangements they have; this would be appropriate; and, it would not put either party in jeopardy.

*Mr. Powell made a motion to amend the motion, seconded by Mrs. Armstrong, that if in fact the board does approve this as is in the prior motion that with that approval, that approval contemplates all parties to execute the agreement by the 18<sup>th</sup> at 5 o'clock p.m. central standard time. And, if the parties do not execute it at that point, that the approval given by this body would then be vacated on its own terms and this item would be placed on the agenda for further handling by the board at the regular meeting on the 22<sup>nd</sup>.* Legal counsel for the school board said the amendment would suffice to approve this agreement and give the other parties an opportunity to complete their respective negotiations. Mr. Powell asked the other parties if they understood the amendment and the purpose of the amendment. Mr. Sibley, speaking on behalf of Professional Temps, said he believes he does and he said based on his discussion with Mr. Landry, their clients have no disagreement as to those things needing to be worked out. He said he thinks the whole issue is one of timing as to when this particular contract would be executed. Mr. Landry said he understands that if the parties don't agree and execute the joint venture within ten days then this particular contract is considered vacated. He said his question then would be what contract would be in effect, would it go back to the original contract. Mr. Powell said the original contract is still in effect until this one is fully executed, and Mr. Sutherland agreed. Mr. Sibley said the only concern that they would have there is that the board would please keep in mind that the whole reason this issue had to be revisited is because there were problems with the initial contract as far as reflecting the actual intent of the board. He said it is Professional Temps intention to have the joint venture agreement done and completed, but it does not want to get into the situation where this one is vacated, they're back to *status quo*, which is what has them at the meeting today. Mr. Powell expressed appreciation for Mr. Sibley's remarks and said the intent of the amendment is to not leave this issue hanging open. He assured Mr. Sibley that the board was fairly unified when it took the step that it took before; the purpose of the amendment is that it comes back to the board on the 22<sup>nd</sup>; and, he assured Mr. Sibley that if it is not worked out by then, then the board would have it to deal with. Mr. Powell said the issue is not going anywhere. He said the agreement has been worked out between the parties, it has been recommended by the board attorney and superintendent, and the amendment would allow the board to not leave the issue open ended and hanging. Mr. Burton asked for clarification of the stipulated ten days. Mr. Powell said it would be ten days from today's date, which would be the 18<sup>th</sup>.

Mr. Brooks expressed concern about receiving new information on the day of a board meeting, especially if the school board is expected to take action. He asked about the differences between the original agreement and the amended agreement. Mr. Brooks said the board originally voted to do the right thing, but that wasn't done. He said the CPSB authorized the parties to perform a service and they didn't do it right. Legal counsel explained the differences between the two contracts. Mr. Brooks thanked legal counsel for his comments and asked when does the contract expire. Legal counsel said it expires on June 30, 2002 and is subject to renewal for two additional years, 2003 and 2004. The president said the contract is subject to renewal by mutual agreement. Mr. Powell thanked the parties and attorneys for the hard work that went into this venture. He said the CPSB would still have an opportunity down the line to address this issue, if this didn't work. Also, there is a provision of 30-day notice to terminate and those kinds of things. He encouraged board members to support the amendment and main motion. *Vote on the amendment carried unanimously.* Mrs. Wright thanked everyone for the hard work that went into addressing and resolving the concerns. *Vote on the main motion, as amended, carried unanimously.*

**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 6:47 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Phillip R. Guin, President



**January 22, 2002**

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 Tuesday, January 22, 2002, with President Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

**CONSIDERATION OF MINUTES OF THE DECEMBER 18, 2001 AND JANUARY 8, 2002 CPSB MEETINGS**

*Mr. Milam moved, seconded by Mr. Burton, approval of the minutes of the December 18, 2001 and January 8, 2002 CPSB meetings. Vote on the motion carried unanimously.*

**PUBLIC HEARING – REAPPORTIONMENT PLAN FOR THE CPSB**

The president declared the floor open for input on the reapportionment plan for the CPSB.

Gary Joiner, reapportionment consultant for the CPSB, introduced himself and said board members have seen the latest versions of the plans (1-20). Mr. Brooks said the Parish Commission has chosen Plan 21 and he hopes that the CPSB would choose Plan 20. He asked if the Commission's plan would have any affect on the CPSB. Mr. Joiner said *not a bit*. The president asked Mr. Joiner if he brought copies of Plan 20 with him to the meeting. Mr. Joiner said *no* and the reason is that he was waiting for the school board to select a plan, then he would have a master printed and copies would be made available for board members and the public.

Melody Brumble, education reporter for *The Times*, asked Mr. Joiner to review the increasing changes that would affect voters with Plan 20. Mr. Joiner said the best way he could address this is to have a very large map that shows current district lines and then have the precincts color-coded. He said Plan 20 is stronger in keeping precincts together and it splits a minimal number of precincts. Mr. Joiner said he would get a map, bring it to the school board office along with the statistics, and it would be available for viewing by the public. The president said an item is on today's agenda and if the school board approves a plan today, then Mr. Joiner could bring the map to the school board for public viewing.

Betty Jackson, state vice president for the NAACP, asked if the precinct changes are going to affect the Mooretown Early Childhood Education Center (ECE) and if it involves grades k-5 in any way. The president informed Mrs. Jackson that her question is about a different issue (redistricting). Mrs. Jackson thanked the president for the clarity.

No other speakers came forward to speak and 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 revisions to the proposed agenda. Dr. Hitchcock asked if there is going to be an *Executive Session (item 21)*, and the president said *no*. Dr. Hitchcock asked if this item could be deleted from the agenda. School board members expressed no opposition to the request and the president said item 21 would be deleted from the agenda.

**SPECIAL PRESENTATION RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions.

**Caddo 4-H Week.** The 4-H Club Program is celebrating its Centennial birthday and is one of the nation's largest youth organizations. A group of Caddo 4-H members from several schools (representing over 1,300 members) was present. The LSU Agricultural Center, CPSB, and Caddo Parish Commission sponsor the Caddo 4-H program. Brandi Andrew, a freshman from C. E. Byrd High School, was the spokesperson for the group. She thanked the CPSB for its continuous support

and shared information on planned activities for the birthday celebration and on other program activities. Students, parents, volunteers and the parish chairman were recognized. 4-H members presented school board members with a platter of home-baked cookies to be served during their break.

**Legion of Valor Bronze Cross for Achievement Ceremony.** LTC Richard W. Miller, supervisor of JROTC for Caddo Public Schools, made introductory comments and said 12 awards were presented in the 13-state area that comprises the Second JROTC region. Caddo Parish JROTC cadets have received more than half of the awards presented annually since 1989. He introduced Col. Janice Berry, commander of the Fifth ROTC Brigade, Second ROTC Region, located in Huntsville, AL, who presented the awards. The president and superintendent also assisted in the ceremony. The following cadets were presented the *Legion of Valor Bronze Cross for Achievement* medal: Cadet Col Jason Robinson – Fair Park High School, Cadet LTC Lemartis O’Neal – Green Oaks High School, Cadet LTC Elizabeth Johnson – Southwood High School and Cadet LTC Monica Smally – Woodlawn High School. The cadets also received a certificate of achievement and desk pen set. Parents, other relatives, JROTC army instructors, principals, teachers and friends were recognized.

**CPSB President 2001.** The president applauded Mark Milam for assuming the leadership role of the school board at a time of immense change within the Caddo Parish School System. He was lauded as a man with integrity, temperance, and faith in the board, administration, employees and communities. On behalf of the CPSB, the president presented Mr. Milam with a plaque in appreciation for his service as president of the CPSB (August 7, 2001 – December 31, 2001). Mr. Milam thanked school board members for the recognition and asked the CPSB to continue remembering the family of the late Johnny Vance, Jr. in their prayers. The president also recognized Mr. Milam’s mother and sister who were in the audience.

## **VISITORS**

Leonard Trotter, vice president of the Mooretown ECE Center PTA, expressed opposition to the redistricting plans for the school. He said parents want the facility to remain as an early childhood education center and suggested that ECE students from other schools could be transported to Mooretown to increase student enrollment at the school.

Priscilla Savannah, president of Caddo Association of Educators (CAE), said the association has concerns about the implementation procedures for *Priority Goal 1 (Recruit, train, evaluate and retain high quality staff); Objective 3 (Stabilize staffing at lower performing schools)*. She said focus is on staff attendance and CAE agrees that this is important. However, CAE disagrees with principals listing absentee figures on the employee’s observation/evaluation form. Ms. Savannah said if principals are going to list absentees, then they should also list how the absences affect the employee’s job performance. She said the association encourages the CPSB to focus on positive ways to improve staff attendance. Also, monitoring is in place in schools but it serves to intimidate and scare staff. CAE said consistency is needed and all schools should follow the same procedures. Mr. Burton asked Ms. Savannah to provide him with a copy of her statement.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel, said the Federation conducted its first survey of school opening to assess the first month of school. She shared the survey results on issues that the Federation feels are relevant to the nearing budget process and teachers’ transfer time, *i.e.* concern for textbook shortages, lack of funding for adequate classroom materials and supplies, lack of equipment (computers and software), late notice of schedule assignment of teachers (transfers), etc. Mrs. Lansdale said more information on morale issues, standard operating procedures and adherence to school board policy would be presented in upcoming meetings. The Federation also had concerns about: a) the board’s decision to reduce the waxing crews; b) the reassignment of related duties to the schools’ evening custodial staff with no additional compensation; and c) custodial staff reporting to work during the holidays when the heat has been turned off in the schools by the Energy Department staff.

Mr. Brooks asked to be recognized later in the meeting under the heading of *Announcements and Requests* so that he could speak to the issues that were presented.

## CONFIRM THE CONSENT AGENDA

The president reviewed the revised agenda. *Mr. Burton moved, seconded by Mr. Powell, approval of the consent agenda.* Dr. Hitchcock said there was a memo at his station about a chief administrative officer but it didn't contain a recommendation. He asked if this position is being considered. The president said *no sir. Vote on the motion carried unanimously.* The following items were categorized as consent agenda.

### Agenda Item No. 10 (A-D)

**Personnel Recommendation(s).** The superintendent recommended that: (1) Cynthia Williams be appointed principal at Mooringsport Elementary School; (2) Travis Smith be appointed assistant principal at Summer Grove Elementary School; (3) Michael Bottoms be appointed counselor at Bethune Middle School; (4) Annette Payne be appointed as interim (half-day) counselor at Linear Middle School; (5) Sally Adams be appointed coordinator at Caddo Heights Elementary School; (6) Christy Terrill be appointed coordinator at Riverside Elementary School; and (7) Anthony Beckermeyer be appointed assistant principal at Broadmoor Middle Laboratory School. Each employee will receive the appropriate salary as reflected by the salary schedule applicable to the position to which he/she is appointed.

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

Sabbatical/Medical, Spring Semester School Year 2001-2002

Donna C. Butler, Teacher, Werner Park Elementary  
Margaret Johnson, Counselor, Newton Smith Elementary  
Barbara Shoumaker, Teacher, Creswell Elementary

Leave Without Pay (Personal), Spring Semester School Year 2001-2002

Emily Bailey, Teacher, Fairfield Elementary  
Julie A. Wrzesinski, Teacher, Caddo Heights Elementary  
Gloria Bozeman, Bus Driver, Transportation Department

Leave Without Pay, December 14, 2001 – June 2002

Frances A. Gardner, Food Service Technician I, Turner Elementary/Middle

**Request of the Board.** Peyton G. Mayeaux requested to rescind her sabbatical leave/medical for the spring semester of the 2001-2002 school year.

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** Promotional appointment contracts will be issued to the new counselors as identified under the *Personnel Recommendation* heading.

### Agenda Item No. 11

**Approval of Bids.** Staff recommended that: 1) the bid of Troxell Communications totaling \$52,750.00 for multimedia projectors, as indicated on the bid tabulation sheet, be approved; 2) the bid of Keithville Well Service totaling \$24,600 for plugging of water wells, as indicated on the bid tabulation sheet, be approved; and 3) the bid of Dealers Truck & Equipment totaling \$14,970 for truck bodies, as indicated on the bid tabulation sheet, be approved.

**Approval of Bid (Construction and Capital Projects).** Staff recommended that Project 2002-312B, "Data and Voice Wiring at Various Facilities (Eden Gardens, Fair Park, Hollywood,

Huntington, Keithville, Queensborough, Turner, Walnut Hill, Maintenance Warehouse)” be awarded to J. D. Electric for the sum total of \$475,333.

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

**Approval of Agreements With Community Support Programs Inc., Project PRIDE.** Staff recommended that the agreements with Community Support Programs Inc., Project PRIDE for an after school study program for January 22, 2002 through September 26, 2002 at Newton Smith Elementary School and to provide transportation and snacks be approved as recommended by staff and submitted in the mailout.

#### **PERSONNEL RECOMMENDATIONS**

The superintendent recognized John Dilworth, chief operating officer, who officially recognized and introduced the newly appointed school-level administrators, as identified under the consent agenda (*Item 10*). Spouses, other relatives, and school principals were also recognized.

#### **APPROVAL OF FIRM(S) TO PROVIDE LEGAL SERVICES FOR THE CPSB (GUIN)**

*Mr. Powell moved, seconded by Mrs. Armstrong, that the CPSB adopt the following system for legal services (becoming effective and fully implemented March 1, 2002): CPSB’s general counsel shall be Reginald Abrams (referred to at times herein as “General Counsel”) of Abrams & LaFargue. General Counsel shall have a direct line of supervision and accountability to the CPSB. General Counsel shall attend all CPSB meetings, shall represent the CPSB in all contractual and adverse dealings and negotiations with the superintendent. Shall have general over-sight and shall be responsive to the CPSB in dealings with any other attorneys, shall counsel the Board during grievance, expulsion and employee appeal hearings, shall represent the Board in preparation of contracts, shall be prepared to provide the Board with general counsel at all times, shall provide quarterly reports to the Board about the status of litigation and legal affairs, and shall monitor legal billings of other legal counsel to the board in the areas of all types of litigation, workers compensation, unemployment, garnishments, real estate, bond counsel. Compensation for these attorney services shall be \$125.00 per hour, plus necessary and reasonable expenses.*

*The superintendent and his designated staff shall be administrative liaison to all attorneys (other than the General Counsel to the Board).*

*Risk Management: The Department of Risk Management shall be relocated, be supervised by and placed under the head of the Division of Support Services. At any time that the Department of Risk Management finds a deficiency in the legal handling of a claim, it shall promptly report same in writing to the superintendent and General Counsel. The Department of Risk Management shall monitor and maintain a claim file on the following types of claims and litigation: Personal Injury Defense; Construction Litigation; Other litigation involving personal and/or property damages; or Workers Compensation Claims.*

*The following categories of legal services shall be provided by the following attorneys/firms (except for employment law, where there is more than one attorney/firm is in a category – then the firms shall be assigned cases on a pure rotation basis – any questions/conflicts about the rotation shall be decided by the General counsel): Personal Injury Defense: Zelda Tucker; Rountree, Cox, Guin & Achee; Ronald Lattier; Eskridge Smith.*

*Under Construction Litigation: Hicks, Hubley & Marcotte*

*Under General Litigation (not otherwise specified herein): Rountree, Cox, Guin & Achee; Zelda Tucker; Cook, Yancey, King & Galloway; Ronald Lattier; Hicks, Hubley & Marcotte*

*Under Contract Litigation: Ronald Lattier; Cook, Yancey, King & Galloway*

*Under Workers Compensation (Claims & Litigation): Zelda Tucker; Eskridge Smith (Linda Blackmun); Ronald Lattier*

*Under Policy Review: Beard & Sutherland in conjunction with General Counsel – Reginald Abrams*

*Employment Law: Beard & Sutherland (Certified Personnel Only); Cook, Yancey, King & Galloway (Classified Personnel Only)*

*Under General Educational Areas: Beard & Sutherland*

*Under Special Education Law: Beard & Sutherland*

*Consent Decree Litigation: Beard & Sutherland, in conjunction with General Counsel – Reginald Abrams*

*Real Estate: Wiener, Weiss & Madison; also English & Lester*

*Garnishments: Ronald Lattier*

*Unemployment: Zelda Tucker; Rountree, Cox, Guin & Achee*

*Bond Counsel: To Be Designated – if CPSB opts to seek Bond Counsel*

*Legal services shall be compensated as follows:*

*Attorneys shall take reasonable efforts to minimize the CPSB's legal fees. More than one attorney should not bill for the same service provided by a Firm for the CPSB.*

*Attorneys shall be compensated at a rate of \$125.00 per hour. With the smallest unit of time billed being 1/10<sup>th</sup> of an hour.*

*Paralegal(s) shall be supervised at all times if utilized for CPSB work by an Attorney/Firm. The Attorney/Firm shall be fully responsible for the work product of any paralegal they utilize. Paralegal time shall not be billed for a service and/or provision which is also billed by an attorney. Paralegal time shall not be billed for more than \$45.00 per hour.*

*All legal services shall be billed monthly, with a copy of all billings sent to General Counsel.*

*By the end of each March, June, September, December, all firms providing services shall provide (at no additional cost to the CPSB) a summary of any litigation they are handling, by sending the summary to the General counsel. The General Counsel shall provide an overall summary and compilation to the Board at the Regular Board meetings in January, April, July and October.*

*Under Other Provisions:*

*Six months prior to the 3<sup>rd</sup> Anniversary date of the effective date of the new legal system, the Board shall issue an RFP for legal services.*

*The Board shall have the right to terminate the services of any attorney by providing 15 days notice by mail to their last known address.*

*In addition to the other services provided by the General Counsel, and notwithstanding the legal assignments and categories enumerated herein, the General Counsel shall be expected to take necessary action on an expedited basis at any time he deems it necessary to protect the interest of the Caddo Parish School System.*

*Each and every attorney/firm providing legal services to the Board shall maintain at all times professional malpractice liability insurance having coverage for the CPSB in an amount at or exceeding \$1,000,000.00 per claim.*

*Each March 15<sup>th</sup> or at any time upon request of the Superintendent or Board President, each attorney/firm providing legal services to the CPSB shall provide a certificate of professional malpractice liability insurance having liability coverage at or exceeding \$1,000,000.00 per claim.*

*Any pending litigation shall be handled as follows:*

*If at any time, the Board is required to provide the Superintendent with independent counsel, the CPSB President shall authorize the provision of such counsel, which chosen shall be selected by the Superintendent, but which attorney shall be subject to the same payment for service terms as those provided herein.*

*If by February 15, 2002, a trial date has been scheduled, then the case shall be handled by the existing attorney of record.*

*If by February 15, 2002, a trial date has not been scheduled, then the case shall be transferred and assigned to new counsel pursuant to the new legal services system established hereby, with the transfer to become effective on or before March 1, 2002.*

*When necessary, the CPSB may direct General Counsel to review and make recommendations about the services, billings and legal affairs of any other Attorney/Firm providing services to the CPSB.*

*Each and every attorney/firm listed under a category of service herein above, must provide to the CPSB written confirmation of acceptance to terms provided herein, which must be received within ten days of January 22, 2002, that the Attorney/Firm accept the terms and provisions of the CPSB's action and expressly agree to accept the rate of \$125.00 per hour for attorney time, and \$45.00 per hour for paralegal services under the terms and conditions of this system. This written confirmation of acceptance shall be evidenced by proper documentation to establish the capacity of the person signing the confirmation. In the event the Attorney/Firm does not timely accept by written confirmation, then that Attorney/Firm shall be removed from the legal services system. In the event, a category ever becomes vacant with no firm providing services, the General Counsel shall provide such services until such time as the CPSB can consider the selection of a new Attorney/Firm for such service.*

*The CPSB policy shall be amended to reflect the terms and intent of this motion.*

Mr. Powell said this motion is put on the floor to provide a vehicle for discussion. He said the most difficult part about this is to come up with a system that meets proposals when there were ten very different proposals. He said every proposer has a portion of the work or would have the ability to provide services to the CPSB. Mrs. Armstrong said the foundation of the proposal is something along the lines that she had thought and she believes that the Department of Risk Management is under the Board's purview right now and needs to stay under the board's direction.

Mr. Brooks said this is the first time that he has seen the proposed motion. He doesn't think that it is fair for all board members not to have participation in developing a motion; and this issue is too important for the board to take a vote on today. He said all board members should have met in a room to decide on the method they would use in making a decision. Mr. Brooks asked the board to defeat the motion and let all board members sit down and make a good presentation.

Mr. Powell said anyone who has an idea could make a substitute motion or an amendment. He said the board had to have something on the floor to start with. Mr. Powell said he does not believe it would be appropriate for board members to go into a room – executive session. This is the board's chance to make a decision. Referencing the Risk Management Department, Mr. Powell said it has been his appreciation that the audit function of that department came directly to the board. He said there have been other things, *i.e.* security that also came under the wing involving the superintendent and at times it has complicated things. He said it's been unclear because at one time there were two lines from that department - one to the board and one to the superintendent. Mr. Powell said he was looking perhaps to move that to another department to make it clear as to what those lines were; but if someone wants to leave it there, he would not necessarily have a problem with it. Mr. Powell said this board operates by a majority and this is the board's opportunity to conduct business and discuss items on the agenda. He encouraged board members that this is an opportunity for the 12, but it has to be done publicly and it has to start somewhere and it has to fit together. Mr. Powell said the motion is merely something to start the discussion, it is for action; but action means not just this - it is whatever the board decides to do and whatever is done will be done by a majority of the board.

*Dr. Hitchcock moved, seconded by Mr. Brooks and Mr. Mims, to postpone this motion until the regular scheduled board meeting in February.* Dr. Hitchcock said he commends any board member who takes the initiative to put something like this together, but he doesn't like receiving a four-page motion when he comes to the board meeting. He said he would like to have time to review the document and make a good decision. Dr. Hitchcock said he has some questions about what he understands to be in the motion, but even more problems with receiving it at a time when the board is to take a vote. He said his motion to postpone, assuming that it passes, refers to the motion on the floor, therefore it does not remove other options out of the board's hand.

Mr. Mims concurred with Dr. Hitchcock's comments and said he would like more time to study and digest the proposed motion. Mr. Mims said he, too, would like to receive proposed motions in advance of meetings. Mr. Brooks said he would have a motion to present at the February board meeting.

Mrs. Hardy said it was her understanding that the board had three firms that were certified to run for General Counsel rather than to come up with one. She said she thought board members would have an option to vote on each category, therefore, she is not prepared to vote on the proposed motion. She spoke in support of postponing the motion.

Mr. Powell said he has no problem with the motion to postpone because the board has to start somewhere, and it has to start as a board. He said the only reason the four-page motion is before board members is because instead of coming to the board meeting and making a motion, he typed this one. He said if the board is going to set a standard that anytime it acts on a motion it has to be in the mail beforehand, that this would also probably include any motion. Mr. Powell said the board needs to be clear when it talks about including motions in the mailout. He said board members have the ability with agenda items to take action. Furthermore, the board has time because it set a standard for sometime in March when current legal services would expire. Also, there is the option of the board to decide not to do anything.

*Mr. Burton moved, seconded by Mr. Thibodeaux, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the motion to postpone carried with Mrs. Pugh abstaining. Mr. Mims voted in opposition, and board members Hardy, Thibodeaux, Burton, Guin, Brooks, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supported the motion.*

**Recess.** The president called for a 12-minute break at approximately 5:45 p.m. The board reconvened at approximately 6:10 p.m.

## **APPROVAL OF FACILITIES UTILIZATION AND REDISTRICTING PROPOSAL**

The superintendent recommended approval of the facilities utilization and redistricting proposal as submitted in the mailout.

**It is recommended that the Caddo Parish School Board approve the following High School attendance boundary changes effective school year 2002-2003:\***

1. Incorporate a portion of the Byrd High School attendance zone into the Fair Park High School attendance zone, as per attachment #1 (south of Texas Street, west of I49, East of Linwood, north of Corbitt).
2. Incorporate a portion of the Huntington High School attendance zone into the Fair Park attendance zone, as per attachment #2.
3. Incorporate a portion of the Southwood High School attendance zone into the Woodlawn High School attendance zone, as per attachment #3.
4. Incorporate a portion of the Byrd High School attendance zone (south of Corbitt, west of I49 and east of Linwood Avenue) into the Woodlawn High School attendance zone, as per attachment #3.

5. Align the Woodlawn High School and Linwood Middle School eastern boundary attendance zones (Line Avenue instead of Fairfield Avenue) as per attachment #3.
6. Incorporate a portion of the Byrd High School attendance zone (north of Stoner Avenue and east of Alexander) into the BTW attendance zone as per attachment #4.

\*(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. The curricula choice program for incoming 9<sup>th</sup> graders at Fair Park, Woodlawn, and Booker T. Washington, as approved in 2001, goes into effect for SY 2002-2003). Current 10<sup>th</sup> and 11<sup>th</sup> graders (rising 11<sup>th</sup> and 12<sup>th</sup> graders) have the option of remaining in the current high school until they graduate or they may opt to attend the zoned high school.)

**It is recommended that the Caddo Parish School Board approve the following Middle School attendance boundary changes effective school year 2002-2003:\***

7. Middle school students who reside in the Central Elementary School attendance zone would be zoned into J. S. Clark, as per attachment #5.
8. Middle school students who reside in the West Shreveport Elementary School attendance zone would be zoned into J. S. Clark Middle School, as per attachment #6.
9. Middle school students who reside north of Stoner and east of Alexander and who attend Barret Elementary School would be zoned into J S Clark Middle School, as per attachment #6.
10. Middle school students who reside in the Broadmoor Middle School attendance zone would be zoned into Linwood Middle School as per attachment #7.
11. Middle school students who reside in the Summer Grove Elementary School attendance zone would be zoned into Ridgewood Middle School, as per attachment #8.
12. Middle school students who reside in the Southern Hills Elementary School attendance zone would be zoned into Ridgewood Middle School or the Linwood Middle School, as per attachment #8.
13. Middle school students who reside in Eden Gardens-Spring Lake area would be zoned into Youree Drive Middle School, as per attachment #9.
14. Middle school students who reside in the Westwood Elementary School attendance zone would be zoned into Bethune as per attachment #10.
15. Middle school students who reside in the Turner Middle School attendance zone would be zoned into Bethune Middle School, as per attachment #10.
16. Middle school students who reside in the Hillsdale Elementary School attendance zone would be zoned into Turner Middle School, as per attachment #11.
17. Middle school students who reside in the Ridgewood Middle School attendance zone (students who live south of Williamson Way) would be zoned into Keithville Middle School, as per attachment #12.

\*(Note: These zone changes would apply to current 5<sup>th</sup> graders (rising 6<sup>th</sup> grade students). Current 6<sup>th</sup> graders (rising 7<sup>th</sup> graders) have an option of remaining in current middle school until they complete the 8<sup>th</sup> grade. Current seventh graders (rising 8<sup>th</sup> graders) may remain at current enrolled middle school. The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. Students have option of applying to Middle Career and Technology School at Hollywood, and Caddo Middle Magnet School.)



**It is recommended that the Caddo Parish School Board approve the following Elementary School attendance boundaries and program changes effective school year 2002-2003 and school year 2003-2004, as applicable and noted: \***

18. Elementary School students who reside in the Riverside Elementary School attendance zone would be zoned into Barret, as per Attachment #13.
19. Elementary School students who reside in the Walnut Hill Elementary/Middle School attendance zone would be zoned into Summerfield as per attachment #14. Note: These students would be zoned into Ridgewood for middle school and Southwood for high school.
20. Elementary School students who reside in the Forest Hill Elementary School attendance zone would be zoned into Summerfield, as per attachment #15.

\*(Note: The M to M transfer policy would remain in effect to assure diversity at schools as well as curriculum necessity, magnet, and hardship transfer requests. Current fourth graders (rising 5<sup>th</sup> graders) may remain at current enrolled elementary school. Current 3<sup>rd</sup> graders (rising 4<sup>th</sup> graders have an option of remaining in current elementary school until they complete the 5<sup>th</sup> grade). Current students attending a k-8 school shall be permitted to complete their schooling in that currently enrolled school provided there is no break in attendance.)

21. Incorporate a portion of the University Elementary School attendance zone into the Riverside attendance zone, as per attachment #16. (Please note that no students live in this area at this time.)
22. Approve a partnership with Grambling State University to establish a Professional Development School at Mooretown, grades K-5. This would be a school of choice for students, who apply and are selected, and who currently live in either Midway, Werner Park, Oak Park, Sunset Acres, and Westwood attendance zones, as per attachment #17. There are 145 students attending Midway and 70 students attending Westwood who live in the highlighted Mooretown zone. These students would be given first priority to select and attend Mooretown, as per attachment #17b.

As an elementary school, Mooretown has a capacity for 644 students with 33 classrooms. Currently its enrollment is 209 students. Federal Title I funds support 5.5 ECE classes, and Starting Points federal funds support .5 ECE classes serving a total of 118 students; Special education funding supports 4 NCP classes serving 37 students. General funds support 3 kindergarten classes serving 54 students.

There are 10 vacant classrooms and 13 classrooms used for other purposes: 1) a social studies lab, 2) art room, 3) music room, and a 4) double classroom for physical education classes, 5) a nurse, 6) speech teacher, 7) parent resource center, 8) counselor, 9) coordinator, 10) conference room and janitorial supplies, 11) conference room, 12) lounge.

The intention is to maintain the Mooretown ECE center as an identified ECE site and to establish, in partnership with Grambling State University, the Mooretown Professional Development School, grades k-5 with 2-3 classes @20 students per class for each grade (1-5) serving 200-240 students. The expected total enrollment would be about 410-450 students.

23. Create an attendance zone, effective sy 2003-2004, serving students from Cedar Grove who currently are zoned into Southern Hills and students who live east of Linwood Avenue and south of Fluornoy Lucas, who are zoned into Southern Hills, Forest Hill, and University, as per attachment #18.

**Central Office Recommendations:**

24. It is recommended that the CPSB approve the Alexander School site (currently closed) as the Alexander Curriculum Center, effective school year 2002-2003.

*Mr. Brooks moved, seconded by Mrs. Armstrong, approval of the facilities utilization and redistricting proposal.* Mr. Brooks asked Janis Parker, director of Title 1, to explain the scope of the Mooretown Early Childhood Education (ECE) program with regards to stabilizing the program and keeping ECE youngsters apart from students in grades 1-5. Mrs. Parker said in all elementary

schools where there is an ECE program, older youngsters are also enrolled. The ECE center could remain intact as it is with the elementary school being added, if the board chooses to do this. She said the principal would be the person to arrange scheduling whereas the younger children would not come in contact with the older children. Mrs. Parker said the combination could be done. Mr. Brooks said everyone that he talked to in the community supports the plan for Mooretown School. Mrs. Armstrong spoke in support of the plan and expressed appreciation to Mr. Brooks for pushing for something that he and citizens in the Mooretown neighborhood believe in.

Mr. Thibodeaux presented board members with Attachment 13b (map) that he feels helps to preserve two different neighborhoods. *Mr. Thibodeaux made a motion to amend the motion, seconded by Mr. Powell, to approve Attachment 13b (elementary schools) in addition to Attachment 13.* He said this allows some people in the neighborhood south of Kings Highway to attend Arthur Circle, which would be contiguous to that neighborhood if the motion passes. Mr. Thibodeaux said he spoke with the superintendent and he doesn't feel it is a problem and there aren't a lot of children involved. Mr. Powell said he agrees with Mr. Thibodeaux and for clarification, he said 13b would be an addition to 13 that is already recommended in the plan. Mr. Thibodeaux and the president concurred. He commended Mr. Thibodeaux for his work on this and encouraged the board to support the amendment.

Mrs. Pugh asked legal counsel if under the redistricting, is the board required to grandfather those youngsters in where majority-to-minority transfer (M-M) contracts have already been signed. Legal counsel said if someone is currently attending a school and it is now being redistricted, this is generally true. Mrs. Pugh said this issue is very important and she asked legal counsel for a more definite ruling. He said under the current policy they do not have to reapply every year, and therefore if they have been granted the M-M then they would in effect be part of the student body in that school. Mrs. Pugh said if they are currently holding a M-M transfer, they do not have to reapply, and legal counsel said *that is correct.*

Mr. Mims expressed concern about SY2003-2004 (recommendation 23) where youngsters are being redistricted to the southeast corner to a proposed school. *Mr. Mims made a motion to amend the motion, seconded by Mr. Burton, to pull that particular recommendation (23) out of the mix.* Mr. Mims said he doesn't believe that the CPSB needs to extend itself beyond SY2002-2003.

*Mr. Burton made a motion to amend the amendment, seconded by Mr. Brooks, that before any consideration for a new school is built, that the CPSB first explore developing the gym at Booker T. Washington, either to expand it or to build a new gym.* Mr. Burton said the school board has made promises that have not been kept and he believes that before the CPSB constructs new buildings that it should keep its promise to the inner city. Mr. Brooks concurred with Mr. Burton and said nothing is being spent at Booker T. Washington as compared to what is put into other schools. He said the board needs to stop putting the project off at Booker T. Washington.

Dr. Hitchcock raised a point of order and said there is a string of amendments before the board. He encouraged the president to enforce *Robert's Rules of Order* and that is to dispose of the amendments and to limit the discussion for the amendment that is on the floor at the time rather than a rambling kind of order. The president agreed with Dr. Hitchcock's point of order.

*The president called for the vote on Mr. Thibodeaux's amendment to add 13b to Attachment 13. Vote on the motion carried unanimously.*

Mr. Powell asked Mr. Mims if in his amendment, he is referring to item 23 only. Mr. Mims answered *yes.* Mr. Powell said Mr. Burton moved to amend the amendment and before the board votes on the amendment, the board should ask legal counsel to clarify the sequence. Would the board deal with the amendment to the amendment first or the amendment? Legal counsel said his understanding is that Mr. Burton's motion was an amendment to the motion made by Mr. Mims. If this is the case, the board would dispose of Mr. Burton's amendment to the amendment first.

Mr. Powell said his concern is that item 23 does not mention building a school, it merely talks about creating an attendance zone effective for SY2003-2004. The superintendent said Attachment 18 is a map that identifies an attendance zone serving students currently attending Forest Hill, Southern Hills, and University (currently serving almost 2,400 students) in three schools, all of which are stretched beyond operating capacity. He said the zone would be created to relieve the crowding but would also look forward to accommodating the new construction that at this point in time has a minimum of 2,300 new homes that are being constructed in that particular attendance zone. He said the intent is to identify the need and the specific attendance area that would be attended to if the zone is created. Mr. Powell asked what is the anticipation of where the students would be housed. The superintendent said staff would then explore all possibilities in terms of how to be able to provide a school for those students for that school year or beyond. Mr. Powell asked if this is a starting point in looking at this area; that the board would be establishing an attendance zone and in a couple of years would be looking at to further develop. The superintendent said *this is correct, it would be establishing the need*. Mr. Powell said as the board pursues looking at different options and it becomes clear that it is not going to have a viable option to house the students for SY2003-2004, where does this put the board, if it passes the motion. The superintendent said if it passes, it then opens up the opportunity for the board to look at options to accommodate the students. Mr. Powell asked if this is the proverbial *horse before the cart*. The superintendent said *yes*, the horse is identifying the need. Furthermore, staff knows that the students are currently there, three buildings are overcrowded, and there are undeniably at least 2,300 (if not more) homes that are under construction in the area. The need does not go away, it only accelerates and he is trying to anticipate the future needs of the parish. Mr. Powell asked about the demographic breakdown of the 500 students that have been identified. The superintendent said based on students today the breakdown would be 43.9% African American; 51.5% white; and, 4.6% other.

Mr. Powell said speaking to Mr. Burton's amendment, architectural drawings are being done with different options for Booker T. Washington. He encouraged the board to ensure that all CPSB facilities are safe, and he knows that there is a safety issue dealing with the way the court is designed and the building is configured. He said he would not have a problem in considering the Booker T. Washington project on its own merit, but he is concerned when this project is mixed with an attendance zone issue. Mr. Powell said if recommendation 23 is passed, the board is not saying that it would build a new school, it is only saying that it is identifying a need.

Mr. Milam asked Mr. Mims if he would state his rationale for making the amendment to remove recommendation 23. Mr. Mims said the reason he made the motion is because of the fact that there is nothing but woods in the area. Dr. Hitchcock raised a point of order and said the board is not discussing the amendment that was made by Mr. Mims. The president concurred. Mr. Milam said he thinks the board should consider Mr. Burton's interest, but he is concerned about tying recommendation 23 to the Booker T. Washington project. He said approval of the amendment to the amendment would handcuff this project. Furthermore, recommendation 23 is to create an attendance zone.

*Dr. Hitchcock moved, seconded by Mr. Burton, to postpone action on this amendment indefinitely.* He said right now, the board does not have a motion before it to build a new school. He said by the fact that the motion was made, it sends a message that board members are serious about living up to previous commitments. Dr. Hitchcock said board members would have an opportunity to make such a motion at the time that the board has a concrete proposal for a new school. He encouraged the board to move on with the plan at hand. Mr. Burton said he could support the motion to postpone. Mr. Powell asked legal counsel if Dr. Hitchcock's motion passes does it only remove from the table the amendment to the amendment. Legal counsel said his understanding of the motion made by Dr. Hitchcock is to postpone indefinitely the amendment to the amendment as proposed by Mr. Burton. Mr. Powell asked if in fact the board approves Dr. Hitchcock's motion, would the board then consider the amendment made by Mr. Mims and then the main motion. Legal counsel said the motion made by Mr. Mims would be next.

Mrs. Pugh asked the president if board action on recommendation 23 is setting forth grounds for this board and the superintendent to move toward creating a shelter for an attendance zone. The president asked the superintendent to respond, and the superintendent said *yes*. Mrs. Pugh asked if the CPSB would be required to take this issue to the voters since the voters rejected a new school in that district. Legal counsel said it depends on how the new school is to be financed. If it is to be

financed with bond monies, it would require a vote of the people. However, if there is another method of building a school and having the school available, it might not take a vote of the populace. Mrs. Pugh asked if the action that was taken by this board in 2002 could be revised by the board of 2003. The president said *yes* and if the CPSB does not come up with a way to build a school then it would have to redraw the attendance zones in order to handle the youngsters that are in that zone. He said to redirect or get additional bond funds, it would have to go to the public.

For clarity, Mr. Mims asked the president if he said the issue would not have to come to the board to lease a building. The president said it would not have to go to the public for a vote but it would have to come back to the board. Mr. Mims said there is a scenario that the builders of the planned projects would build a school and the CPSB would lease the building from them knowing that the general public has voted against the construction of a new school. He asked if the board would then be doing something arbitrary to what the voters wanted. The president said this is not the issue at hand.

*Mrs. Pugh made a substitute motion, seconded by Mr. Mims, to delete item 23 from the superintendent's recommendations. Dr. Hitchcock raised a point of order and said the motion is not germane to the motion that is on the floor. Mrs. Pugh asked to be recognized when the board considers the main motion.*

*The president called for the vote on Dr. Hitchcock's motion to postpone the amendment to the amendment indefinitely, which carried with Mrs. Pugh and Mr. Mims opposed. Board members supporting the motion were Hardy, Thibodeaux, Burton, Guin, Brooks, Powell, Milam, Wright, Armstrong and Dr. Hitchcock.*

Mrs. Pugh suggested that because of the configuration of the proposal, she would ask for item 23 to be deleted from the recommendations. The president said Mrs. Pugh's request is the same as Mr. Mims. *The president called for the vote on the amendment that was made by Mr. Mims, which failed in a tie vote. Board members Burton, Pugh, Mims, Brooks, Wright and Armstrong supported the motion. Board members opposed were Hardy, Thibodeaux, Guin, Powell, Milam and Dr. Hitchcock.*

*Vote on the main motion as amended carried with board members Pugh and Mims opposed. Board members supporting the motion were Hardy, Thibodeaux, Burton, Guin, Brooks, Powell, Milam, Wright, Armstrong and Dr. Hitchcock.*

## **ADOPTION OF THE REAPOORTIONMENT PLAN FOR THE CPSB**

*Mr. Brooks moved, seconded by Mrs. Armstrong, that the CPSB adopt reapportionment Plan 20. Dr. Hitchcock said there are some parts of Plan 20 that he feels were done to help him, but he cannot support it because fundamentally he disagrees with the north part of the lake and south part of the lake. He expressed sincere appreciation to the board for considering Plan 20. Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Brooks, Burton, Guin, Powell, Milam, Wright and Armstrong. Mrs. Armstrong expressed appreciation to Mr. Gary Joiner for working with the CPSB in finding a plan that would be something that board members could feel fairly comfortable with. Mr. Joiner said it is an interesting process and it is a pleasure to work with the CPSB.*

**Recess.** The president called for a five-minute recess at approximately 6:55 p.m. The board reconvened at approximately 7:14 p.m.

## **MAJORITY-TO-MINORITY TRANSFER APPLICATION PROCEDURES (Burton)**

*Mr. Burton moved, seconded by Mr. Brooks, to rescind the action taken in the December 18, 2001 board meeting on modification of school policy JECC that deals with the majority-to-minority transfers and re-registration of people who had already registered. Mr. Burton said he believes that the previous policy JECC contains all that the school board needs and he would like for the board to ultimately continue using that policy rather than have students re-register every year. He said he does not want administrators deciding whether or not a minority student might be admitted to their school based upon reasons other than just race. Mr. Brooks echoed Mr. Burton's sentiments. He said he doesn't think a youngster should have to reapply every year to attend the approved school.*

Mr. Powell asked the superintendent if the effect of this motion from prior board action involves other transfers, and the superintendent said *yes*. Mr. Powell asked was there a rationale for saying that students had to apply every year as suggested. The superintendent said the rationale was to provide tracking purposes for reporting and as verification of residence. Mr. Powell asked if under the current policy and with the change, a child lives in a particular location, the parent applied and has a M-M transfer to another school, would they have to reapply every year to confirm that or would they have to reapply only if they moved. The superintendent said staff would want verification of the continued residence. Mr. Powell said staff is trying to make sure that they have not moved to where they no longer would have transportation. The superintendent said this is correct or they are no longer eligible for that school. Ron Festavan, assistant superintendent for support services, said there are guidelines within the policy and staff is trying to maintain some integrity in the policy. Mr. Powell said staff is referencing Policy JECC that was last amended in 1991 that was in effect prior to the board's December 18, 2001 action. Mr. Powell asked how does the board assure a family. He said if they haven't moved, they have had a M-M, and the next year comes around and the parent has something going on and they forget to make application, is the board going to make that child go back because they missed the deadline date? Mr. Festavan said if the integrity of the policy is to be maintained, that is exactly what the board is asking to resubmit the application. Mr. Powell said there is the perception that the CPSB is creating roadblocks to something that it has been saying the school board would still have M-M transfers as boundaries are moved, and this is not his intent. He said he wants the policy enforced but he doesn't want to punish someone who would have otherwise had the M-M legitimately, who had it the year before. Mr. Powell said he wants to keep the integrity of the policy, however, he doesn't know if he wants to rescind it because it might send another message. Mr. Powell said earlier in tonight's meeting he heard legal counsel's response to Mrs. Pugh's question about what the board is supposed to be doing under the Consent Decree with the M-M since the board is going to make a change in the zone. Will they have to reapply?

Legal counsel said he understood Mrs. Pugh's question to be whether or not some child who had transferred on a M-M under the policy in effect prior to December 18 would be required to reapply every year thereafter, or whether or not that child would be grandfathered in and would be able to attend throughout the top grade. He said his response was that the child would be grandfathered in because he was granted the M-M under the policy that was in effect that says he would be able to stay at that school unless he changed his residence. Mr. Powell said he thought Mrs. Pugh was talking about the current policy. Legal counsel said Mrs. Pugh asked whether they would be grandfathered in and this is the question that he answered. Mr. Powell said when legal counsel talks about grandfathering, he is talking about grandfathering prior to the change that Mr. Burton has now raised, and legal counsel said *yes*. Legal counsel said even then they would have been allowed to continue unless the student had changed residence from the district in which he previously lived. Mr. Powell said this is not what he heard Mr. Festavan say. He said they do have to reapply even if they don't move. Mr. Festavan concurred and said this is his understanding; that there is language in the policy that was last revised in 1991 that states *that a student does not have to reapply for M-M after attending one year in the M-M school*. Mr. Powell said what it says is *students transferred majority-to-minority may remain through graduation or the highest grade if they desire*. He said it doesn't talk about a reapplication, but then again if it says *they may remain year to year to graduation* the implication to him is that they don't have to meet some other requirement of a reapplication. Legal counsel said prior to 1991 they did have to reapply. The board changed the policy in 1991 so that they would not have to reapply. Mrs. Pugh said transportation was the issue and if the student moved out of the district, then the CPSB did not have to provide transportation. Mr. Powell said he is uncomfortable with the policy as it is and with rescinding it. He said he thinks the policy needs to be sent back so that all factors could be considered and resolved.

Mr. Burton said one problem with postponing is that in the meantime the new policy will be in effect and people have to go through the process of reapplying. He said there are a lot of loopholes that the board could go through if applications are renewed every year, and he believes that the board should rescind its action and go back to policy JECC that was used in 1991. Mr. Brooks echoed Mr. Burton's comments.

The president asked legal counsel to define M-M transfer. Legal counsel said a M-M transfer is where the student is in the school where a majority of the students are in his race and wants to transfer to a school where he would be in the minority in the student body. He said under school

board policy, transportation would be provided only to the school nearest to the student's residence where his race would be in the minority. Furthermore, this does not prohibit the student from transferring to another school, but he has to provide his own transportation. Mrs. Pugh said that evolved out of the *freedom of choice*. Legal counsel said that has been a part of the desegregation plan. Mrs. Pugh said *freedom of choice* stayed in effect; they had the freedom to choose and M-M was added on. Legal counsel said they had the freedom to choose if their race was in the majority at the school where they were and they wanted to go to a school where their race was in the minority. Mrs. Pugh said that is why you have children in different districts because *freedom of choice* was in effect. Legal counsel said they were allowed to transfer under those circumstances, but that is not total *freedom of choice*. He said they could not pick up and go to a school where they were in the majority, and for total *freedom of choice* they would have had to be able to go to a school where their race was in the majority.

The president said based on the discussion, the reason it would be important to track this is because if a student moves out of an area in which they are the majority, their school district puts them as a majority, and they move into an area where they are the minority in that school district, then they no longer qualify based on what has been said for a M-M and based on the way the policy is written. The president said Mr. Burton is asking the board to rescind what was changed in the policy and send it back to the old policy which states that if you move outside of the district or your district changes, you no longer qualify for the M-M. Legal counsel concurred.

Mr. Thibodeaux said he wonders if the board sent this back to include a statement that says *students whose attendance zone changes through no fault of their own may remain at the receiving school*, if this would be acceptable. The superintendent said the issue is the parent moves into an area. Mr. Thibodeaux said this is not what he is asking. He said there seems to be a concern that if a student never moves and remains in the same attendance zone, but because the board changes the lines the attendance zone changes. The child never moved from the original attendance zone, then they should be able to remain in the receiving school. He asked Mr. Burton if this would satisfy his concern. Mr. Burton said *no*. His concern is the requirement to apply every year and monitoring the applicant every year. Mr. Thibodeaux said the only thing that is required every year is to be sure that the student is still at the same address – to validate the address.

Mrs. Wright said she is a notary and has had a lot of calls about M-M transfers and visits to her office to have the application form notarized. She said each visitor has complained that they should not have to do this because they were under the understanding that they would not have to reapply unless they moved. She said she would like to see the board go back to the policy as it was and not keep the public confused. Mrs. Pugh asked the president or legal counsel to inquire of Mrs. Wright if it is a conflict of interest for a school board member to certify M-M transfers for students. The president said it is a conflict of interest.

*Mr. Milam moved, seconded by Mr. Powell, to postpone this item until the February meeting. Mr. Powell said this issue definitely needs to be examined and he hopes the board would make the policy clearer. Mr. Burton asked what happens in the meantime. What policy should be followed? He encouraged the board to go ahead and rescind the policy. The president called for the vote on the motion, which carried with Mr. Burton, opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Brooks, Guin, Powell, Milam, Wright, Armstrong and Dr. Hitchcock.*

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects (Informational).** The superintendent said school board members were provided with an update on the status of the construction projects.

Mr. Powell said there are at least two schools (Captain Shreve and Shreve Island) where the architects are no longer with the firms and new people are coming in. He asked staff to spend some additional attention in getting the new architects in touch with the principals and appropriate central office staff (Steve White) to have a meeting to get everybody very clear on the projects.

Mrs. Pugh said at one time board members had an opportunity to see the final product along with the principals and public, but board members have been removed from that process. Mr. Festavan said

staff has re-instituted that process whereby the board member is included in the planning stage. Mrs. Pugh said all board members should be involved; that at some time the project needs to be presented to the CPSB. Mr. Festavan said if it's the board's desire, staff would be happy to bring each project with a presentation by the architect to the board.

Mr. Powell said he appreciates Mrs. Pugh's comments, but her thoughts are very different from his concerns. He said his concern is that input on the designs be received before the design is completed, and that the people closest to the school are involved. Mr. Powell said he wants to make sure that the architect is thinking in terms of the needs of the school.

**Semi-Annual Status Report on the Initial Plan for Overall Improvement of Academic Performance and District Effectiveness for SY2001-2002.** The superintendent said a detailed semi-annual status report on the initial plan for overall improvement of academic performance and district effectiveness for SY2001-2002 was sent to school board members. He reported that a summary brochure of the report was prepared and is being distributed to the public tonight. Given the lateness of the evening, he asked that this report be postponed until February and a presentation would be made at that time.

#### **UNFINISHED BUSINESS**

**Majority-to-Minority Transfers.** Mr. Burton gave notice to the school board that he would be sending out letters concerning the December 18 modifications to school board policy JECC.

#### **NEW BUSINESS**

No new business was introduced at the meeting.

#### **ANNOUNCEMENTS AND REQUESTS**

**Louisiana School Boards Association (LSBA).** The president congratulated and announced that Willie Burton, school board member representing District 3, was recently elected vice president of LSBA.

**Employee Morale.** Referencing comments made earlier by the president of Caddo Federation of Teachers/Support Personnel, Mr. Brooks asked the superintendent to contact every CPSB principal and provide him/her with guidelines on how to communicate and treat school level employees. Also convey to employees that they should feel comfortable in contacting him about any concern that they might have and at any hour.

**On-site After School Programs.** Mrs. Wright asked staff to provide her with a report on the on-site after school programs. She asked staff to identify the participating schools (elementary and middle); hours of the programs; staffing procedures; transportation provisions; and source of funding.

**Statistical Update on Benchmark Assessments and Nine Week Testing (Burton).** Mr. Burton said he previously asked the superintendent for information concerning the benchmark assessments and the superintendent expressed to him his plans. He asked the superintendent to relate to him again his plans. The superintendent reported that staff sent out the questionnaire to request the statistical update and is in the process of getting the data back. He said he is initiating a review of all of the benchmarks as well as the scope and sequence over the next few months so that staff could assure that scope and sequence and the benchmarks provide the proper alignment so that Caddo's curriculum, if needed, in its course guides could be adjusted accordingly. The superintendent said he would be asking teachers and other representatives to help staff look at the assessments, the benchmark assessments, to see to what extent they can absolutely use in the most appropriate way for next year. Mr. Burton said that would not include a penalty for the students, as prepared in the November motion, and the superintendent said it is adhered to.

**LEAP Testing.** Mr. Mims said he understands that students have taken the *new* LEAP test, which is given in March, but the results would not be returned until May 31, which is after graduation.

However, students who take the test in April would get the results back in time for graduation. He encouraged the superintendent to write the State Department to see what could be done. The superintendent informed board members that staff is aware of the problems that were outlined. He has been in contact with the state superintendent and other superintendents about the matter, but they are unresponsive in terms of addressing the issue to staff's satisfaction. He said it is a problem, timing is a concern, but they are not responding with the data that is needed.

**Linwood Middle School.** Mr. Mims requested staff to put Linwood Middle School back into the construction mix for the addition of a new classroom wing. He asked staff to provide him with the available date that this would be done.

**Substitutes.** Mr. Brooks asked staff to provide him with a status report on the contract issue with the Kavanaugh Group and Professional Temp. The president said the two agencies reached an agreement on last Friday, prior to the stipulated deadline (Friday, January 18, 2002 – 5:00 p.m.) and a contract has been signed.

**Announcement and Request Form – Web Site and Indoor Air Supply.** Mr. Milam submitted a completed form to staff and asked staff to look at ways to improve the CPSB web site. Also, for staff to look into correlation of indoor air supply and breathing sickness that seems to be occurring – especially in the Midway location. He suggested that cleaning out the ducts might be helpful.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mr. Milam seconded the motion, which carried and the meeting adjourned at approximately 8:03 p.m.*

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Robert E. Schiller, Ed.D., Secretary

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Phillip R. Guin, President



**February 5, 2002**

The **Executive Committee** of 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 Tuesday, February 5, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller and Legal Counsel Fred Sutherland, staff and other visitors. Mrs. Armstrong gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**2000-2001 Financial Audit Report.** Ben Wreyford, director of finance, reported that the school system's financial record keeping is in good order and the books reflect the actual activity that is occurring. He said the CPSB has a contract with KPMG LLP to perform the annual audit and board members were previously provided documents related to the audit. He introduced Steve Gullat, auditor, who gave a brief summary of the reports that were issued. He reported that: 1) the opinion for the Comprehensive Annual Financial Report of the CPSB for the year ended June 30, 2001 is unqualified (*a clean opinion*); 2) the General Fund's fund balance increased by 11 percent for the year to almost \$29 million; 3) the Compliance and Internal Control Report was issued and these are done in connection with the audit of laws and regulations and in connection with the federal financial assistance totaling approximately \$32 million; 4) as required, the auditors selected a major program (Child Nutrition Programs) and conducted specific procedures; nothing was identified or considered to be significant or a material issue; 5) three manageable findings were identified – submission of a report on time (a waiver was received but was not documented), verification of the appropriate number of applications for free lunch children, and documentation of follow-up of meal counts that are actually occurring at school sites; 6) a management letter was issued that identifies internal control issues and three items were identified and attention has been given to address the issues, namely development of a detailed disaster recovery plan as it pertains to the computer system, control of fixed assets and the movement thereof out of the various school locations, and *GASB 34* that will change the way the financial report is put together and presented so that a layperson would be able to understand the finances of the school; 7) the agreed upon Procedures Report was issued on the Caddo Education Excellence Fund and the revenue calculation is based on contract, staff continues to monitor it, and they recommended some additional documentation to be gathered on a couple of expenditures; and 8) the letter of required communication to the CPSB that identifies the auditors' responsibilities and adjustments, disagreements, and confrontations that they might have encountered was issued and they did not encounter any of those issues.

Mrs. Pugh expressed concern about the transfer of funds from schools that were closed last year. She asked if the transfer has been done appropriately. Mr. Wreyford said staff is presently working on that issue. Three schools had remaining funds and staff is planning to carry that figure to the CEEF Committee this year to disburse – that it be included in the disbursement to all schools.

**Quarterly Financial Report.** The superintendent called board members' attention to the bar graphs that were put at their stations. He asked Mr. Wreyford to report on the system's current revenue status at this point in time. Mr. Wreyford reported that: 1) Property Tax Revenue - in December the tax assessor released the assessment figures that has grown by almost 2 percent, which translates to additional revenue to the school system in the General Fund (almost a million dollars); 2) Sales Tax Revenue – makes up about 20 percent of the General Fund and for the first time ever the slow down in sales tax has actually occurred and the school system is seeing real growth of about 1.8 percent; and 3) MFP Revenue – 98 percent of the MFP goes into the General Fund and a small portion goes into the CNP program to pay cafeteria salaries. Staff is on target with the MFP budget. The state has looked at Caddo's student membership count and has stated that an adjustment would be made for about \$900,000. This adjustment is made due to alternative students; staff is disputing their figures at this point; and even with the proposed reduction, the figures are close and Caddo's MFP

-2-

budgeted figure is right on the nail head of what Caddo will be receiving. Mr. Wreyford said the budget cycle is beginning and staff will be using the master plan as the framework for formulating a budget. The target dates for submission to the board is April 19 with the actual approval on the 21<sup>st</sup> of May. Also, the QZAB application process has been completed, the money (\$3.5 million) is now in the bank, and the Capital Projects staff is actively working to get started on the lighting retrofit

and cafeteria air-conditioning projects. Furthermore, the board will be able to pay the loan off in 15 years with zero interest. The superintendent noted that although the sales tax revenue is lower than what was anticipated, he said Caddo has been fortunate to see a 1.8 percent growth at a time when most communities are experiencing a decline in that revenue base. He said staff has budgeted conservatively, and hopes that the economy will recover and the CPSB could pick up and reach the three- percent projection.

**Naming of the Keithville Park.** The superintendent welcomed and introduced Caddo Parish Commissioner Ron Webb (District 11). Commissioner Webb informed the school board of his initiative to have the park at Keithville (on leased property at the Keithville Elementary/Middle School) named "*The Mike Clark Park.*" Mr. Webb stated his intentions as specifically outlined in a letter that was previously mailed to board members. He said the late Mike Clark passed away in March of 1999 and he was a gentle, honest, and trustworthy servant to the parish. Commissioner Webb said he wanted to come to the meeting and ask the school board for its blessing in this endeavor. Mr. Powell said the board has a policy relative to naming facilities; but since this is not the school board's project, even though it is leasing the property, then the board would not have to go through the process and he wants the board to be clear on this issue. The president concurred and said the superintendent and staff have already researched this matter. Furthermore, this item is not on the agenda for this month, because it is not something that the CPSB would take a vote on because it is not the board's project. Mrs. Pugh asked if after the Commission approves the naming would the CPSB then note that the location is at Keithville Elementary/Middle School. She said the CPSB is not selling the property. Ron Festavan, assistant superintendent for support services, said staff would do whatever the board deems appropriate. Legal counsel said there is no necessity under the law for the CPSB to take action. The Caddo Parish Commission operates the park; the park operates during hours that are not school hours; and the Parish Commission has the right to name the park without the approval of the CPSB, although they have come and asked for the board's approval. Mrs. Pugh said her concern is that the issue is not documented. The president asked if it would hurt anything if this were noted once the park is named. Legal counsel said it would not hurt anything, it's just not required.

**New Classroom Wing – Captain Shreve (A/E Design Group).** The superintendent asked Steve White, director of the Department of New Construction and Capital Projects, to introduce the presentation. Mr. White introduced Brian McNew and Pat Bass of AE Design who made a presentation on the new classroom wing project at Captain Shreve High School (Project No. 2001-101). They reported that: 1) the budget is \$1,015,000; there are 10 classrooms (base bid) and 6 (alternates 1-3); boys/girls/staff restrooms; as well as room for telecommunication and mechanical and electrical support spaces; 2) the building is located to the west side of the gymnasium, it will have a sidewalk and covered canopy connecting to the gymnasium building, and the entire facility will be ADA accessible. Mr. McNew reviewed the floor plan as well as the exterior plan. He said the exterior would match the existing buildings on the campus (same brick) as well as similar detailing around windows. The architects are 100 percent complete on the design development and are moving into the final document. They plan to advertise for bids on or about March 15<sup>th</sup> and opening the bids about the same time in April. The architects plan to give the notice to proceed for construction at the end of April and give the contractors time to begin their initial submittal to them. Actual construction and groundbreaking would commence towards the end of May or the first of June with anticipation of completion the end of February 2003.

**New Classroom Wing – Shreve Island (Slack Alost McSwain).** Mr. Alost said the project is ready to go out to bid. He reviewed the location of the new construction in proximity to existing structures. The project is over 18,000 square feet; there are 13 regular classrooms; two inclusion classrooms; work area that provides a satellite space for storage of teacher equipment; and restrooms that meet all of the code requirements. Also, there is a canopy area along with alternates for upgrades to the fire alarm system in the main building. The schedule for advertising bids is February 14<sup>th</sup>, received on March 14<sup>th</sup> and hopefully if all goes well the school board would be able to approve a contract on April 16<sup>th</sup>. The architect is looking for a February/March 2003 completion date. The

total budget is \$1.6 million and the construction estimate is approximately \$1.2 - \$1.3 million. The pitch roof form from the original building is used, some of the historical architecture is recalled, and there is some built in long term life cycle efficiency.

Mr. Brooks said he hopes that the Pine Grove construction project could be revisited and completed at about the same time. Mr. White said staff is doing everything that they can to bring the project to closure. Mr. Brooks suggested that the project should be re-awarded to the Slack Alost McSwain group because it has been going on too long with the other people. Mr. Powell expressed appreciation to staff and the architects for their hard work to get the transition done and to keep the projects on schedule. Mr. Milam inquired about the temperature control system in the classrooms. Mr. White said each classroom would have an individual temperature control. Mr. Milam asked if staff is specking out certain *R-values* (thermal resistance values) for exterior walls and ceilings for all projects or if they vary. Mr. White said they vary depending on the type of construction and staff does not specify what should be in a roof. Mr. Milam said he hopes that staff would spec out a maximum. Mr. White said staff could look at setting some absolute guidelines where there would be a minimum or certain *R-value* for roofs and another for walls.

**CPSB – Math, Science, Technology (MST) Consortium.** The superintendent said that last February part of staff's strategic plan was to designate and initiate Keithville Middle School as a magnet school for SY2002-2003. In August, the Math, Science and Technology Consortium came forward to discuss with the board and staff the possibility of engaging into a partnership and this is a way to expand the teaching and learning in a very systemic manner at all grade levels using Keithville as the beginning initiative. Over the last several months and with the CPSB's approval to go forward with planning sequence, teams of teachers, administrators, and members of the consortium have been working in order to look at a variety of different models. He said tonight a brief overview would be presented of a proposal. He introduced Jack Sharp, president of the Biomedical Research Foundation, who explained the role of the consortium and how MST and members of this group have worked in a direction that the board and staff might want to see working in a partnership.

Mr. Sharp gave a brief overview (*via visual presentation*) of the content behind consortium members' thinking as well as provided board members with a script of the presentation. Highlights outlined were: (1) the need (a highly-skilled workforce), challenge (prepare a technologically literate workforce to compete in the new economy), MST Consortium composition (Biomedical Research Foundation of NW Louisiana, Centenary College, business community and community-at-large) and its mission (to promote and support best practice teaching of mathematics, science and technology in the K-12 Caddo Public School System that results in scientifically and technologically literate graduates better suited to participate in the new knowledge-based economy; (2) the MST cluster partnership consists of the K-12 schools in a defined geographical area that have a feeder relationship; (3) partnership members include the designated cluster schools (Keithville Middle and Southwood High), CPSB administration and the MST consortium; (4) the cluster operates like a single school – interschool collaboration on curriculum, policy, administration, resource development, and community participation and support for a seamless transition for students from one campus to another and into post-secondary endeavors; (4) the cluster objectives, teaching objectives, and offerings; (5) the proposed cluster, at the CPSB's discretion, can be rolled out to other geographical clusters; (6) plans for curriculum integration, professional development, technology-rich learning environments, community partnerships, magnet component, whole-school initiative at the high school level, curriculum enhancements, MST professional studies programs (environmental systems and applied technologies), honors program, etc.

Principals James Moran (Keithville Elementary/Middle School) and Kathryn Gallant, (Southwood High School) expressed their interest in and support of the cluster partnership to enhance education in an effort to meet the challenges of the 21<sup>st</sup> century and the needs of business and industry. They also shared information relative to their individual school's program objectives and offerings for a whole-school initiative. Mr. Sharp asked the school board to make a commitment and consider passing a resolution to allow the superintendent to sign a memorandum of understanding with the partnership that would perhaps be addressed at the board's next regular scheduled meeting. He encouraged the CPSB to accept the concept, to examine the material presented, and consider the proposal.

Mr. Burton expressed thanks for the presentation and said he supports the proposal. He also said he would be pushing to expand the program to some of the inner-city schools. Mr. Brooks asked how would the proposal impact other schools. Mr. Sharp said their hope is to not make this a campus program and the infrastructure could be replicated in all schools. He said he hopes that pathways

could be formed to continue education using some of the same principles. Mr. Sharp said the consortium made an earnest attempt to try to arrange this concept in a way that it would not detract from any other programs or contents at other schools. He said if the initial phase works, then the consortium would be eager to reach more students in the system.

Mr. Milam expressed appreciation for the proposal and requested clarification of some of the terminology included in the proposal, *i.e.* didactic, discrete subjects, of which the superintendent, staff, and board members defined. Mr. Milam said some students won't reach the preferred teaching and learning level and he asked what would be done to help these students. Mrs. Gallant said students' needs will be met through technology. Mr. Sharp said the goal is to try to provide contextual learning for all students, to give relativity to information that would motivate them to learn. Susan Rodgers, biology teacher at Southwood, shared her views on methods of teaching and learning. Mr. Milam asked if there are statistics regarding the results of the EAST initiative. Mr. Sharp said they could get the data that would give information on improved outcomes. Mr. Milam asked if this proposal is still under the program, and he noted that the superintendent has expressed reservations about the academic success of the block program. The superintendent said there is no extensive research throughout the country that suggests the implementation of the block-scheduling program has brought about higher academic achievement. Mr. Milam said he wonders if staff and the board need to look into this before jumping into the new proposal based on the fact that this is the structure that it is going into. The superintendent said staff has been discussing this issue with principals who have block scheduling at their schools. Mrs. Armstrong thanked Mr. Sharp and Biomed for the proposal and she congratulated the principals for their work in developing the proposal.

Mrs. Pugh said Southwood receives youngsters from two or more feeder middle schools and she asked what would be the implementation or the inclusion of the youngsters. Mrs. Gallant said word about the program will be sent to all feeder schools and ideas are in place for students who don't have the technology training. Also, staff is planning to write an elective that would be similar to an orientation class and also offer keyboarding classes. Mrs. Pugh said it is her understanding that it is possible that a parent desirous of their child being a part of the program would have to transfer their child to Keithville Middle School. The superintendent said *yes* if they are eligible for the magnet program. Charles Walker, area 1 executive director, said students would be able to request transfers as stipulated in board policy. Mrs. Pugh said if she were a parent and wanted her child to be a part of the program, then she would have to transfer the child to Keithville so that when the child arrives at Southwood, the progression would already be in place. Mrs. Pugh said it appears that there will be looping and the students would become a part of a smaller community since there would be a school within a school. Mr. Sharp recognized and introduced other members of the MST consortium who were present.

**Semi-Annual Status Report on the Initial Plan for Overall Improvement of Academic Performance and District Effectiveness for SY2001-2002.** The superintendent said one of the real strengths of the district lies in the hard work everyday that support instruction in the school – transportation, school nutrition, finance, maintenance, *etc.* He said a great number of the initiatives, particularly in the second priority goal, which talks about coordinating and delivering efficient and effective administrative support functions aligned with school-based needs might have gone unnoticed. He asked staff to highlight some of the work and progress that has taken place that needs to be brought to the forefront. Ron Festavan, assistant superintendent/support services officer, introduced presentations from the departments of maintenance, transportation, and data processing.

Woody Wilson, director of school plant, talked about some of the things that maintenance staff has done in support of reorganization. He reported that the maintenance team has worked hard to improve school plant conditions this year and to improve the quality and quantity of service that is provided to customers. Mr. Wilson highlighted some of the standout accomplishments: 1) staff invested considerable resources in sweat equity with the school staff at Midway in converting it from a middle school to an elementary school *i.e.* built interior walls, updated plumbing, painted and waxed floors; 2) staff reconfigured the classroom wing at Bethune Middle School to increase student enrollment *i.e.* relocated tons of equipment from Midway to Bethune, installed hundreds of student

lockers, expedited the completion of a major exterior painting project, completed numerous and a variety of work orders and cleaned and waxed floors; 3) staff provided assistance in the deactivation of Hosston Alternative School, George P. Hendrix School, and Laurel Street School; 4) maintenance

staff prepared the Laurel Street School for reopening to house the CAPT program. Mr. Wilson said staff is presently working on a proactive maintenance solution in improving facilities' mechanical reliability – a preventive maintenance program. Also, staff has developed and implemented a custodial cleaning manual that was distributed to principals and head custodians to be used as a guide in developing daily custodial work schedules. The manual is also intended to provide assistance in training new custodial employees as well as provide answers to legal inquiries that might arise. Mr. Wilson reported that staff has also developed an inservice training opportunity in facility management for custodians and the training has been offered to principals. Moreover, staff is developing a leadership in management course for assistant custodians since they manage the majority of the workforce at night. Mr. Wilson saluted the maintenance department staff and teams for their hard work in trying to provide students with environments that are conducive to learning.

Mr. Burton asked Mr. Wilson to comment on the air-conditioning projects for Central and Cherokee Park. Mr. Wilson said the electrical system at Central wasn't sufficient to provide for many window units; however, three units were installed in the kitchen area. Mr. Burton asked staff to consider upgrading the electrical system at Central. Mr. Wilson said the Capital Improvements Project would be coming on line to update electrical services to accommodate future renovations. He said this initiative has been addressed and would be coming out of Steve White's area, the Department of New Construction and Capital Projects. He further reported that the kitchen area at Cherokee Park was taken care of last summer by adding additional window units and Mr. White's department will probably address the seating area of the cafeteria as well. Mr. Burton asked if the project would take place this summer and the superintendent answered *yes*. Mr. Burton asked if students participating in the summer feeding program normally offered at Cherokee Park would be transported to other schools for participation in the summer feeding program. The superintendent said that because of the timing of the installation, staff would have to look into this issue. Mr. Burton said it is important that the children be able to participate in the feeding program. Mr. Brooks thanked staff for a job well done at Bethune and for training the custodial staff on how to perform their duties.

Don Toppett, director of transportation, reported that his 600 plus employees work hard and do a diligent job. He said the transportation staff is working to become a service organization to the schools of Caddo Parish. He reported that communication has been a problem for the transportation department, however, this year the radio tower has been moved from Fair Grounds Field to Greenwood, which gives them much better coverage in the south and north. Furthermore, he is working with the sheriff's department in the 911 system to try to get repeaters placed on the 911 towers throughout the parish that would enhance radios on the buses. Mr. Toppett said recently he ordered a more advanced radio system that would be used in conjunction with the 911 system. The new radios will allow for complete and uninhibited communication between all of the areas of the parish as far as Vivian garage, Shreveport, and supervisors are connected. Additionally, staff will have open channels to the police, fire department, state police and sheriff department. Mr. Toppett said he is happy with the new software system that has been purchased and is presently being installed whereby staff will be able to have inter- and intra- net communication to all schools and web site access for parents. The system should be in place by the end of this school year.

Clay Slagle, technology manager, said one objective staff has accomplished in creating the infrastructure for the transportation communication system is the association with the Northwest Louisiana Council of Governments. The association and participation in that organization also bring the ability for staff to place global positioning devices on CPSB vehicles so that if desired, any vehicle in motion within the parish could be tracked. This is a safety factor, particularly in the rural areas. Another area data processing staff has been involved in is the implementation of the telephone system and it's been operating very well. However, changes have already been made to the system. Wiring is underway in nine schools for new telephone systems; 17 schools are on the drawing table at this time; and staff's objective is to have wiring completed in 26 schools by the end of this year. Mr. Slagle reported that significant improvements have been made in the Human Resources payroll system. Employment identification numbers have been implemented to assist staff in mass data collection so that the use of social security numbers could cease and to better protect the employees' privacy. Furthermore, staff is looking at ways to provide opportunities for employees to self-service certain elements of their payroll record, make inquiries in terms of

hospitalization *etc.* Mr. Slagle said staff is looking forward to providing an increasing optimization and workflow between departments while increasing the level of service to employees.

Mr. Milam thanked the superintendent and staff for the updates. He said he thinks staff is doing a great job and he appreciates the hard work that is being done. Mr. Festavan said one objective of the Support Services Division is to support the learning environment and they will do whatever is required in this effort. The superintendent expressed appreciation for the support staff and the services that they perform.

**Recess.** The president called for a 12-minute recess at approximately 6:22 p.m. The board reconvened its meeting at approximately 6:45 p.m.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE FEBRUARY 19, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the February 19, 2002 school board meeting and discussion followed as summarized.

**Approval of Resolution and Request Granting Servitude for BellSouth Telecommunications, Inc. on Northwood High School Property.** Mr. Festavan reported that the CPSB is being asked to extend the servitude to BellSouth to locate telephone equipment at the far southeast corner of the Northwood High School property. It will take up a space of approximately 20 feet by 20 feet and will provide better service in that part of the parish. The servitude shouldn't have any impact on the school or the property.

**Approval of Special Education Interagency Agreements.** The superintendent said the special education agreement is proposed as a continuation with LSU so that staff could provide student fieldwork for a physical therapist. Occupational therapy will be added to the contract as well.

**Approval of Resolution of Continued Employment and Authorization for Superintendent to Sign Teacher Contracts for the 2002-2003 School Year.** The superintendent said these are standard renewals that are presented to the board annually.

**Approval of New Elective Courses for Fair Park High School Second-Year Implementation of Uniformed Services Academy.** The superintendent said the elective courses have been requested as a part of the new Uniformed Services Academy at Fair Park High School. The courses are entitled "Security Services" for ½ unit of credit and "Fire Behavior and Safety" for ½ - one unit of credit. He said if the school board approves the elective, it would be submitted to the State Department of Education.

**Approval of New Elective Course for C. E. Byrd High School.** The superintendent informed the board that a new elective course is being proposed for C. E. Byrd High School and it would be called "Scientific Research". The course would be for half to one unit depending upon enrollment and duration. If approved by the CPSB, the elective would be sent to the State Department of Education.

**Approval of SY2002-2003 Calendar.** The superintendent said a revised calendar was presented to board members with the addition of one day. Basically the calendar that is being proposed is a continuation of the base calendar that was used this school year and it is consistent with Bossier's calendar. It also has some commonality with the starting dates for DeSoto Parish.

**Acceptance of Learn Grant.** The superintendent said recently staff was informed that the submission of a grant by the director of certified personnel and in conjunction with Centenary College was awarded to the school board. The CPSB has been awarded \$122,418 and the purpose of the grant is to help staff increase the number of certified teachers.

**Approval of Contract Proposal to Continue to Offer Vocational Education and Job Development Services to the Office of Family Support for School Year July 1, 2002 – June 30, 2005.** The superintendent said the school board has had an ongoing contract since 1991 through Hamilton Terrace and this would extend out for three more years.

**Approval of Firm(s) to Provide Legal Services for the CPSB (Guin).** The president asked board members if they had any questions or discussion on this item, which was postponed at the last school board meeting. There were no questions or discussion.

**Renewal of Promotional/Administrative Appointment Contracts.** The superintendent said staff would have a recommendation for the board's consideration for extension of contracts for principals, administrators, assistant principals and counselors whose contracts would expire. He said the board is obligated to provide notification prior to 120 days. Names of the individuals will be included in the mailout. Mrs. Pugh said the superintendent used the word extension in his comments but it's not used in the mailout document. The superintendent said these are renewals of promotional/administrative contracts, which are extensions for a period of time.

**Majority-to-Minority Transfer Application Procedures.** Mr. Burton said he talked to the superintendent about the M-M proposal that he is going to address. He said the superintendent explained to him that he is only going to ask the Attendance Department to be sure of the students' addresses and that is the only thing that he is asking at this time. Mr. Burton said all that he is asking is that the policy remain the same. Mr. Burton said since the board passed a revision to the policy, he thinks that he would need to make a motion stating that procedures would remain the same. The superintendent said staff has collected the names of students who are currently on M-M and the Attendance Department is just doing a scan of the addresses to assure that they live in the appropriate zone. They will all be notified of continuation accordingly. For clarification, Mr. Powell said they think that maybe they could accomplish at least the intent of what staff was trying to do administratively in that maybe the board could revert to the original policy to avoid any confusion about that change. He asked if this is where staff is on this issue. The superintendent said *yes*. Furthermore, the original policy speaks about M-M transfers in that providing that they remain intact through graduation or the highest grade, in so far as there is no change in the district in which the student reside. He said this is what is in place and all that staff would be doing is verifying that the residency is as so stated. Mr. Burton agreed and said that would be his motion to go back to the original Policy JECC. Mr. Powell said in essence, the board would be rescinding its prior action. He said he understands that part of the motivation in doing this is the understanding that staff now feels that they could do what they need to without a policy change administratively. The superintendent said *yes* and it would provide staff with the data they would need for reporting purposes. Mr. Powell said it would be good that once staff has ironed out how they are going to administratively do that, that the board be advised in a report in case board members receive calls that could develop after this.

**Update on CPSB Construction Projects.** The superintendent said a report was in the mailout and tonight board members heard presentation on projects for Captain Shreve and Shreve Island. He said the report states that completion is near at Atkins and it states the status of the project at Broadmoor.

**Request – Reapportionment Maps.** Mr. Thibodeaux asked staff if each board member could get a large copy of the reapportionment plan map (Plan 20) as displayed in the board room, as well as a copy of individual school board district maps.

**Invitation – Black History Month Celebration.** Mr. Burton invited board members to attend a special program featuring famed Attorney Johnny Cochran at Southern University on Friday at noon.

#### **ADDITIONS TO THE AGENDA**

**Budget Issues.** In that budget preparation time is approaching for the next school year, Mr. Powell asked staff to provide him with a review of current stipends relative to coaches and band directors. He asked that "*Report on Current Stipend Schedule Relative to Coaches, Band Directors, etc.*" and "*Report on Cost and Options for Increasing M&S Supplies for Teachers and Students*" be added to the agenda under the superintendent's report.

**Booker T. Washington Gymnasium.** Mr. Burton added "*Booker T. Washington Gymnasium Renovation Project*" to the agenda. He said eventually there might be a motion. He informed board members that he and the superintendent would be meeting on February 12<sup>th</sup> at 4:00 p.m. to examine the proposed extension or renovation plans for the gymnasium.

**LEAP.** Mr. Brooks said the superintendent stated at the January 22 board meeting that he would be suspending the LEAP nine-week test for the remainder of the year and he would assemble a committee to correct the test. He asked the superintendent if he is going to hold off on holding teachers accountable on their evaluations until corrections are made to the test. The superintendent said that is correct. Mr. Brooks also informed the superintendent of his intent to meet with him at a later time about a personal matter.

**CPSB and MST Consortium.** The president added “*Approval of the Proposal and Memorandum of Understanding at Keithville and Southwood High School*” to the agenda.

**Consent Agenda.** The president recommended that agenda items 9-13, 15-20, and “*Approval of the Proposal and Memorandum of Understanding at Keithville and Southwood High School*” be categorized as consent agenda. *Mr. Burton moved, seconded by Mrs. Armstrong, to accept the agenda for the February 19, 2002 meeting inclusive of the proposed consent items. 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 for the February 19, 2002 school board meeting. No one came forward to speak on the agenda items.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mrs. Armstrong seconded the motion, which carried unanimously and the meeting adjourned at approximately 7:05 p.m.*



**February 19, 2002**

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 Tuesday, February 19, 2002, with President Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell and Michael J. Thibodeaux. Wanda J. Wright arrived at approximately 4:35 p.m. and Mildred B. Pugh arrived at approximately 4:36 p.m. Also present was Robert E. Schiller, Ed.D., secretary, and Fred Sutherland, legal counsel. Mr. Powell gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE JANUARY 22, 2002 CPSB MEETING**

*Mr. Burton moved, seconded by Mr. Powell, approval of the minutes of the January 22, 2002 CPSB meeting. Vote on the motion carried unanimously. (Board members Wright and Pugh had not made their arrival when the vote was taken.)*

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

The president polled school board members and the superintendent for revisions to the proposed agenda. Referencing item 21 – “*Approval of the Proposal and Memorandum of Understanding at Keithville and Southwood High School,*” Mr. Milam asked if the revised document is the same as what was included in the mailout. The president answered in the affirmative.

### **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions.

**Siemens Westinghouse Science and Technology Competition Regional Finalists.** The program is administered by The College Board and funded by the Siemens Foundation. Students are recognized for their remarkable talent through science research projects. Caddo’s two finalists competed as a team at the University of Notre Dame last November and are participants in the *SMART Program*. The finalists are Ryan Joseph Bienvenue and Benjamin Steel Scruggs, and both students are seniors at Caddo Magnet High School. Parents, Principal Mary Rounds, Kris Clements, instructor, and Science Supervisor Jack Freeman were recognized.

**Louisiana Junior Science and Humanities Symposium Finalists.** The program is jointly sponsored by the U. S. Departments of Army, Navy, and Air Force in conjunction with Louisiana State University. Students who compete in the regional symposia are eligible for valuable scholarship awards. The four regional finalists awarded an expense paid trip to National are: (1) Aman Jain, a junior at Caddo Magnet, and his research is on *The Prevention of Cataracts in Diabetic Patients*; (2) Rebecca McGaha, a senior at Caddo Magnet, and her research is on *Prostrate Cancer*; and (3) Benjamin Steel Scruggs, senior at Caddo Magnet High, and his research is on *Growing an Artificial Blood Vessel*. Parents, Principal Rounds, and other supporters were recognized.

**Intel Science Talent Search Semifinalists.** Intel is the sponsor of this nationwide competition – pre-college science contest. Rebecca McGaha, senior at Caddo Magnet, has been selected as a 2002 Intel STS semifinalist and one of two selected in the state of Louisiana. Rebecca has received a \$1,000 scholarship, and Caddo Magnet High has received a \$1,000 grant to be applied toward the sciences.

**Students of the Year.** Every school in Caddo Parish is invited to select and nominate one student of the year in the categories of elementary, middle, and high school. The students establish a portfolio and complete forms and they are submitted to a Central Office panel that selects student finalists. The finalists go through an interview process, and the winner progresses to regional and possibly state competition. Caddo’s students of the year are Carmen S. Ortiz (elementary division); Adam M. McFarland (middle school division); and Jennifer L. Crawford, high school division. Parents, Coordinator Sharon Burford, and Principals Dr. James Gillespie (Riverside), Kay Robinson (Caddo Middle Magnet), and Dr. Sandra McCalla (Captain Shreve) were also recognized.

**Outstanding 2002 Summer Food Service Program.** The Louisiana Department of Education has recognized the Caddo Parish Child Nutrition Program as having an exemplary summer food service program. During the summer (2001), the department prepared and served 117,353 lunches and 43,000 breakfasts to eligible community students. Jacqueline Solomon is the department's supervisor. Other staff administrators present were Deborah Harris, Michelle Chopin, and Bonnie Johnson.

## **VISITORS**

Laurie Carter, parent, thanked the board and staff for considering and approving the Math, Science, and Technology project for Keithville Middle School and Southwood High School.

John W. Bowman, citizen, spoke in support of the proposed Math, Science, and Technology proposal for Southwood High School. He said the area is a growing and involved community, and citizens feel that the MST, as proposed by the Biomedical Research Foundation, is an enhancement. Furthermore, the program would give Southwood an opportunity to make a distinguishing mark for the school to provide the best education with the latest in teaching methods. He encouraged the board to approve the proposal.

Diana H. May, Southwood parent, spoke in support of the MST program and applauded the board for considering the proposal. She said the students are ready for this type of technology, the faculty is enthusiastic and ready to embrace the proposal, and parents are supportive. Supporters from the Southwood community were recognized

Beth Foster, president of the League of Women Voters, presented the CPSB with a letter of support of the MST program at Keithville Middle and Southwood High School. Mrs. Foster informed the board about the group's beliefs and of members' involvement throughout the community. She announced the Celebration of Women Week Forum that will be held on February 28, from 6-8:00 p.m. at 421 Texas (downtown). Board members were invited to attend and participate.

Renee Rios, parent, said she is concerned because the CPSB policy does not apply to each employee. She cited examples of incidents that she believes are violations of policy by Southwood High School administrators and faculty, and asked the board and staff to conduct an investigation. Also, she encouraged administrators to apply CPSB policies appropriately and in a consistent manner.

Priscilla Savannah, president of Caddo Association of Educators (CAE), said the association would be participating in the *Read Across America* (February 25 – March 1, 2002) program and a variety of activities are planned for the parish. She encouraged board members and staff to become involved, visit the schools, and read to the students. She further reported that CAE is appreciative of the CAPT and Job Corps programs; she encouraged the board to adopt programs for students who could not participate in either of these programs; said CAE hopes that the CPSB would develop programs for overage students in the elementary schools; and expressed concern about pay increments for educational support employees.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), said the CPSB appears to be responding to budget concerns as expressed by the Federation. She asked the board to examine and adjust policy and procedure to ensure that funding reaches the classroom and the money be allocated to the teachers for the purchase of materials and supplies. Also, review procedures for ordering supplies. Mrs. Lansdale asked administration and the board to consider how employee groups are compiled for review of salaries. She also asked administration to address the issue of due process omission of split sampling in drug/alcohol testing.

## **CONFIRM THE CONSENT AGENDA**

The president reviewed the revised agenda. *Mr. Burton moved, seconded by Mr. Powell, approval of the consent agenda. Vote on the motion carried unanimously.* The following items were categorized as consent agenda.

### Agenda Item No. 9

**Personnel Recommendation(s).** The superintendent recommended that: (1) Sue Wyche be appointed assistant principal of instruction at Hamilton Terrace Learning Center; (2) Kathy Terrell be appointed counselor at Keithville Elementary/Middle School; (3) Sara Sanders be appointed interim counselor at Newton Smith Elementary; (4) Charles Dupree be appointed head football coach at Northwood High School; and (5) James G. Lee be appointed payroll manager. Each employee will receive the appropriate salary as reflected by the CPSB salary and/or supplement schedule applicable to the position to which he/she is appointed.

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

Sabbatical/Study, Fall & Spring Semesters of the SY2002-03

Lashonda Lacy, Teacher, Northside Elementary

Sabbatical/Medical, Spring Semester SY2001-02

Mary C. Zimmerman, Teacher, C. E. Byrd High  
Sabbatical/Medical, Spring Semester 2002 and Fall Semester 2002

Patricia Russ, Social Worker, Special Education Center

Catastrophic Medical Leave, Beginning January 22, 2002

Tricia R. Martinez, Teacher, Atkins Elementary

Leave Without Pay, February 1, 2002 – May 23, 2002

Georgia F. Barrett, Teacher, North Highlands Elementary

Catastrophic Leave, 30 Days

Leila Joyce Birdwell, Bus Driver, Transportation Department

Leave Without Pay, February 1, 2002 – March 4, 2002

Gregory S. Lusk, Roofer Helper, Maintenance Department

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** Promotional appointment contracts will be issued to the new counselors as identified under the *Personnel Recommendation* heading.

### Agenda Item No. 10

**Approval of Bids.** Staff recommended that: (1) the bids of Alack Refrigeration totaling \$170.64, Buckelew's totaling \$34,088.60, Dealer Food Service totaling \$1,810 and Louisiana Food Service totaling \$9,925 for culinary arts equipment as indicated on the tabulation sheet be approved; (2) the bids of Rowley, Inc. totaling \$6,312 and Virco Inc. totaling \$48,160 for large kitchen equipment as indicated on the tabulation sheet be approved; and (3) the bids of Mid-South Press totaling \$6,382.02 and Moore Business Forms totaling \$30,275.29 for printing of data processing continuous forms as indicated on the tabulation sheet be approved.

**Request for Proposal.** Staff recommended that the proposal of ITC Delta Com for an estimated monthly cost of \$1,157 for long distance telephone service as indicated on the tabulation sheet be approved.

**Agenda Item No. 11**

**Acceptance of the 2000-2001 Financial Audit Report.** Staff recommended that the 2000-2001 Financial Audit report presented by Steve Gullat, representing the independent auditing firm KPMG at the February 5, 2002 Executive Committee meeting be accepted.

**Agenda Item No. 12**

**Approval of Resolution and Request Granting Servitude for BellSouth Telecommunications, Inc. on Northwood High School Property.** Staff recommended approval of the resolution and request granting 20 feet by 20 feet utility servitude for BellSouth Telecommunications, Inc. on the southeast corner of the Northwood High School property, as submitted in the mailout.

**Agenda Item No. 13**

**Approval of Special Education Interagency Agreements.** Staff recommended approval of the revised special education interagency agreement with the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College for occupational and physical therapy fieldwork experience and internship, as included in the mailout.

**Agenda Item No. 15**

**Authorization for Superintendent to Sign Teacher Contracts for the 2002-2003 School Year.** Acting on behalf of the CPSB and in compliance with the requirements of R.S. 17:413 and policy GCB, the superintendent was authorized to sign teacher contracts for the 2002-2003 school year.

**Agenda Item No. 16**

**Approval of New Elective Courses for Fair Park High School Second-Year Implementation of Uniformed Services Academy.** Staff recommended approval of the courses entitled *Security Services* for ½ - 1 unit of credit and *Fire Behavior and Safety* for ½ - 1 unit of credit at Fair Pak High School as submitted in the mailout. The two elective courses represent the second-year of implementation for the Uniformed Services Academy that was approved last year.

**Agenda Item No. 17**

**Approval of New Elective Course for C. E. Byrd High School.** Staff recommended approval of the course entitled *Scientific Research* for ½ - 1 unit of credit at C. E. Byrd High School as submitted in the mailout. The elective course will provide students the opportunity to take an advanced science course that allows students to engage in scientific research at a level beyond which high school juniors and seniors are usually expected to perform.

**Agenda Item No. 18**

**Approval of SY2002-2003 Calendar.** Staff recommended that the SY2002-2003 calendar be adopted as developed by the committee, as recommended by staff, and submitted in the mailout.

***Caddo Parish Public Schools  
2002-2003 School Calendar***

<i>August 5 (Monday)</i>	<i>New Teachers Inservice</i>
<i>August 6 (Tuesday)</i>	<i>New Teachers Inservice</i>
<i>August 7 (Wednesday)</i>	<i>New Teachers Inservice/Classroom Prep (1/2 day)</i>
<i>August 8 (Thursday)</i>	<i>All Teachers Inservice</i>
<i>August 9 (Friday)</i>	<i>School Preparation (1/2 day)/Classroom Prep (½ day) (Teachers Aides Report)</i>
<i>August 12 (Monday)</i>	<i>Students Report in Grades ECE-6, 9/1<sup>st</sup> Reporting Period Begins</i>
<i>August 13 (Tuesday)</i>	<i>Students Report in Grades ECE-5<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup>, 10<sup>th</sup> -12<sup>th</sup></i>
<i>August 14 (Wednesday)</i>	<i>ALL STUDENTS REPORT</i>
<i>September 2</i>	<i>Labor Day (Schools Closed)</i>

October 11	1 <sup>st</sup> Reporting Period Ends (44 days)
October 14`	Teachers Inservice (no students) (Teachers Aides Report)
October 15	2 <sup>nd</sup> Reporting Period Begins
November 25-29	Holidays (Schools Closed)
December 20	2 <sup>nd</sup> Reporting Period/First Semester Ends (44 days)
December 23-January 3	Holidays (Schools Closed)
January 6	Students Return (3 <sup>rd</sup> Reporting Period Begins)
January 20	Martin Luther King Jr. Holiday (Schools Closed)
February 17	Presidents Day Holiday (Schools Closed)
March 14	3 <sup>rd</sup> Reporting Period Ends (48 days)
March 17	4 <sup>th</sup> Reporting Period Begins
March 24-28	Spring Break (Schools Closed)
April 18	Good Friday Holiday (Schools Closed)
May 6, 7	Senior Exams
May 7	Last Day for Seniors
May 21	Last Day of School (42 days)
May 22	Teacher Work Day

Note: Schools may elect to have up to three ½ days for planned inservice. Schools must submit requests and plans for Superintendent's approval 90 days prior to planned inservice.

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

**Agenda Item No. 19**

**Acceptance of Learn Grant.** Staff recommended that the CPSB approve the acceptance of the LEARN grant that was awarded by the Louisiana Department in the amount of \$122,418.

**Agenda Item No. 20**

**Approval of Contract Proposal to Continue to Offer Vocational Education and Job Development Services to the Office of Family Support for School Years July 1, 2002 – June 30, 2005.** Staff recommended approval of the contract proposal to continue to offer vocational education and job development services to the Office of Family Support for school years July 1, 2002 –June 30, 2005.

**Agenda Item No. 21**

**Approval of the Proposal and Memorandum of Understanding at Keithville and Southwood High School.** Staff recommended that the CPSB approve the program proposal as presented on February 5, 2002 for Keithville and Southwood, effective SY2002-2003, and with a start-up operating budget of \$125,000. Furthermore, that the CPSB approve the memorandum of understanding as submitted in the mailout. The proposal by Keithville and Southwood, in conjunction with MST, holds strong promise of improving teaching and learning and being replicated throughout the parish.

**PERSONNEL RECOMMENDATIONS**

The superintendent recognized John Dilworth, chief operating officer, and Ron Festavan, assistant superintendent/chief support officer, who officially recognized and introduced the newly appointed school-level and central office administrators, as identified under the consent agenda (*Item 9-A*). Spouses, other relatives, and school principals were recognized.

## **APPROVAL OF RESOLUTION OF CONTINUED EMPLOYMENT**

Staff recommended approval of the resolution of continued employment as included in the mailout. State and federal law provide that a school system may exclude from eligibility for unemployment compensation school employees who have a break in service during the summer months. The resolution directs the superintendent to write letters of reasonable assurance of continued employment and this action would relieve the school board of unemployment compensation expenses during the summer. *Dr. Hitchcock moved, seconded by Mr. Thibodeaux, approval of the resolution of continued employment as included in the mailout. Vote on the motion carried with board members Pugh and Mims opposed. Board members supporting the motion were Hardy, Thibodeaux, Brooks, Burton, Guin, Powell, Milam, Wright, Armstrong and Dr. Hitchcock. A copy of the resolution is filed in the official papers of the board.*

**Recess.** The president called for a 15-minute recess at approximately 5:10 p.m. The board reconvened at approximately 5:40 p.m.

## **APPROVAL OF FIRM(S) TO PROVIDE LEGAL SERVICES FOR THE CPSB (Guin)**

The president said this item was postponed last month with a motion on the floor. *Mr. Powell moved, seconded by Mr. Burton, to amend the original motion as follows: to add a clause at beginning of the original motion, replace Construction Litigation category with new category called Construction, Capital Improvement(s) and/or Real Estate Litigation and add an additional litigation firm to Construction, Capital Improvement(s) and/or Real Estate litigation category, and to delete the movement and placement of Risk Management, and to change the respective dates to later dates to reflect the later adoption date. Mr. Powell encouraged the board to support the amendment. Vote on the amendment carried with board members Mims and Wright abstaining; board members Milam and Dr. Hitchcock were opposed; and board members Hardy, Thibodeaux, Pugh, Brooks, Burton, Guin, Powell, and Armstrong supported the motion.*

*Dr. Hitchcock made a substitute motion, seconded by Mr. Thibodeaux, that Fred H. Sutherland be appointed as General Counsel for the CPSB for a period of two years commencing April 1, 2002 and that accordingly, the proposal of the firm of Beard & Sutherland submitted in response to RFP No. 12L-02 be accepted subject to the following modifications: In Item 13.2 Real Estate, the following attorneys/firms shall be included in the rotation and assignment of real estate matters: English & Lester; Wiener, Weiss and Madison. In Item 13.3 Workers' Compensation Claims and Related Matters, the following attorneys/firms shall be included in the rotation and assignment of cases: Ronald Lattier, Zelda Tucker, Rountree, Cox, Guin & Achee, and Wiener, Weiss & Madison. In Item 13.4 Personal Injury Claims and Related Matters, the following attorneys/firms shall be included in the rotation and assignment of cases: Abrams & Lafarge, Ronald Lattier, Rountree, Cox, Guin & Achee, Zelda Tucker, Wiener, Weiss & Madison. Item 13.8 Litigation is amended to provide that real estate and construction law cases, and breach of contract litigation shall be included in the rotation and assignment of such cases to the following attorneys/firms: Abrams & Lafarge, Rountree, Cox, Guin & Achee, Zelda Tucker and Wiener, Weiss & Madison. The compensation for all attorneys included in the rotation and assignment of cases mentioned above shall be at the rate of \$125.00 per hour and \$45.00 per hour for paralegal service, with the reimbursement for reasonable and necessary expenses. Bills for services shall be submitted monthly. Dr. Hitchcock said the purpose of the substitute motion is to simplify the process; to appoint Mr. Sutherland as General Counsel; to allow for the sharing of legal affairs of the CPSB; and to ensure adequate minority representation.*

Mr. Thibodeaux said he would prefer not to see so many attorneys involved. Furthermore, he believes that it is important that the person who serves as General Counsel should be someone who has specific knowledge of the Caddo Parish School System, especially since this venture could become an administrative challenge. Mr. Thibodeaux said the CPSB should keep the experience in the mix. *Mr. Milam made a motion to amend the substitute motion, seconded by Mr. Thibodeaux, that English & Lester be removed from the consideration. Mr. Milam said he has the same concerns that he expressed during the interviews and he declined to elaborate. Mr. Thibodeaux said he seconded the amendment because he believes that every proposal that was submitted should have been complete, especially at an important time when a person/firm should have been trying to impress a potential client. Mr. Burton asked the board to defeat the amendment. He said several*

applicants had difficulty with the application and the board decided to waive the omissions. Mr. Burton said he does not believe that the board should single out one group.

Referencing the substitute motion, Mrs. Pugh requested clarification of the term *rotation and assignment*. Mr. Brooks asked board members to defeat the substitute motion. He said Caddo's legal program should be changed and he encouraged the board to support the original motion.

*Vote on the amendment to the substitute motion failed with board members Thibodeaux, Milam and Dr. Hitchcock supporting the motion; Mrs. Pugh abstained; and board members opposed were Hardy, Mims, Brooks, Burton, Guin, Powell, Wright and Armstrong.*

*Vote on the substitute motion failed with Mr. Mims abstaining. Board members Thibodeaux, Pugh, Milam and Dr. Hitchcock supported the motion; and board members Hardy, Brooks, Burton, Guin, Powell, Wright and Armstrong were opposed.*

*Vote on the original motion, as amended, carried with board members Thibodeaux, Milam, and Dr. Hitchcock opposed; Mr. Mims abstained; and board members Hardy, Pugh, Brooks, Burton, Guin, Powell, Wright and Armstrong supported the motion. The amended motion approved by the CPSB reads as follows.*

***Amended Motion (approved)***

*Move that in response to the RFP for legal services that all deficiencies in any proposal documents received by the CPSB be waived, but further that any and all proposals as proposed be rejected to the extent any such proposal in part and/or whole does not reflect the Legal Services Program (with designated attorneys and terms of engagement) proposed in the remainder of this motion herein below, and further move that the CPSB adopt the following system for legal services (becoming effective and fully implemented April 1, 2002).*

*CPSB's General Counsel shall be Reginald Abrams (referred to at times herein as "General Counsel") of Abrams & LaFargue. General Counsel shall have a direct line of supervision and accountability to the CPSB. General Counsel shall attend all CPSB meetings, shall represent the CPSB in all contractual and adverse dealings and negotiations with the Superintendent, shall have general oversight and shall be responsive to the CPSB in dealings with any other attorneys, shall counsel the Board during grievance, expulsion and employee appeal hearings, shall represent the Board in preparation of contracts, shall be prepared to provide the Board with general counsel at all times, shall provide quarterly reports to the Board about the status of litigation and legal affairs, and shall monitor legal billings of other legal counsel to the Board in the areas of all types of litigation, workers compensation, unemployment, garnishments, real estate, bond counsel. Compensation for these attorney services shall be \$125.00 per hour, plus necessary and reasonable expenses.*

*The Superintendent and his designated staff shall be administrative liaison to all attorneys (other than the General counsel to the Board).*

***Risk Management:***

*At any time that the Department of Risk Management finds a deficiency in the legal handling of a claim, it shall promptly report same in writing to the Superintendent and General Counsel. The Department of Risk Management shall monitor and maintain a claim file on the following types of claims and litigation: Personal Injury Defense; Construction Litigation; other litigation involving personal and/or property damages; or Workers' Compensation Claims.*

*The following categories of legal services shall be provided by the following attorneys/firms (except for employment law, where more than one attorney/firm is in a category – then the firms shall be assigned cases on a pure rotation basis – any questions/conflicts about the rotation shall be decided by the General Counsel).*

*Personal Injury Defense: Zelda Tucker; Rountree, Cox, Guin & Achee; Ronald Lattier; Eskridge Smith*

*Construction, Capital Improvement(s), and Real Estate Litigation: Hicks, Hubley & Marcotte; Weiner, Weiss & Madison*

*General Litigation (not otherwise specified herein) Rountree, Cox, Guin & Achee; Zelda Tucker; Cook, Yancey, King & Galloway; Ronald Lattier; Hicks, Hubley & Marcotte*

*Contract Litigation: Ronald Lattier; Cook, Yancey, King & Galloway*

*Workers Compensation (Claims & Litigation): Zelda Tucker; Eskridge Smith (Linda Blackman); Ronald Lattier*

*Policy Review: Beard & Sutherland, in conjunction with General Counsel – Reginald Abrams*

*Employment Law: Beard & Sutherland (certified personnel only); Cook, Yancey, King & Galloway (classified personnel only)*

*General Educational Areas: Beard & Sutherland*

*Special Education Law: Beard & Sutherland*

*Consent Decree Litigation: Beard & Sutherland, in conjunction with General Counsel – Reginald Abrams*

*Real Estate: Wiener, Weiss & Madison; English & Lester*

*Garnishments: Ronald Lattier*

*Unemployment: Zelda Tucker; Rountree, Cox, Guin & Achee*

*Bond Counsel: TBD – if CPSB opts to seek Bond Counsel*

*Legal services shall be compensated as follows: Attorneys shall take reasonable efforts to minimize the CPSB's legal fees. More than one attorney should not bill for the same service provided by a firm for the CPSB. Attorneys shall be compensated at a rate of \$125.00 per hour. With the smallest unit of time billed being 1/10<sup>th</sup> of an hour. Paralegal(s) shall be supervised at all times if utilized for CPSB work by an Attorney/Firm. The Attorney/Firm shall be fully responsible for the work product of any paralegal they utilize. Paralegal time shall not be billed for a service and/or provision which is also billed by an attorney. Paralegal time shall not be billed for more than \$45.00 per hour. All legal services shall be billed monthly, with a copy of all billings sent to General Counsel. By the end of each March, June, September, December, all firms providing services shall provide (at no additional cost to the CPSB) a summary of any litigation they are handling, by sending the summary to the General Counsel. The General Counsel shall provide an overall summary and compilation to the Board at the regular board meetings in January, April, July and October.*

*Other Provisions: Six months prior to the 3<sup>rd</sup> anniversary date of the effective date of the new legal system, the Board shall issue an RFP for legal services. The Board shall have the right to terminate the services of any attorney by providing 15 days notice by mail to their last known address. In addition to the other services provided by the General Counsel, and notwithstanding the legal assignments and categories enumerated herein, the General Counsel shall be expected to take necessary action on an expedited basis at any time he deems it necessary to protect the interests of the Caddo Parish School System. Each and every attorney/firm providing legal services to the Board shall maintain at all times professional malpractice liability insurance having coverage for the CPSB in an amount at or exceeding \$1,000,000.00 per claim. Each April 1<sup>st</sup>, or at any time upon request of the Superintendent or Board President, each attorney/firm providing legal services to the CPSB shall provide a certificate of professional liability insurance having liability limit coverage at or exceeding \$1,000,000.00 per claim.*

*Any pending litigation shall be handled as follows: If at any time, the Board is required to provide the Superintendent with independent counsel, the CPSB President shall authorize the provision of such counsel, which chosen shall be selected by the Superintendent, but which attorney shall be*



*subject to the same payment for service terms as those provided herein. If by March 15, 2002, a trial date has been scheduled, then the case shall be handled by the existing attorney of record. If by March 15, 2002, a trial date has not been scheduled, then the case shall be transferred and assigned to new counsel pursuant to the new legal services system established hereby, with the transfer to become effective on or before April 1, 2002. When necessary, the CPSB may direct General Counsel to review and make recommendations about the services, billings and legal affairs of any other Attorney/Firm providing services to the CPSB. Each and every attorney/firm listed under a category of service herein above, must provide to the CPSB written confirmation of acceptance to terms provided herein, which must be received within ten days of February 19, 2002, that the Attorney/Firm accept the terms and provisions of the CPSB's action, and expressly agree to accept the rate of \$125.00 per hour for attorney time, and \$45.00 per hour for paralegal services under the terms and conditions of this system. The written confirmation of acceptance shall be evidenced by proper documentation to establish the capacity of the person signing the confirmation. In the event the Attorney/Firm does not timely accept by written confirmation, then that Attorney/Firm shall be removed from the legal services system. In the event a category ever becomes vacant with no firm providing services, the General counsel shall provide such services until such time as the CPSB can consider selection of a new Attorney/Firm for such service. The CPSB policy shall be amended to reflect the terms and intent of this motion.*

## **RENEWAL OF PROMOTIONAL/ADMINISTRATIVE APPOINTMENT CONTRACTS**

*Mr. Brooks moved, seconded by Mr. Burton, that the superintendent renew all contracts in Attachment 1 and Attachment 2. Mr. Brooks said the board and staff need to meet and get the system headed in the direction that it needs to go. He also expressed concern that employees (at every level) are on edge. Mr. Burton spoke in support of the motion and expressed concern about putting employees with many years of services on a day-by-day employment status. He said the employees have already proven their worth by being promoted and supervisors have already evaluated some administrators. Furthermore, he expressed concern about the staffing differences in some schools as compared to that in inner-city schools. Mr. Burton questioned the legality of the recommendation relative to renewing contracts for administrators on Attachment 2, and noted that these administrators have already received satisfactory evaluations.*

*Dr. Hitchcock made a substitute motion that the CPSB renew the contracts of the employees listed on Attachment #1 as presented to the CPSB, and extend the contracts of the employees listed on Attachment #2 that was presented to the board. The president ruled that the substitute motion fails for lack of a second. Dr. Hitchcock said he would vote against the original motion. He said he does not agree with every name that is on Attachment 2; however, if the CPSB doesn't allow the opportunity for staff to consider these employees, then the board sends the incorrect message that the CPSB is not willing to support the superintendent in the accountability process.*

Mr. Powell said state statute 17:444 makes provisions for how the board deals with contracts that come up for renewal. He said he supports accountability, but he has a deep concern about doing an action that is contrary to what is provided by state statute. Mr. Powell said there is a certain amount of fairness that the CPSB is required to apply to employees. He further noted that the board had dialogue about this same topic in 1995 and even though the board decided that it could not do something like this, it was even suggested that such action could be done with the consent of the employee. Mr. Powell said the recommendation presented today does not provide for consent of the employee, and it is a unilateral action on the part of the board to exceed the 120 days and merely extend it out on a day-by-day basis. Mr. Powell said he agrees that staff needs to evaluate; that the board/staff needs to take a look come renewal time; and there is certain fairness that is embedded within the superintendent's recommendation to give employees on Attachment 2 a chance. However, the problem is that based on the terms of the contract and based on 17:444, he doesn't know if the flexibility exists.

Mr. Mims said he would like for all CPSB employees to be treated fairly and he spoke in support of the original motion. In his plea to treat all employees fairly, Mr. Mims expressed concern about the board's previous action relative to approving a contract for the superintendent. The president asked the secretary to send a copy of the school board minutes to Mr. Mims relative to the superintendent's contract. Mr. Brooks said the employees, and particularly those who are being affected, are not happy with what is going on in the school system. He said he hopes that the employees will not be

punished or harassed because of what has been reported. He encouraged the superintendent and other administrative staff to be careful in their dealings with other employees, especially when they are making administrative decisions.

Dr. Hitchcock asked the superintendent if he wants to express an opinion on this agenda item. The superintendent said staff does not have the data to recommend renewal or non-renewal. He said there is a legal way, based on the contract that the CPSB has with administrators, to be able to extend the contracts for a period of time until such time that the data is received and staff could come forward with a recommendation. The superintendent said it is unfair to make a determination about an employee's work when there is insufficient data. He said staff is at a time by the state where test scores, dropout rates, suspension rates, school improvement, growth targets, *etc.* must be factored into the evaluation. He said that in fairness to employees, staff does not have the benefit of a full cycle or two cycles of data from which to make a recommendation. The superintendent said it is a legal recommendation, it's a part of the CPSB's contract, and it has been researched.

For clarity, Mrs. Pugh asked if the staff is going into a cycle, then why couldn't the CPSB extend to the employees on both attachments the extended period of time until all of the data is in. She said this could be a starting point, the board could address this, and everyone would be on a new cycle. The superintendent said the state put into effect the accountability law and the referenced data emerge after the school year is complete; the school performance scores that are assigned by the state are not available until September or October; thus, it places a 24-month contract, particularly those that terminate in June or July, in a timeframe that is off cycle with the collection of data. He said if there is a 28-month window of a contract, it would give a two-year cycle to have sufficient data to come forward with a recommendation based on performance indicators. *Mrs. Pugh made a motion to amend the motion, seconded by Mr. Powell, that the employees' contracts (Attachment 1 and 2) be extended to cover the 28-months that the superintendent referred to.* Mr. Powell said the amendment properly addresses the concern.

Mrs. Wright said she was going to suggest that the board should go into executive session to address this item. Mr. Milam said he, too, thought the debate was approaching the point where the board should go into executive session, but it's not necessary at this time. Mr. Brooks said the board and staff should make sure that the schools have everything that is needed in order for staff to make good evaluations on all principals. He said materials and books are needed in some schools and staff needs to do the same thing in all of the schools.

Mr. Thibodeaux said extending the contracts to 28 months would create greater mistakes. He said bad administrators bring direct harm to everyone in the schools; and if the board is going to make a change, then it needs to be able to have the factors needed to judge the accountability of administrators. He said the board asked the superintendent to hold people accountable, and it is not staff's fault that the state takes so long to get data back to the parish. Mr. Thibodeaux said test scores are a main accountability factor and staff cannot make a judgement on administrators until they have the information. He asked the board to not vote for the extension of 28-months. Mrs. Pugh asked if the board is talking about an additional 28 months or an extension of 4 months. The president said an extension of 4 months. Mrs. Pugh clarified that instead of doing a renewal for today, if the amendment passes, the board would be doing an extension for all employees (Attachment 1 & 2) so the board would be starting a new renewal cycle after the data is in. The president said what the superintendent expressed and the wording of the amendment are basically two different things. He said the motion is to go the 28 months, but the intent of Mrs. Pugh's amendment is to only extend all contracts for four months. Mrs. Pugh asked the superintendent to clarify his explanation as to the extension - that the renewal would fall behind the time when he would receive performance scores from the state. The superintendent said he was attempting to put it on a cycle so that all of the data was accumulated before a renewal decision was to be made. He said he was talking about what a 28-month cycle would do prospectively. Mrs. Pugh asked if the discussion is regarding the current people - the ones being discussed today and the superintendent answered in the affirmative. Mrs. Pugh said this would be the starting point for the renewal process. Mr. Powell asked if it would be the starting point of the 28 months and Mrs. Pugh answered *yes*. Dr. Hitchcock asked the president if the motion before the board is to extend the contracts for four months that they might be on the 28-month cycle or is it to change the terms of the contract to 28 months. The president referred the question to Mrs. Pugh, the maker of the motion. Mrs. Pugh said she is looking at a class of people whose contracts are eligible for renewal at this time. The

superintendent has divided the class into Attachment 1 and Attachment 2 and she is saying that all of the contracts should be extended so as to fall behind the date when the current information that he is waiting for would have come from the state. Then when it comes time for review the next time, this whole class of people would come up for review at the same time; all of the data should be in; and the CPSB could do the entire group at one time. Mrs. Pugh said by this time next year, there would be another class of people and the same thing would have to be done to get them beyond that period. She said today's effort would be a starting point. Dr. Hitchcock asked the president to clarify. The president said Mrs. Pugh wants to extend all contracts by four months in order to allow for the superintendent to get his information. Then from then on out the two-year contracts would be after the test dates. Dr. Hitchcock asked if the president would ask Mrs. Pugh to confirm his explanation, and she asked that the amendment be read aloud. The president asked the superintendent to inform the board of the 28 months that he previously referred to. The superintendent said when he talked about the 28-month cycle, he was talking about if the contract begins July 1, that 28 months later would be an October expiration date and it would allow for two years of data collection and school performance scores. This would position him to be able to have the data and necessary explanations to legitimately make a recommendation. It would also continue the 120-day notice beyond that. The superintendent said if the board truly wants to be data driven and enforce accountability, then the cycle that staff is currently working on is antithetical to the state's development of the data. The president asked Mrs. Pugh to take her motion and provide the board with an ending date, and Mrs. Pugh said not to exceed November 1. For clarification, Dr. Hitchcock said the board would be, in effect, extending both attachments for a period of approximately four months, not to exceed November 1, 2002. At that time, the board would get a recommendation from the superintendent on new contracts. The president said this is his understanding.

Mr. Powell said that with the explanation that was given, he would be unable to support the amendment. He said he does not believe that the CPSB is in a position to do a four-month extension or four-month renewal. He said he thought Mrs. Pugh was saying that if the board acts on the contracts presented, renews them for 28 months, then the board would not be on that same cycle. But if Mrs. Pugh is talking about some type of four-month extension or four-month renewal, that is not something that he believes is appropriate. Mr. Powell said he would have been willing to go the prospective 28 months to get staff on the cycle and then the board could go to the 24 months. He said the fact is that at some point the cycle needs to be broken, but it should be done appropriately. In light of Mrs. Pugh's explanation, he encouraged the board to defeat the amendment. Legal counsel informed the board of legal provisions for contract renewal. He said the superintendent, in his recommendation, intended to give 120-day notice in every instance with respect to the contracts because it is in Caddo's contract. He said he does not have a concern with what was recommended originally, but is concerned about the motion before the board at this time, which is to extend all of the contracts for a period of four months (a date not to exceed November).

*Mr. Burton made a substitute motion, seconded by Mr. Powell, to renew all contracts for 28 months so that it could fall into the cycle of the state.* Mr. Brooks suggested that the board should return to former practices for approving contracts. He expressed concern about placing more pressure on employees. The superintendent said his original intent was to ask the board for four months in order to collect data and then come back to the board with a recommendation. He said the board is now going to give a contract for 28 months to the people that staff needs about four months to collect data on. The superintendent said the notion of the state is the fact that accountability is here and to disregard an evaluation, data, progress of the school, and all other indicators is not going to move the school system forward. He suggested to the board that when they talked about accountability, they also talked about holding people accountable for results and he doesn't think that message could be lost in the conversation. Mr. Powell asked the superintendent if the recommendation that he sent out did not include a recommendation on non-renewal for any of the employees and the superintendent said this is correct. Mr. Powell asked the superintendent if it is correct that staff has evaluations on the employees who are now up for renewal, and the superintendent said this is correct. Mr. Powell asked the superintendent if staff has been accumulating data from year-to-year for past years, and the superintendent said in some cases. Mr. Powell suggested to board members that there is a place for accountability and it also means that there is an inherent fairness in it. He said if the board was talking about employees that staff had negative evaluations that were now up and there was a non-renewal recommendation, then that's accountability. But, if the board is talking about a cycle in the system that has not allowed staff to accumulate data for the next year in order to evaluate now, that is a process that the board could address. He said this should not be interpreted as a lack of

accountability because accountability requires a certain amount of fairness. He suggested that the purpose of the 28 months is to put this matter on a cycle that corresponds with the state's accountability system. *Vote on the substitute motion carried with board members Guin, Thibodeaux, Milam and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Pugh, Mims, Brooks, Burton, Powell, Wright and Armstrong.*

### **MAJORITY-TO-MINORITY TRANSFER APPLICATION PROCEDURES (Burton)**

*Mr. Burton moved, seconded by Mr. Brooks, for the CPSB to go back to Policy JECC concerning M-M transfer policy.* Mr. Burton said he wants the record to reflect the motion and he has discussed this issue with the superintendent. Mr. Powell asked if the board returns to the other language if it would still have the administrative process that ensures that the policy is being enforced. The superintendent said policy JECC speaks to the fact that the principal is responsible for monitoring and enforcing attendance zone assignments and central office staff develops administrative procedures. He said this is what staff has done – developed administrative procedures to monitor the attendance of residence of students so that the students are attending appropriate schools. Mr. Powell asked what is the superintendent's recommendation about the motion that is on the floor. The superintendent said he does not feel that the motion is necessary because it is an administrative matter to review the attendance of where students reside. Mr. Powell asked the superintendent if the motion passes to make the policy change back to the prior language with the administrative process in place, is he saying that if the motion passes it would not affect the course that his administration has already taken with regard to these children. The superintendent said he needs clarification as to what the motion is attempting to do. Mr. Burton said in December the board voted on a motion that would require children who have already been on M-M transfer to go back and to sign up again. He said his attempt is to eradicate that and go back to the original language that would say that they would go through the normal process. Those who are already in attendance would not have to go back and reapply. Mr. Powell asked the superintendent if he has an opinion as to whether the motion would conflict with the administrative procedures that he has put into action. The superintendent recognized and asked Diane Atkins, director of attendance, to explain the administrative process that staff follows to check on attendance zones and she summarized staff's operation. Mr. Powell asked the superintendent if the motion that Mr. Burton proposes passes, will it change what staff is presently doing. The superintendent said he is not sure that it would have any impact because it is an administrative procedure. The superintendent said if the motion passes, it would push the application deadline back to May 1 and this would be detrimental to planning and scheduling (staffing purposes) for the school system. Also, approval of the motion would require staff to implement former policy, to make it operational. Mr. Powell noted that the only difference is that it would move the deadline date back to May 1. Mrs. Atkins said that it would also mean that all M-M students would not have to make reapplication. Mr. Powell said staff has the ability to verify residences, and Mrs. Atkins said *absolutely*. Mr. Powell asked the superintendent how critical is the deadline date. The superintendent said the April 15 deadline is important for staffing purposes and scheduling at the schools. *Mr. Powell moved to amend the motion, seconded by Mr. Burton, to say that the one change that would remain in the revocation is the movement of the date from May 1 to April 15. Vote on the amendment carried unanimously.*

Dr. Hitchcock asked the superintendent what is his recommendation on this item. The superintendent said his recommendation is that the process that staff has initiated for the April 15 deadline is important for scheduling and the administrative procedure that has been put into place allows staff to implement board policy of assuring and enforcing attendance zone assignments. Dr. Hitchcock asked the superintendent if the motion, as amended, passes would it change anything in the administrative procedure. The superintendent said staff would continue with the process of verifying residences. He said his recommendation would be to stay on the April 15<sup>th</sup> deadline and to allow staff to go forward with implementing administrative procedures that have been implemented to carry out board policy. Mr. Thibodeaux asked the maker of the motion if it is his intent to disallow the Attendance Department from gathering address information from students who are currently on M-M on an annual basis, and Mr. Burton answered *no*; that staff could collect information on an annual basis. Mrs. Pugh asked if this would require an M-M student to reapply every year. The president said the policy reads that *M-M students shall continue until the person graduates even though the racial composition of the school changes during that period of time provided there is no change in that district in which the student resides.* Following more discussion, *Mrs. Armstrong moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end*

*debate carried unanimously. Vote on the main motion as amended carried with board members Armstrong and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Brooks, Burton, Guin, Powell, Milam and Wright.*

#### **BOOKER T. WASHINGTON GYMNASIUM RENOVATION PROJECT (Burton)**

*Mr. Burton moved, seconded by Mr. Powell, to postpone this item until the March regular school board meeting. Mr. Burton said he is waiting for additional information. Vote on the motion carried unanimously.*

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

**Update on CPSB Construction Projects.** The superintendent reported that an update on the CPSB construction projects was included in the mailout.

#### **Report on Current Stipend Schedule Relative to Coaches, Band Directors, etc. (Powell) and Report on Cost and Options for Increasing M & S Funds for Teachers and Students (Powell).**

The superintendent reported that in response to a board member's request, reports were submitted relative to data on the current stipend schedule relative to coaches and band directors as well as a report on the cost and options for increasing M & S funds for teachers and students.

Mr. Powell expressed appreciation for the information. With regard to the stipend schedule he said he is interested in any nuances, *i.e.* band directors, and if staff could come up with the best way to deal with the additional compensation to those people who are instructors as band directors who have additional days and time. He asked what are the board's options with regard to this. Mr. Powell said he is interested in staff looking at all positions, but is specifically interested in that dealing with band directors.

Secondly, on the cost and options for increasing M & S funds for teachers and students, Mr. Powell asked if staff has plans at this time to consider incorporating some additional amount to cover materials and supplies. The superintendent said staff is not at the point of the budget rollup yet to be able to see what could be done. Mr. Powell clarified and asked if staff is planning on taking a further look at this area as staff begins looking at the budget for next year. The superintendent answered in the affirmative. Mr. Powell asked staff to review the disparity in the schools relative to the distribution of materials and supplies among teachers. Mr. Powell asked staff to look at increasing the amount for M & S as well as give a recommendation with regard to the best way to distribute M & S - whether the decision should be totally made at the school; whether principals should make the decision; and what input staff has for distribution. He also noted that he has heard that staff tries to reduce cost by purchasing in bulk; and if a teacher asks for a particular material or supply that is outside of the broader group, they are told it is not available. He asked staff to determine if there are any instances within schools where this is happening and decide if there is some way to get around the process of just saying *no* or just not showing up, *i.e.* particular color of paper, etc. Mr. Powell said it is critical that the CPSB does what it can to support the classroom and find some way to increase the funding and help teachers and parents who are paying hefty fees for their children to be in a particular class that is in a public school.

#### **UNFINISHED BUSINESS**

No unfinished business was introduced at the meeting.

#### **NEW BUSINESS**

**CPSB Executive Committee Meeting for March.** Mr. Powell said there has been discussion with the State about certain dates and the CPSB has been asked to be present on a date that is in conflict with a board meeting. He asked the president if he would be asking the board to suspend the rules to address this concern. The president said on March 5, 2002, the State would be in Shreveport at the Sheraton Hotel from 2:00 p.m. until 4:00 p.m. to give out awards to schools that exceeded or met its performance goals. He said he would like for the board to consider suspending the rules and postpone or delay the Executive Committee meeting from 4:30 until 6:00 p.m. on March 5. *Mr. Powell moved, seconded by Mrs. Wright and Mrs. Armstrong, to suspend the rules for the purpose of*

*taking into consideration moving the time for that meeting from 4:30 p.m. until 6:00 p.m. Vote on the motion carried unanimously. Mr. Powell moved, seconded by Mrs. Armstrong, to move the starting time from 4:30 to 6:00 p.m. on March 5, 2002 for the Executive Committee and any meeting called of the board be after that. Vote on the motion carried unanimously.*

#### **ANNOUNCEMENTS AND REQUESTS**

**LSBA Conference.** Mr. Burton announced that February 28, 2002 - March 1, 2002 the Louisiana School Boards Association (LSBA) would be meeting here in Shreveport at Expo Hall.

**Eden Gardens Fundamental Property.** Mr. Mims asked the superintendent to look into the possibility of the CPSB acquiring the property that is adjacent (northwest corner) to the back of Eden Gardens Fundamental Elementary School.

**District Dialogue.** The president reminded CPSB members that they are invited to attend the district dialogue in Baton Rouge, Louisiana on Tuesday, February 26, 2002, from 1:30 until 4:30 p.m. The Board of Elementary and Secondary Education (BESE) and members of the House and Senate Education Committee will conduct the dialogue. He asked interested board members to let him know as early as tomorrow if they plan to attend so that he could submit their name to the group.

**Downtown Development Authority Letter.** The president asked board members to review the letter that was sent to them from the Downtown Development Authority and to contact him with their views on the letter. Board members informed the president that they did not receive a copy of the letter. The president said the DDA is pursuing the CPSB as a relocation prospect to return its offices to the central business district (City Hall). The president asked staff to copy the letter and give each board member a copy. Mrs. Pugh said the school board's foreparents brought the CPSB from the 4<sup>th</sup> floor of the Caddo Parish Courthouse and she thinks the board should remain where it is presently located.

**Northwood Softball Field.** The president asked staff to provide him with a report/audit on the lighting of the softball field at Northwood High School. He said he is interested in knowing if the proper paperwork was filled out at the principal's level and at the level of the assistant superintendent of support services on the project that was done in December 1999. Also, are the Booster Club funds being properly maintained and if repayment of loans from Bossier Club funds are being made in a timely manner from one fund to another.

**Adjournment.** There being no further business, *Mrs. Armstrong moved for adjournment. Mr. Burton seconded the motion, which carried, and the meeting adjourned at approximately 7:10 p.m.*

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Robert E. Schiller, Ed.D., Secretary

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Phillip R. Guin, President

**March 5, 2002**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 6:00 p.m. on Tuesday, March 5, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Milam gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**Proposals by Two Community Groups to Lease/Purchase George P. Hendrix Building from the CPSB.** The superintendent said two entities have expressed interest in leasing the George P. Hendrix Elementary School facility. Representatives from both groups presented to board members their interest and proposed use of the facility.

**Juvenile Shelter.** Dr. Mildred Scott introduced her partner Rosalyn T. Belton. Ted Cox, administrator at the Juvenile Courts, and Randy Lucky of the Caddo Parish Commission accompanied them. Dr. Scott said they are asking for the CPSB's assistance in addressing the need for a juvenile shelter in Caddo Parish. She reported that Caddo does not have a shelter for juveniles who have been deemed truant, runaways, or ungovernable by the Juvenile Court. The Johnny Gray Jones facility, which housed juveniles in the past, is no longer able to accommodate the large number of students in Caddo Parish. Dr. Scott said under the not-for-profit entity, Southern Regional Youth Services, they are asking to lease with an option to buy the George P. Hendrix facility located in the 700 block of Pierre Avenue to house the shelter. She said their occupancy would reduce the constant threat of vandalism to the unoccupied building and assist in relieving the economic blight of that particular corridor. Dr. Scott said the primary funding usually comes from the state, there may be additional dollars from city/parish government, and they are in need of an agreement for lease with an option to purchase the George P. Hendrix site to become eligible for funding under this session of the Legislature. Dr. Scott asked the CPSB to put this item on its agenda for the March 19<sup>th</sup> meeting.

Mr. Burton asked Dr. Scott to what extent have they sought input from the community on the proposal. Dr. Scott said they have the support of the Juvenile Court, the administrator of the Caddo Parish Commission, and Local State Legislators Gregory Tarver and Lydia Jackson. Mr. Burton said he is particularly referencing the property owners near the school, churches in the community, *etc.* Dr. Scott said they have not contacted these people.

**Soldiers of Compassion Outreach Ministry, Inc.** Pastors Eduardo and Tina Rivera provided board members with personal background information and a perspective of their proposal for use of the George P. Hendrix facility was sent to board members in the mailout. Pastor Rivera reported that he and his wife serve as associate pastors under the direction and leadership of Word of Life Ministries in Shreveport. He reported that they want to use the facility to implement and develop a stable caring life (outreach) center with emphasis on making an economic impact through education, *i.e.* job training programs, food and clothes, alcohol and drugs, computer lab, character counts, music studio, dance clinic, martial arts, neighborhood cleanup programs, summer lunch programs, tutoring, parenting skills, *etc.* Pastor Rivera said through the Soldiers of Compassion Outreach Ministry, Inc. (SOC) program, they would build a presence in the community and use of this property would promote a positive change.

Mr. Burton asked if they have contacted church groups, other civic groups, and citizens in the community, and Pastor Rivera answered in the affirmative. He said they are all in favor of the program. He also reported that he has spoken with city council members, judges, pastors in the areas, *etc.*, as well as networking with other programs that could come into the building. Mr. Burton asked both presenters to provide board members with information on community support. Pastor Rivera said letters of support have been provided in support of his proposal. Mr. Milam noted that both groups work in conjunction with the Juvenile Court. Pastor Rivera said his proposal is a separate request, however he has a mentoring program out of the Juvenile Detention Center. Mr. Milam asked if they were depending upon the CPSB approving the other proposal, then they would be able to work at the center. Again, Pastor Rivera said these are two separate entities and both

would like to lease the facility. Mr. Milam expressed appreciation for what the presenter is attempting to do.

Mr. Powell requested clarification as to which entity the Juvenile Court is supporting. Mr. Cox clarified that Pastor Rivera has a mentoring program at the Juvenile Detention Center, but he assured the CPSB that the Juvenile Court justices strongly support the effort to establish a youth shelter here in Caddo Parish. Mr. Powell asked if the CPSB would grant use of the facility to the first presenter, is there any way that there could be some cooperative work. Mr. Cox said there is a possibility, but there has been no discussion about this. Mr. Powell asked if it is the intention of both presenters to use the entire facility, and Mr. Cox answered *yes*. He said the initial proposal is to establish a youth shelter, and it could be expanded into other areas.

Dr. Hitchcock asked if it would be possible between now and March 19<sup>th</sup> for the judges of the Juvenile Court to confirm in writing their number one priority between the two proposals. Mr. Cox said he believes that he could request and get a written response.

The president asked legal counsel what are the CPSB's options and what would be the process to follow. He asked if the CPSB could make a decision between the two proposals or would the board need to go out for an RFP. Legal counsel said the general rule under the public land lease law is to do this by advertising for public bids. There is an exception for nonprofit corporations that meet the definition of the not-for-profit organization. The president said if the CPSB decides to seek RFPs, then the board could design the RFP to include the funding source, straight lease, lease to purchase, *etc.* Dr. Hitchcock said the board doesn't have anything to vote on at this time because there is no proposal, no proposed lease, proposed amount, terms or anything. He said the board needs a concrete proposal or perhaps a board member would want an agenda item requesting the development of a RFP for the property.

Pastor Rivera informed board members that he turned in a lease agreement for the property to the superintendent, and the church funds them. The president said the CPSB might be forced to seek official RFPs and allow anybody outside of these two presenters to submit a proposal. He said the board would wait for a response from legal counsel (by Monday) before making a decision. Dr. Scott asked what are the exemptions for not-for-profit groups. Legal counsel said the public lease law provides that there would be an advertisement in public bids that would be accepted; the bids would be opened publicly; and the board would make a decision based upon the presentation with respect to the lease. He said there are exemptions in the law that deal with not-for-profit corporations that meet the definition of a public benefit corporation in the statute. Furthermore, the definition is specific and he would need to speak with the presenters to determine if either meets the definition. Mr. Burton asked if there is a deadline for consideration and approval of the proposals for funding. Pastor Rivera said he doesn't have a deadline but the other group has one. Mr. Cox said the State Legislature starts on the 25<sup>th</sup> and their request for funding is going to be a priority. Mr. Burton encouraged the presenter to provide board members with all information including the funding source prior to the CPSB meeting on the 19<sup>th</sup>. Dr. Scott informed the board that state funding is directly related to the acquisition of the site. Mrs. Pugh asked if the board has the opportunity to negotiate a timeline with both of the organizations without having to go for open bids. Legal counsel said there would be an opportunity if they met the definition of the public benefit corporation, and he would probably need a copy of their charter or bylaws. Mrs. Pugh asked the Executive Committee to put this item on the agenda with the understanding that the board is negotiating a lease with an option for one and two. Legal counsel also explained the process as it differentiates between a lease versus a lease/purchase, in terms of a straight purchase.

**Proposal by Community Group to Construct and Lease to the CPSB an Elementary School.**

The superintendent introduced Johnson Ramsey, real estate land developer, who made a presentation regarding a land use plan for a potential school in the southeastern quadrant. Mr. Ramsey's slide presentation highlighted: (1) a need - result of rapid home growth in the area (2,000 - 2,300 new sites in the master planning stage; 768 home sites currently under development in southeast Caddo Parish); (2) an approaching crisis in elementary school enrollment figures based on overcrowding and overpopulation; (3) preliminary work on purchasing property (38 acres on Norris Ferry Road, wooded, no flood zone issues, city water and sewer on site), obtaining architectural plans, and construction estimates for a new elementary school; (4) high-quality design - educational space allocations (33 classrooms; 58, 425 square feet); (5) construction time line (design beginning March



2002 and occupancy by August 2003); and (6) total construction cost of \$7,940,000 that would be provided by a community group that is named but not registered at this point (Caddo Parish Educational Enterprises, LLC). Mr. Ramsey said the site is the best location for the school and he has assembled a construction team that is experienced. He asked the CPSB to: (1) consider allowing he and his team to meet with the superintendent, his staff, and anybody else that the board chooses to come to the conclusion of asserting that his preliminary building specifications meet the needs of the CPSB and if they don't, make adjustments; (2) develop a mutually agreeable lease/purchase agreement that would meet the long-term needs of the CPSB; and (3) complete both of the above tasks within the time frame that would allow for the construction and the completion of the school in August 2003. Mr. Ramsey said the group needs a commitment (non-monetary) from the CPSB to allow them to pursue the legal terms and the construction space planning ideas with staff.

Mr. Milam said the community group would own the school and he asked how would the facility be maintained. Mr. Ramsey suggested that the school board would do all of the maintenance; the board would take possession of the facility as if it was their own. Having viewed the sketch of the school and grounds, Mr. Milam suggested that the parking lot should be moved out of the loop so that people would not be dodging buses and cars. Mr. Ramsey said the plans are preliminary at this point and he welcomes the input. Mr. Milam expressed appreciation to Mr. Ramsey for the initiative and for the research.

Mr. Burton inquired about the racial composition of the proposed school. The superintendent said based on today's student population, it would be 43.9 percent African American, 51.5 percent white, and 4.6 percent other race. Mr. Burton asked to what degree would the lease agreement bump other construction priorities. The superintendent said the construction and renovation projects come out of Capital Projects funds; and when the board entered into the lease/purchase arrangement for the Knight Street building, it came out of the General Fund which is how this arrangement would be.

Mrs. Armstrong asked the superintendent if he foresees board members having an opportunity to provide input about the construction site. The superintendent said he thinks from a planning perspective, Mr. Ramsey wants to work with staff to look at what was preliminarily designed in order to make it usable from staff's perspective. In terms of the actual construction and the quality of the construction, the board would not enter into any transaction of money until such time that the building was ready for occupancy, meets all standards, codes, and was to the board's satisfaction. Furthermore, since the CPSB would not be the owner of the building throughout the lease, any faults in the workmanship would revert to the owner. He said the only time the CPSB would have an obligation would be when it becomes the CPSB's purchase. Mr. Ramsey concurred with the superintendent's response, and said he is attempting to design a facility that is approved by the board. Mrs. Armstrong expressed concern about possible construction problems and said if there were problems, there would be a whole population of students in the building who would need to be adjusted. Mr. Ramsey said the CPSB would have an opportunity to approve the plans and specifications of the building and as the owner of the building, he would have a bonded construction company that would provide the space.

Mr. Mims inquired about the type of zoning for the property. Mr. Ramsey said an agreement could be entered into contingent upon zoning and approval of plans and specifications. Mr. Powell expressed appreciation to Mr. Ramsey for his efforts, and said there is a need in the future and the CPSB needs to be proactive. Referencing the floor plan, Mr. Powell asked if 525 is the functional capacity of the school, and Mr. Ramsey answered *yes*. Mr. Powell asked Mr. Ramsey to provide board members with a larger version of the floor plan that was included in the handout. He also noted that what Mr. Ramsey is proposing does not require any money from the school system until the school is built, the specifications are met, the school would have proper zoning and is ready for occupancy. Mr. Ramsey said Mr. Powell is correct - that money would be needed when the CPSB becomes the tenant and moves into the building. He said the group would need a lease agreement contingent upon proper construction, plans and specifications approved by the CPSB; and all of the due diligence that the board needs to be comfortable with the transaction would have to be done ahead of time, and they would produce the facility. Mr. Powell also noted that the school would not be of one race; it would be close to 50/50 ratio.

Mr. Brooks asked the superintendent where would the students come from. The superintendent said essentially the students are currently attending University, Southern Hills, and Forest Hill and this does not take into consideration new construction. Mr. Brooks asked if the students are being bused from the Cedar Grove area. The superintendent reviewed the attendance zone, as approved by the board. Mr. Brooks said his constituents are not in favor of the construction of a new school. He inquired about the plans for existing schools that are located in the inner city and said all school board priorities should be in order. He expressed concern that the inner city schools will continue to deteriorate if they aren't properly maintained. Mr. Burton said when staff talks about bringing students from the other schools, he thinks the minority students (African American) are already out numbered. The superintendent capsulized the current student racial composition for University, Southern Hills, and Forest Hill.

Mrs. Wright expressed concern about the reduction of students in the referenced schools. She asked what affect would the reductions have on programs that are already in place in the schools. The superintendent said there would be no effect on programs because of the staffing formula.

Mr. Brooks said ratios are good, but if all of the schools were decent and staffed with good teachers and good programs then there would be no need for busing. He encouraged staff to put the same quality of programs and teachers in all of the schools and the system would move forward.

For the record, Mr. Mims said for too long the Cedar Grove community and schools have been mistreated when compared to other schools. He said he sees a pattern whereby more students are being taken out of the neighborhood and bused to another school that is located miles outside of the neighborhood. Mr. Mims said citizens in the community are just overcoming some of the ill feelings that are the result of what happened years ago when schools were integrated. He said if the CPSB is interested in character building, then it should consider all of the people in every community.

Mrs. Pugh asked legal counsel if the CPSB is addressing an issue that could create legal problems. Legal counsel said the discussion is healthy given the situation with respect to the Consent Decree, with respect to the interest of the community and the decision that the board has to make. He said he does not think that the discussion is creating a legal problem. Mrs. Pugh asked if the CPSB enters into an agreement with this entity to build a school and the school board has the ability, then why is the board doing this. Legal counsel said this is a board's decision, but the board is accountable to the public. Mrs. Pugh asked if this proposal is a more financially feasible or economical way to address the need. Legal counsel said this is a question for the superintendent; however, the question about feasibility is one that the board should examine before making a decision. Mr. Milam said the concerns that are being expressed by board members are legitimate, yet not too long ago the board had an opportunity to construct a new elementary school in this district, and it voted it down. He also noted that the busing distance to the proposed school would be shorter for the students. Mr. Milam said University Elementary does not have enough room for more expansion, new subdivisions are on the rise, and there is a genuine need. He encouraged the board to address the need and to take care of business. Mrs. Pugh said the citizens voted against the construction of a new school. Mrs. Pugh said her question to school board members is why is the CPSB privatizing the construction of this school. She said if the CPSB needs a school, then it should purchase the property and construct its own school. Mrs. Pugh said the board created an attendance zone, now it should purchase some land and build a school.

The president asked Mr. Ramsey if he is proposing to use local architects in the construction of the proposed school. Mr. Ramsey said he hasn't engaged anyone at this time and that the person who is handling the construction estimating is an out-of-state contractor who employs a member of his family. Mr. Ramsey said the idea is a program that is being done in other parts of the country to aid school boards in keeping up with the growth of suburbs in their areas where tax elections won't allow for schools to be built. He said there are incentives from the federal government for the private/public sector to get together to improve school systems and build some of the schools. The president asked legal counsel if the CPSB could go in this direction without first looking at alternatives. Legal counsel said he thinks it's a matter for the board whether it wants to do an RFP and consider other proposals. Furthermore, he doesn't know of anything that requires the CPSB under these circumstances to do an RFP; he knows of nothing that would prohibit the CPSB from doing a lease/purchase arrangement. Legal counsel said the decision as to whether the CPSB should

do a competitive proposal is an administrative decision or policy matter. The president expressed appreciation to Mr. Ramsey for the presentation.

**District Dialogue.** The president reported that the CPSB fared extremely well in the district dialogue that took place in Baton Rouge last Tuesday before the Board of Elementary and Secondary Education (BESE) and the House and Senate Committees on Education. He said it was the buzz talk of the Louisiana School Boards Association conference that was held in Shreveport last weekend. On behalf of the CPSB, the president thanked staff for their hard work in compiling all of the data that was used. He also thanked the community supporters for their assistance and recognized PTA District President Rosemary Day who accompanied the group to Baton Rouge and was in the audience. Mr. Burton echoed the president's sentiments and said the superintendent, board members, staff and others represented Caddo very well; and the presentation was exemplary.

**Recess.** The president called for a 10-minute break at approximately 7:40 p.m. The meeting reconvened at approximately 8:10 p.m.

### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE MARCH 19, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the March 19, 2002 school board meeting and discussion followed as summarized.

**Approval of Design Professionals for Classroom Wing Projects.** The superintendent reported that a recommendation for the board's consideration to appoint architects for five classroom wing additions would be in the mailout. Mr. Powell asked if these are the year 4 projects, and the superintendent said *yes*. Mr. Powell asked if staff is contemplating the board approving the design professionals for all of the projects approved for year 4, and the superintendent said *absolutely*. Mr. Powell said he assumes that these projects aren't any of the ones that the CPSB might presently have in litigation. The superintendent said *absolutely not*. Mrs. Wright inquired about the status of the classroom wing addition project for Southern Hills. The president asked Mrs. Wright to hold this inquiry until later or the 19<sup>th</sup> when the CPSB receives requests.

**Approval of the Revision of 2001-2002 General Fund Budget.** The superintendent said staff is in the process of revising the General Fund Budget in light of revenue changes and MFP allocations. He said staff would present a budget revision in order to reconcile sales tax revenues, property tax revenues, and MFP adjustments. Mr. Powell asked if the board would be informed about the request that was made for the adjustment of MFP funds dealing with what the state has come up with on reduction of students and the board's challenge. The superintendent said staff is waiting for a response from the state; documents have been submitted to the state challenging their findings on MFP for those students; and the state is working through the information. Ben Wreyford, director of finance, said the state's response will not be ready by next week and their indication is that it will be reviewed and hopefully Caddo would get a response by April at which time an adjustment would be made. Mr. Wreyford said staff is optimistic that the response would be positive.

**Approval of the Caddo Educational Excellence Fund (CEEF) Committee's Recommendation for Allocation of CEEF Fund Interest to Schools.** The superintendent said staff would be meeting on Thursday, March 7, 2002, to review the CEEF interest allocations. Staff will bring a recommendation for the board's consideration on March 19<sup>th</sup> for the allocation of funds. The president said it's been customary that a member of the Executive Committee be appointed to the CEEF committee, and he asked Mrs. Armstrong to serve.

**Approval of Contractual Agreement with Synapse Multimedia for Caddo Public Schools Web Site Development.** The superintendent said staff has received a proposal, funds are budgeted and available for the project; and the contract is under legal review at this time.

**Approval of Retired Teachers Proclamation.** The superintendent said the Governor has proclaimed March 21<sup>st</sup> as *Retired Teachers' Day* in Louisiana. He said staff has prepared a proclamation for the board's consideration at its March 19<sup>th</sup> meeting.

**Approval of Proposed Modifications to CPSB Student Discipline Policy JG.** The superintendent said a review committee consisting of directors, supervisors, principals, assistant principals, PTA, CFT and CAE representatives have met to review comments and recommendations from principals concerning the Caddo Parish Student Discipline Policy and how it is working. He said the modifications that are being recommended will be included in the mailout and revisions are denoted in bold print. He said if the CPSB approves the document on March 19<sup>th</sup>, staff would be able to assure that the policy would be disseminated to the schools and would become a part of the students' handbooks. Mrs. Pugh asked if the document that board members have before them has had legal review. Diane Atkins, director of the Attendance Department, said a copy has been forward to legal counsel for review. Mrs. Pugh asked staff to provide her with a copy of the policy after it has been reviewed by legal counsel.

**Adoption of K-5 English Language Arts Textbooks.** The superintendent reported that the English Language Arts Textbook Review committee is completing their deliberations for K-5 English textbook adoption. He said he would be reviewing the committee's recommendations this week and would forward a recommendation to board members accordingly.

**Adoption of Grades 6-8 English Language Arts Textbooks.** The superintendent said a review committee has been at work reviewing options for English Language Arts Textbooks for grades 6-8. He said he would be reviewing the committee's recommendations this week and would include a recommendation in the mailout for the board's consideration on March 19<sup>th</sup>.

**Affirmance of Re-determination of Sanction of School Bus Driver Vernetta Scott.** The president said this item would be discussed on March 19<sup>th</sup>. Dr. Hitchcock said he assumes that the board is not going to have another hearing. He asked if it would be just another vote on the matter. Legal counsel said the employee and her legal counsel will be present and it would be up to the board whether or not it needs additional information.

**Booker T. Washington Gymnasium Renovation Project (Burton).** Mr. Burton reported that he is waiting on requested information pertaining to this item.

**Update on CPSB Construction Projects (Informational).** The superintendent said an update on construction projects would be sent to school board members.

**Southern Hills Classroom Wing Project.** The superintendent reported that staff has been reviewing various configurations of a classroom wing addition for Southern Hills. Steve White, director of new constructions and capital projects, said staff has a base bid of a 12-classroom wing addition with an alternate for 8 additional classrooms. He reported that it is in an *L-shaped* configuration that would go around the existing library with the base bid behind the library. The superintendent said he would be examining the final review on tomorrow. Mrs. Armstrong asked if the 12 classrooms are going to be located on the north side of the library. Mr. White said the classrooms would be on the east side of the library and this would leave room for possible expansion of the parking area.

**A. C. Steere Elementary.** Mr. Powell asked staff to visit A. C. Steere the next time it rains and watch the children as they walk from the new building during lunchtime. He said it's a real problem for the three and four-year-old pre-school Gateway children. Mr. Brooks said he received calls about this problem and he, too, asked staff to look into this matter. Furthermore, he would be prepared to make a motion to address this matter unless staff comes up with a recommendation.

**Extended Sick Leave and Medical Sabbatical Expenditures Report.** The superintendent reported that Mr. Wreyford is reviewing with him the law and what staff has calculated regarding extended sick leave and medical sabbatical expenditure report. He said staff might have a recommendation on the 19<sup>th</sup> regarding the distribution of savings.

## **ADDITIONS TO THE AGENDA**

**Interim Legal Service Compensation.** Mr. Powell asked that *Interim Legal Service Compensation* be added to the board's March 19<sup>th</sup> agenda. He said information would be in the mailout. Mr. Powell said when the CPSB approved a new legal service structure it created a General Counsel and

there are certain responsibilities placed on the General Counsel. He said the General Counsel has to take some steps transitionally before April 1, 2002 and he would need to be compensated. Furthermore, there would be the expectation that the General Counsel would be working with the board's counsel who is currently being compensated. Mr. Powell said the compensation for the General Counsel would be at the same level of \$125 that the board anticipates for after April 1.

**Authorization for Superintendent to Consult/Work with the Real Estate Developer to Review the Proposed Elementary School Facility Design and Consideration of a Lease/Purchase Agreement for a New Elementary School in the CPSB's Approved Southeast Attendance Zone.**

Mr. Milam requested that the two aforementioned items be put on the agenda for the CPSB's consideration on March 19<sup>th</sup>.

**Lease/Purchase Agreement for George P. Hendrix Building and RFP.** Mr. Burton requested that *Consideration of Lease/Purchase Agreement or a RFP for the George P. Hendrix Building* be added to the agenda for the board's consideration on March 19<sup>th</sup>.

**Pipeline Inspection.** Mr. Burton referenced a letter that he received at the recent LSBA conference relative to pipeline inspection and said he has passed the letter on to the superintendent. He asked staff to conduct an investigation to see if Caddo is in compliance. Mr. Burton said this is an informational item.

**Ingersoll Elementary.** Mr. Burton informed the board that he has talked with the superintendent about Ingersoll Elementary School; and he would continue his talks with him before adding an item to the agenda.

**Substitute Teachers' Salaries.** Mr. Brooks asked that *Consideration of Substitute Teachers' Salaries* be added to the agenda for the school board's consideration on March 19<sup>th</sup>. Mr. Brooks said teachers with degrees and certified substitute teachers receive \$50, which is the same amount that substitute teachers without degrees receive. Mr. Brooks said the board needs to look at this take action.

The president encouraged school board members to get the necessary information pertaining to the added agenda items to staff by March 12<sup>th</sup> for inclusion in the mailout packet.

**Consent Agenda.** The president recommended that agenda items 9-15 and 18-19 be categorized as consent agenda. *Mr. Burton moved, seconded by Mrs. Armstrong, to accept the proposed agenda for March 19<sup>th</sup> inclusive of the consent agenda. 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 for the March 19, 2002 school board meeting.

**Outreach Ministry at George P. Hendrix.** Pastor Rivera clarified the challenge pertaining to the letters that were included in the second proposal presented earlier this evening for the outreach center at George P. Hendrix. He said the letters were specifically about his character and his character at the Juvenile Detention Center and the specific programs that they have at the center. He said the letters do not specifically say that they are in support of the big issue of the outreach center at George P. Hendrix. The president thanked Pastor Rivera for the clarification.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mrs. Armstrong seconded the motion, which carried unanimously, and the meeting adjourned at approximately 8:35 p.m.*

**March 19, 2002**

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 Tuesday, March 19, 2002, with President Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Robert E. Schiller, Ed.D., secretary, and Fred Sutherland legal counsel. Dr. Chuck A. Pourciau, pastor of the Broadmoor Baptist Church, gave the invocation. Mr. Milam led the Pledge of Allegiance.

#### **CONSIDERATION OF MINUTES OF THE FEBRUARY 19, 2002 CPSB MEETING**

*Mr. Burton moved, seconded by Mr. Powell and Mr. Milam, approval of the February 19, 2002 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. The following items were postponed until the April 2002 regular school board meeting: “*Adoption of K-5 English Language Arts Textbooks*”; “*Adoption of Grades 6-8 English Language Arts Textbooks*”; “*Booker T. Washington Gymnasium Renovation Project*” (Burton); “*Consideration of a Lease/Purchase Agreement for a New Elementary School in the CPSB’s Approved Southeast Attendance Zone*” (Milam); and “*Consideration of Substitute Teachers’ Salaries*” (Brooks).

#### **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions. The president and superintendent greeted and presented each honoree with a certificate of recognition for their outstanding accomplishment. Guests and other supporters of the honorees were also recognized.

**International Reading Association (IRA) Exemplary Reading Program Award.** Shreve Island Elementary was selected as the state/provincial winner of 2001-2002 International Reading Association Exemplary Reading Award. The award will be presented on April 28 during the IRA annual convention in San Francisco. The award recognizes outstanding reading and language arts programs in schools throughout North America. Dr. Karen Eason, instructional coordinator, and Principal Dr. Kerry Laster were present and received the certificate of recognition from the president and superintendent.

**BESE 8(g) Exemplary Academic Enhancement Project.** The Board of Elementary and Secondary Education and staff of the Louisiana Quality Education Support Fund – 8(g) congratulates South Highlands Academic and Performing Arts Elementary School teacher Darlene Ann Fair for directing and managing an outstanding 2000-01 student academic enhancement project - *Project LASSO (Language Arts and Social Studies Opportunities)*. Out of 307 projects statewide, LASSO was one of 13 projects recognized by an 8(g) evaluator as an exemplary project. Pam Byrd is the principal at South Highlands. The teachers and teacher aides, who are involved with activities of the project, are to be commended for their involvement.

**Louisiana Mini Grant Awards.** The Second Annual House District 2 Mini Grant Awards were made to three Caddo schools for creative educational programs (all in the area of science). Each school will receive \$5,000 to implement programs. The schools recognized are as follows: (1) Claiborne Fundamental Magnet – Carol Shively is the grant writer and Betty Lawrence is the principal at Claiborne. Claiborne will use the \$4,794.00 to enhance technology in its proposed science lab, which will be in place for the 2002-03 school year. (2) West Shreveport Elementary – Helene Moss is the grant writer, Shirley Pierson is the principal at West Shreveport, and Patsy Latin is the science supervisor. WeatherNet Classroom program will help students develop critical thinking skills and problem-solving skills. (3) Booker T. Washington High – Lisa Walker Johnson is the teacher and Curley White is principal at Booker T. Washington. Students will identify and

analyze aspects of their environment that affect them and their way of life based on the state adopted standards and benchmarks.

**Louisiana Class 5A Girls' Basketball Champions.** A review of statistics for the past 10 years speaks about the skills and fortitude of the team members. Since 1994, Southwood has won 96 consecutive home games and 100 consecutive district wins. From 1992 until now, the team boasts 10 consecutive years with 20 or more wins; 9 consecutive years with 30 or more wins; beginning in 1995 they captured 8 consecutive District 1-5A championship titles; 6 consecutive years reaching the State Championship game; and they were state champions in 1995, 1997, 1998, 1999 and 2000. The Southwood Lady Cowboys Varsity Basketball and the Louisiana 2002 Class 5A girl's basketball champions are: Deshayne Hall, Demika Jackson, Ti'a Moore, Sabrina O'Neal, Kendria Smith, Janica Arterberry, Monique Reece, Parrish Forest, Morenike Atunrase, Jenna Thomas, Colettra Milhouse and Victoria Lott. Cindee Wright is the student manager; Steve McDowell is the head coach; James Cummings is the assistant coach; Doug Robinson is the athletic director; and Kathryn Gallant is the principal at Southwood.

## VISITORS

Njeri Camara, community resident, spoke in opposition to leasing the George P. Hendrix facility to the Southern Regional Youth Services and it being utilized as a juvenile detention center/shelter/home. She presented a petition to the board and suggested that the proposed plan is not conducive to the current and future needs of the community. (The president informed Ms. Camara that the proposal has been withdrawn.)

John Settle, Jr. asked the board to seriously consider the funding issue to pay for the proposed Norris Ferry Road School. He noted that the proposed funding is to come from the General Fund and he hopes that the board would debate where the money comes from. Mr. Settle noted that the lease term will have a substantial lease payment and there would be standard operating costs. He questioned which schools would suffer when the funds are taken. He also noted that if the CPSB signs a long-term contractual commitment obligating the General Funds, that it could adversely affect the school board's bond rating.

Thomas Thigpen, citizen, urged board members to consider carefully and reject any proposed plan to enter into a lease agreement with a private company in order to build and open a new elementary school in south Shreveport. He said the proposal ignores the public's will, is fiscally irresponsible, and serves no real need in the school system. Mr. Thigpen said entering into the agreement would put a financial strain on the school system as a whole, and there is no real evidence of a real need for the school.

David Hamilton, attorney, recapped the events that led to the tenure hearing and the CPSB's termination of Verneta F. Scott, school bus driver. He suggested that the board should reflect on what it has done in similar instances in the past. Mr. Hamilton said the penalty that was imposed is too severe and the board has a responsibility to meet out justice in a fair and equitable manner. Mr. Hamilton said the employee of 18 years has a fine record, she regrets the incident, and she acknowledges having made a mistake. He suggested that the board should meet out the appropriate penalty.

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), asked the board to join the Federation's leadership in recognizing the hard work and dedication of the district's instructional staff as they honor teachers during *Teachers Appreciation Week*. She shared the federation views on: (1) sabbatical/sick leave pay; donation of sick leave days into an account; (2) the consideration/documentation of employees' attendance as a performance standard; (3) the board's adoption of a policy/procedure recognizing the board's intent with regard to offered benefits *i.e.* paid sick leave, sabbatical, family medical leave act, catastrophic illness, extended leave, *etc.*

Priscilla Savannah, president of Caddo Association of Educators (CAE), expressed concern about the future employment and insurance benefits for teachers who have temporary teaching certificates and work under the 665 provision. She asked the board to reconsider its decision relative to unemployment compensation. She encouraged the board to continue paying for these employees'

benefits until August, and not implement the plan until next school year, thus giving the employees more notice.

### **CONFIRM THE CONSENT AGENDA**

The president reviewed the revised agenda. *Mr. Burton moved, seconded by Mr. Powell, approval of the consent agenda. Vote on the motion carried unanimously.* The superintendent summarized the board's action on the following items that were categorized as consent agenda.

#### **Agenda Item 9 (A-D)**

**Personnel Recommendation(s).** The superintendent recommended that Lynette Everett be appointed Supervisor of Attendance and Child Welfare. She will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed. The superintendent recognized John Dilworth, chief operating officer, who formally announced the appointment and he introduced and presented Mrs. Everett to the board and audience. Mr. Dilworth also recognized Mrs. Everett's spouse, who accompanied her to the meeting.

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

Sabbatical Leave/Study, Fall Semester School Year 2002-2003

Suzan Cahanin, Teacher, Donnie Bickham Middle School

Sabbatical Leave/Study, Entire 2002-2003 School Year

Kathryn Gallant, Principal, Southwood High School

Catastrophic Medical Leave, 30 Days Beginning February 22, 2002

Sherry Z. Gasway, Teacher, Southwood High School

Catastrophic Medical Leave, 30 Days Beginning March 22, 2002

Penny Harris, Teacher, Walnut Hill Elementary

Catastrophic Medical Leave, 30 Days Beginning February 21, 2002

Patricia Betties, Teacher, Barret Elementary

Catastrophic Medical Leave, November 26, 2001 – January 18, 2002

Cindy B. Holloway, Teacher, Caddo Heights Elementary

Catastrophic Medical Leave, January 29, 2002 through March 12, 2002

Betty V. Aaron, Teacher, Hillsdale Elementary

Catastrophic Leave, Beginning March 4, 2002

Penny Ivie, Walnut Hill Elementary, Bus Driver

Leave Without Pay, (Personal) April 15-17, 2002

Allyson Smith, Teacher Aide, Shreve Island Elementary

**Request of the Board.** Melba Weaver was on sabbatical leave/medical for the fall semester of 2001-2002 school year and her health did not improve. She has retired and requested approval to be relieved of her obligation to return to work,



and to waive the obligation to repay the monies paid while on medical sabbatical.

**Other (Hiring, Assignment Changes, Separations & Resignation(s)).** Staff recommended approval of the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** None were presented.

#### **Agenda Item No. 10 (A, B, and C)**

**Approval of Bids.** Staff recommendations that: (1) the bids of Cousin's Uniforms for band uniforms totaling \$29,624.50 as indicated on the bid tabulation sheet be approved; (2) the bids of J & P Sales for filing supplies totaling \$17,999.00 as indicated on the bid tabulation sheet be approved; (3) the bids of Barber Athletics totaling \$418.00; Green Sports USA totaling \$3,304.70; Grundmann's Athletics totaling \$2,352.24; Moore-Sigler Sports world totaling \$9,186.52; and Steadman Sports totaling \$74.90 for middle school athletics as indicated on the bid tabulation sheet be approved; (4) the bid of BellSouth Business for wireless network equipment totaling \$168,515.40 as indicated on the bid tabulation sheet be approved; and (5) the bids of Long's Preferred totaling \$114,123.05 and PFS totaling \$59,896.25 for paper and supplies as indicated on the bid tabulation sheet be approved.

**Approval of Bids (Construction & Capital Projects).** Staff recommended that: (1) Project 2002-214 & 2003-207, Caddo Career Culinary Arts Expansion, Phase I & II, be awarded to Sumrall Construction for the sum total of \$259,100; (2) Project 2003-220, Turner roof main classroom building be awarded to Hefner Roofing for the sum total of \$121,860; (3) Project 2003-305Q, cafeteria kitchen air conditioning at Cherokee Park, be awarded to Thermo-Technic for the sum total of \$209,675; (4) Project 2003-313, electrical upgrade for technology at J. S. Clark, Keithville, and Northwood be awarded to McNeer Electric for the sum total of \$370,000; (5) Project 2003-314, replace cooling tower at Bickham be awarded to Bert, Inc. for the sum total of \$184,306; (6) Project 2003-315, replace cooling tower at Southwood, be awarded to Red River Air Conditioning for the sum total of \$110,000; (7) Project 2003-316, replace chiller "C" wing/administrative area at Bethune, be awarded to Fitzgerald Contractors for the sum total of \$199,700; (8) Project 2003-317, replace chiller at Huntington, be awarded to Payne Company for the sum total of \$241,920; (9) Project 2003-401Q, Energy Conservation/Lighting Retrofit at Bethune and Broadmoor, be awarded to Bob Davis Electric for the sum total of \$268,000; and (10) Project 2003-407, energy conservation/lighting retrofit at Caddo Exceptional and Eighty-First, be awarded to Hope Contractors for the sum total of \$122,154.50 as submitted in the mailout.

**Request to Advertise for Bids for Agriculture Lease of Walnut Hill Property.** Staff was authorized to advertise for bids to lease the 50 acres located on the property of Walnut Hill Elementary/Middle School grounds for agricultural and grazing purposes only beginning in April 2002.

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

**Approval of Design Professionals for Classroom Wing Projects.** In accordance with CPSB policy, an advertisement was published soliciting services of professional designers. Staff recommended approval of the following architects for the schools listed: (1) Arthur Circle Elementary (Benjamin Bledsoe Architects); (2) Caddo Magnet High (SGB, Inc.); (3) Fairfield Elementary (Alliance, Inc.); (4) Vivian Elementary/Middle (William L. Gary Architects); and (5) Walnut Hill Elementary/Middle (Morgan, Hill, Sutton & Mitchell).

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

**Approval of the Revision of 2001-2002 General Fund Budget.** Staff recommended approval of the revision to the 2001-02 General Fund Budget as submitted in the mailout. The revision reflects revenue and expenditure adjustments, including board-approved changes to date. A copy of the revision is filed in the official papers of the board.

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

**Approval of the Caddo Educational Excellence Fund (CEEF) Committee's Recommendation for Allocation of CEEF Fund Interest to Schools.** Staff recommended acceptance of the recommendation of the CEEF Committee to allocate the CEEF revenue among the district's 73 schools using a three-tiered approach based on student population, as submitted in the mailout. The total interest earned in 2001 was \$246,253.65. In addition to the 2001 interest earned, staff reported that \$15,187.84 remained in the CEEF accounts of four schools that closed (Laurel Street ECE, Hosston Elementary, George P. Hendrix Elementary and Midway Middle). The committee recommended that the \$15,187.84 be added to the \$246,253.65 for a total available disbursement of \$261,441.49 in SY2001-2002. The three-tiered approach, which increases by \$500 per tier, is: (1) schools with student population up to 600 (39 schools involved) receive \$3,314.27; (2) schools with student population 601-1200 (26 schools involved) receive \$3,814.27; and (3) schools with student population over 1200 (6 schools involved) receive \$4,314.27.

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

**Approval of Bus Usage Agreement –Sci-Port Discovery Center.** Staff recommended that the request for bus transportation for students participating in Sci-Port Discovery Center's Community Days Program 2002 be approved as submitted in the mailout. The program will use approximately 1-2 buses for the period April 13 – July 5, 2002. The program is being provided to enhance educational programs, provide exhibits and view IMAX films for school children, their families and neighbors throughout the Queensborough, Allendale, Lakeside and Stoner Hill communities.

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

**Approval of Contractual Agreement with Synapse Multimedia for Caddo Public Schools Web Site Development.** Staff recommended that the contract between the CPSB and Synapse Multimedia, Inc. be approved as submitted in the mailout. Synapse is a Shreveport based company specializing in web development, e-commerce applications, and B-2-B applications. The new Caddo Public Schools web site will be fully maintained by current information technology staff, and funds are budgeted and available for the project.

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

**Consideration of a Lease/Purchase Agreement or a RFP for the George P. Hendrix Building (Burton).** The board adopted a resolution authorizing the superintendent and his staff to prepare specifications for lease, and to publicly advertise for bids to lease the George P. Hendrix Elementary School property pursuant to the provisions of LSA-R.S. 41:1211-1221, on such terms and conditions as are required and permitted by law and as will benefit and protect the school system, with the bids that are received to be brought back to the board for action thereon. Mr. Burton requested that the RFP include something pertaining to educational matters for use. A copy of the resolution is filed in the official papers of the board.

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

**Approval of the Sale of the CPSB Owned Property Located on Hope Street to the City of Shreveport.** Staff recommended that the resolution and cash sale deed for sale of the Hope Street property to the City of Shreveport be approved as submitted in the mailout. The sale is made for the consideration of the sum of \$141,750.00. The property is sold and purchased in its present "as is condition" and the City of Shreveport acknowledges and fully accepts all responsibility for any risk which may arise from this sale and purchase of the Hope Street property.

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

**Approval of the Distribution of the Savings for the Extended Sick Leave and Medical Sabbatical Expenditure for SY2000-2001.** Staff recommended that the distribution of FY2000-01 savings from extended sick leave and medical sabbatical leave expenditures according to the following procedures: (1) Pay a one-time supplement of approximately \$122.00 each to full time

classroom teachers, librarians, counselors, therapists, assessment teachers, psychologists, and social workers who were employed during the 2000-01 year and whose employment continues through the end of the 2001-02 year; (2) Employees on leave without pay at year end are ineligible for the stipend; and (3) Supplement to be paid in June 2002.

### **APPROVAL OF RETIRED TEACHERS PROCLAMATION**

*Mrs. Pugh moved, seconded by Mr. Thibodeaux and Mrs. Armstrong, that the proclamation be received. Mrs. Pugh read the proclamation.*

#### **PROCLAMATION**

*WHEREAS, Caddo's retired teachers have devoted their careers to the education and training of literally thousands of Caddo's youth; and*

*WHEREAS, Caddo's retired teachers have provided additional job and social skill training for adults throughout the state; and*

*WHEREAS, Caddo's retired teachers have rendered valuable service in diverse leadership roles to their communities and institutions throughout their careers and continue to render such services as retirees; and*

*WHEREAS, Caddo's retired teachers represent the profession, which is given the basic responsibility for launching the careers of state and national leaders, and for laying the foundation for the welfare of all members of our society; and*

*WHEREAS, Caddo's retired teachers have toiled ceaselessly to improve the quality of life in the state and nation, too often in less than adequate circumstances and for less than adequate pay; and*

*WHEREAS, Caddo's retired teachers represent a tremendous pool of experience and training which remains dedicated to the betterment of society everywhere; and*

*WHEREAS, Caddo's retired teachers represent a loyal, patriotic, and concerned citizenry, which provides a dedicated and dependable support to the leaders in our communities, state, and nation; and*

*WHEREAS, retired educators will be honored during a special reception on March 20<sup>th</sup>  
NOW, THEREFORE, the Caddo Parish School Board hereby proclaims March 21, 2002 as*

#### ***Retired Teachers Day in Caddo***

*/s/* \_\_\_\_\_  
Caddo Parish School Board President

*March 19, 2002*

The president called for the vote on the motion, *which carried unanimously*. The president announced that a special reception for Caddo's retired teachers would be held in the boardroom on Wednesday, March 20, 2002, at 10:00 a.m. and the proclamation would be formally presented to the body at that time.

### **APPROVAL OF PROPOSED MODIFICATIONS TO CPSB STUDENT DISCIPLINE POLICY JG**

With reference to the disciplinary dispositions, Mr. Burton asked if the kindergarten students are included in the tardy provision; would they be sent to the in-school suspension (ISS) program for excessive tardies. Diane Atkins, Director of Attendance and Census, answered in the affirmative. Mr. Burton expressed concern about kindergarten students being included and said it is the parent's responsibility to get the child to school on time. Mrs. Atkins said staff tries to work with the parents and they have taken every precaution to lessen the consequences while the tardy infractions are building. Mr. Burton inquired about the work that the students would do while in ISS. Mrs. Atkins said while students are in ISS, the curriculum continues and class work is done in that setting. Mr. Burton said on the 9<sup>th</sup> day, students are not allowed to make up their class work. Mrs. Atkins concurred. Mr. Burton said he personally does not believe in students being suspended for tardies and he is concerned about the levity of students who are constantly late. He said he could not hold a kindergarten student accountable for being late.

*Mrs. Wright moved, seconded by Mr. Burton, to accept the disciplinary policy as written excluding item number 27 of the elementary progressive disciplinary dispositions and item number 29 of the*

*middle and high school.* Mrs. Wright said she would like for the superintendent and staff to revisit items 27 and 29 (*administrative discretion*). She said the statement is too vague and the parish needs something that is more consistent. Mr. Burton said he has some of the same concerns and it opens up the ground for subjectivity. He said when matters are left up to the discretion of someone and without being specific, there could be violation of policy between schools.

The superintendent said item 27 is the catchall for that which the other 28 items might not cover in eventuality that there is a violation that could not be articulated in any other potential violation. Mrs. Atkins agreed and said it does the schools a disservice to mete out progressive consequences because the range could progress from the most simple to the most severe, and this is why there is administrative discretion as suggested by the committee. Mr. Dilworth said staff cannot cover everything in the discipline policy, therefore staff has to depend on the school administrators to make some decisions about what happens on a campus.

Dr. Hitchcock noted that if a parent thought that the disciplinary action was unfair or inappropriate, then there is an appeal process in place that would protect them. Mr. Dilworth said normally the assistant principal handles the infractions and if the issue isn't resolved, parents are encouraged to channel their appeal first to the principal and on to the cluster director, if necessary. Dr. Hitchcock clarified that in either item that talks about discretion, it is not unilateral discretion without review; it is in fact discretion that is applied in a particular case to be reviewed up through the chain of command to include the principal, director, executive director, *etc.* Mr. Dilworth agreed. *Dr. Hitchcock made a substitute motion, seconded by Mr. Thibodeaux, approval of the proposed modifications to the CPSB student discipline policy JG for SY2002-2003 as submitted in the mailout and recommended by staff.*

Mr. Thibodeaux said the CPSB employs people who are intelligent and have the ability to make decisions. He said the board has to allow administrators some leeway to make decisions. Mr. Thibodeaux said he imagines that most teachers, every single day, would have somebody disobeying or refusing to comply with a reasonable request, and there would be some act of defiance happening every day. He said if the board takes the policy to the letter of the law and no one has any discretion, there wouldn't be rooms big enough for ISS. Mr. Thibodeaux said staff is attempting to give some type of reasonableness to the discipline policy and he hopes that the board wouldn't take the *discretion* away from administrators.

Mr. Brooks informed the board of an incident that he was told occurred at one of the schools relative to disciplinary action involving a kindergarten student. He expressed concern about the type of discipline that was reportedly administered and asked who developed the policy that determined the disciplinary action that was administered. Mrs. Atkins said the consequences that he spoke of are not a part of Caddo's discipline policy. Mr. Brooks said teachers should understand the behavior of four-year-olds and kindergarten youngsters. He also emphasized that the discipline policy should be sound and applied consistently across the parish. The superintendent said for the public's edification, the board adopted for the first time a consistent parishwide discipline policy last June and tonight is looking at modifications after having worked with the policy for four months.

*Mr. Powell made a substitute motion, seconded by Mr. Brooks, that the CPSB remand the proposed policy modifications back to the superintendent to revisit the elementary tardy policy, the provisions regarding site discipline discretion, and also other discipline issues that have been raised by board members and that prior to the board taking action on the policy, the board have an opportunity in a work session to be able to look at different or possible options and also to have a public hearing so that the public would have an opportunity to provide input prior to action by the board.* Mr. Powell said board members have raised concerns and expectations for kindergarten children would be different from middle or high school students. He said staff and the board have attempted to provide consistency from school to school and the board needs to review the modifications and look at some options. Mr. Brooks and Mrs. Wright concurred with Mr. Powell's comments.

Mrs. Pugh asked how many community meetings did the board hold prior to adopting the policy. Mrs. Atkins said two community meetings were held in 2001; one meeting in the inner city and one in the northern part of the parish. Mrs. Atkins said the policy was adopted June 19, 2001. Mrs. Pugh asked Mrs. Atkins if she has transcripts of what transpired when these items were discussed, and Mrs. Atkins answered in the affirmative. Mrs. Pugh said she believes Mr. Powell would be

pleased to receive the information that was expressed by parents and teachers rather than have another public hearing on these two items. Mrs. Pugh said she believes there was ample exposure before the policy was approved and it's understood that adjustments are necessary. She said she does not feel that the CPSB has to go to the public at this time. Mr. Powell said the point is that in 1995 when the board did this, there was a public hearing, which was before the board. He said last year it was presented in two public hearings. He said his suggestion is that as the board goes through this process and makes changes, he is not looking for the public input that was received when it was adopted with the previous version. Mr. Powell said he is talking about receiving public input about the changes that the board is about to make. The superintendent asked Mrs. Atkins to review the process that was followed regarding the proposed changes. Mrs. Atkins reported that staff met with the Discipline Review Committee (composed of principals, assistant principals, cluster directors, area directors). Prior to the meeting letters were sent to all principals asking for input. Responses received from schools were recorded, presented to the committee, and the committee developed the proposed modifications.

*Mr. Brooks moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate carried unanimously. Vote on Mr. Powell's substitute motion carried with board members Thibodeaux, Pugh, and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Mims, Burton, Brooks, Guin, Powell, Milam, Wright and Armstrong.*

#### **AFFIRMANCE OR RE-DETERMINATION OF SANCTION OF SCHOOL BUS DRIVER VERNETA F. SCOTT**

*Mr. Brooks moved, seconded by Mr. Burton, that the sanction against school bus driver Mrs. Verneta F. Scott be lifted and that the time she has been off from work be accepted as disciplinary action and that she would be reinstated to her job as a bus driver. Mr. Brooks said other cases involving bus mishaps have come before the CPSB. He said Mrs. Scott is not a bad driver, she is a good person, and she has proven herself. He cautioned the board about taking away Mrs. Scott's livelihood. Mr. Burton said he feels that there should be some type of action taken against Mrs. Scott, but after 18 years of work and this being the only mark on her work record, he believes that the penalty is too harsh. He said everyone makes mistakes; the courts have leniency; and he believes Mrs. Scott should be given another chance.*

*Dr. Hitchcock made a substitute motion, seconded by Mr. Powell, approval of affirmation of sanction of school bus driver Verneta F. Scott as submitted in the mailout and recommended by staff. Mr. Powell said it isn't easy, but board members are called upon to make decisions and draw judgments. Furthermore, a child was put in harms way on the school bus in temperature over 100 degrees for over six hours. He said the board has a responsibility not just to teach, but also to protect. Vote on the substitute motion failed with board members Hardy, Mims, and Wright abstaining; Armstrong, Brooks and Burton voted in opposition; and board members Thibodeaux, Pugh, Guin, Powell, Milam and Dr. Hitchcock supporting the motion. Legal counsel said passage of the motion requires a majority vote of the board's membership, and this is what the remand is about. (Passage of the motion requires seven votes.) The president called for the vote on the original motion, which failed with board members Hardy and Wright abstaining; Burton, Brooks and Armstrong supported the motion; and board members Thibodeaux, Pugh, Mims, Guin, Powell, Milam, and Dr. Hitchcock voted in opposition.*

**Recess.** The president called for a 10-minute recess at approximately 5:50 p.m. The board reconvened its meeting at approximately 6:12 p.m.

*Dr. Hitchcock moved, seconded by Mr. Powell, to reconsider the vote on his substitute motion – move approval of affirmation of sanction of school bus driver Verneta F. Scott as submitted in mailout and recommended by staff. Mr. Burton asked what happens if the motion to reconsider passes. The president said the board would revote on the motion. Vote on the motion to reconsider passed with board members Brooks and Burton opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Guin, Powell, Milam, Wright, Armstrong and Dr. Hitchcock.*

*Dr. Hitchcock moved, seconded by Mr. Powell and Mr. Thibodeaux, approval of affirmation of sanction of school bus driver Verneta F. Scott as submitted in the mailout and recommended by staff.*

Following debate on the formalities to reconsider a motion, *Mr. Brooks moved, seconded by Mr. Burton, to postpone this item until the CPSB could get an opinion from the Attorney General. Vote on the motion to postpone failed with Mrs. Hardy abstaining; board members Burton, Mims, and Brooks supported the motion; and board members Thibodeaux, Pugh, Guin, Powell, Milam, Wright, Armstrong and Dr. Hitchcock voted in opposition to the motion.* The president called for the vote on *Dr. Hitchcock's motion, which carried with Mrs. Hardy abstaining; board members Burton, Mims, and Brooks were opposed; and board members Thibodeaux, Pugh, Guin, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supported the motion.* The president announced that the motion passes.

#### **APPROVAL OF INTERIM LEGAL SERVICE COMPENSATION (Powell)**

*Mr. Powell moved, seconded by Mr. Brooks, that the CPSB authorize the payment of services by Reggie Abrams of Abrams-LaFargue at a rate of \$125.00 per hour for reasonable time necessary in the transition of the CPSB legal services structure for time incurred prior to the April 1, 2002 transition date. Mr. Powell said the board adopted a new legal structure that requires some transition and the time for General Counsel to do reasonable and necessary work with the present board counsel was not included in that structure. He said the proposed compensation rate of pay is the same that was provided when the board adopted the legal structure. Dr. Hitchcock said he is opposed to the motion. He said he believes this consideration could have been spelled out in the RFP, he is not in favor of change of General Counsel, and he will not support the motion. Vote on the motion carried with board members Thibodeaux and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Pugh, Mims, Brooks, Burton, Guin, Powell, Milam, Wright and Armstrong.*

#### **AUTHORIZATION FOR SUPERINTENDENT TO CONSULT/WORK WITH THE REAL ESTATE DEVELOPER TO REVIEW THE PROPOSED ELEMENTARY SCHOOL FACILITY DESIGN (Milam)**

*Mr. Milam moved, seconded by Mr. Powell, that the superintendent/staff be authorized to consult/work with the real estate developer to review the proposed elementary school facility design. Mr. Milam said this motion allows the superintendent to meet with and gather pertinent information in an effort to help the board to make a decision. Mr. Powell said he supports the motion and it would be prudent for the board to look into this matter. Mr. Mims requested the superintendent to contact the CPSB's bond counsel to see how this would affect the school board as it goes through the process. Mr. Mims also said he would abstain on the motion so that it could not be said that he has a conflict of interest. Mr. Burton asked the superintendent to look into the legality of a school being built after citizens have voted not to finance a new school through property taxes. He, too, encouraged the superintendent to speak with the board's bond counsel about what the board is attempting to do in this matter. Vote on the motion carried with board members Pugh and Armstrong opposed; Mr. Mims abstained; and board members Hardy, Thibodeaux, Brooks, Guin, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supported the motion.*

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

**Update on CPSB Construction Projects.** The superintendent said an update on the status of school construction projects on Broadmoor, Atkins, Captain Shreve and Shreve Island was submitted in the mailout. Mr. Mims inquired about the status of the Atkins project. Steve White, Director of Capital Projects and New Construction, reported that some irregularities were discovered in the finished flooring and they did not become apparent until the final tile was put on. Staff is taking a survey of the floor to find out where the high and low points are; then he would sit with the designer and architect to come up with a plan of action on how the contractor will correct the problem. Mr. Mims asked the superintendent to provide board members with a copy of the report.

Mr. Powell asked staff to provide board members with the same type of information (bar graph, project calendar) on all school construction projects, as was given on Captain Shreve's project design. He particularly asked that information be provided on Shreve Island. Mr. White said the information would be provided by the end of the week. He also stated that he is telling future designers that the board wants this information included in all future presentations.

Mr. Brooks requested a report on the Pine Grove project. The president reminded Mr. Brooks that this particular situation is under litigation. He advised that Mr. Brooks could get the information from legal counsel, but not in an open session. Mr. Brooks asked the president to get him a report from legal counsel.

## **UNFINISHED BUSINESS**

**Substitute Teachers' Pay.** Mr. Brooks informed the board that he pulled this item from today's agenda because he wants to wait until after the budget sessions to bring a motion to the board. He said he wants to include in the budget pay for supportive personnel, *i.e.* teacher aides, teachers not certified, teachers that are certified and retired, food service staff, maintenance staff, *etc.*

**Unemployment Compensation.** Mrs. Pugh referenced the unemployment compensation for persons who would be terminated at the end of this school period. She asked if the board's action of a few weeks ago would prohibit these individuals from receiving unemployment compensation. The superintendent said the state changed the requirements and Caddo is no longer permitted to hire individuals who are on temporary certificates or have less than full certification. He said only the state will issue such certificates after the local board has exhausted all available fully certified people to fill all positions. He said the employment agreements for persons not fully certified terminates on the last day of work and staff cannot reasonably assume that they would be employed. Mrs. Pugh said staff would need to contact the Department of Labor and then the board would need to revise what it has done because these people are not eligible for unemployment compensation. Mrs. Pugh reminded staff and board members that the CPSB is self-insured. The superintendent said this is a fair assessment and since there is no reasonable assurance of continued employment, staff needs to look into this. Mr. Burton asked if an item would be added to the agenda to address this issue. The superintendent said he would conduct his investigation and he would bring it to the Executive Committee meeting next month.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Insurance.** Mr. Mims said he received a letter from Blue Cross Blue Shield dated March 1 informing him that beginning April 1, Blue Cross is changing its co-payment plan (Medco) for certain prescriptions. He said he would give the superintendent a copy of the letter. Mr. Mims asked the superintendent to digest the information and to contact Blue Cross Blue Shield and respond on behalf of the CPSB. He also expressed concern that CPSB signed an agreement and that the change could greatly affect retirees who are on very fixed incomes.

**Louisiana Festival.** Mr. Powell said annually students at the formerly named Hollywood Middle School (now the Middle Career and Technology at Hollywood), under the guidance of Teacher Dottie Bell, present a state festival at the Louisiana Exhibit Building. Students invite board members to attend and they receive credit for letters of response to their invitation. Mr. Powell encouraged board members to respond to the students' invitations and to attend the event. He said it is a great event and it's good to see the students showcase their knowledge and talent by using their written and verbal skills.

**Resolution for Southwood's Head Coach.** Mrs. Armstrong asked the superintendent to prepare a special resolution to be presented to Steve McDowell, head coach at Southwood High School, recognizing him for his many professional achievements, particularly recognizing his accomplishments at Southwood High School.

**Legal Action.** Mr. Brooks asked the superintendent to provide him with a list of all of the lawsuits that are pending against the CPSB at this time, including those that have been acted on. He asked staff to go back five years and include the settlement amount in each case.

**Construction Project Updates.** Mr. Burton asked staff to follow-up on his previous request for an update on the air conditioning project for the auditorium at Central Elementary. Also the request to provide him with a report on the project at J. S. Clark Middle School to enclose the breezeway.

**School Lunch.** Mrs. Wright said she requested from the superintendent a report on procedures for providing lunches to children who for some reason show up at school without their lunch money. She said she is not talking about children on free lunch, but children who have arbitrarily lost or forgotten their lunch money. She said she received a partial report from the superintendent stating that some schools have money in the office that students could borrow for a meal. She asked staff to determine if this procedure is available throughout the parish and not just in a few of the schools.

**Teachers Assigned to the Juvenile Justice System.** Mrs. Wright asked staff to provide her with a report on the number of teachers who are permanently assigned to the Juvenile Justice Center.

**Classroom Materials and Supplies.** Mr. Powell said he is interested in knowing overall as a system, the process that is going to be followed. He asked staff to provide him with more specificity in terms of how the resources are going to get to the classroom; how the materials and supplies are going to be disbursed; that there aren't any inconsistencies. Mr. Brooks asked if the procedure for distributing funds for materials and supplies to teachers has changed. The superintendent said *no* and he explained the allocation procedure that is followed. Mr. Brooks expressed concern that the \$50 allocation is not sufficient.

**Stipends.** Mr. Powell asked the superintendent to provide him with information on stipends that staff might want to do that is different with regard to band directors. He said he would be asking the board to take a look at this concern as it gets more into the budget process.

**April Executive Committee Meeting.** The president reminded board members that April 2<sup>nd</sup> is the scheduled date for the next Executive Committee meeting and workshop, which is Tuesday following the spring break. He said the superintendent is requesting that the April 2<sup>nd</sup> meeting be postponed until April 9<sup>th</sup> and the regular meeting would remain scheduled for April 16. The president said staff was concerned that they would not have adequate time to prepare an agenda with support information for the board consideration. *Mr. Burton moved, seconded by Mr. Powell, to suspend the rules to adjust the board's meeting schedule. Vote on the motion carried unanimously. Mr. Burton moved, seconded by Mr. Brooks, that the Executive Committee meeting for April be set on Wednesday, April 10, 2002, at 4:30 p.m. Vote on the motion carried unanimously.*

**Adjournment.** There being no further business, Mr. Thibodeaux moved for adjournment. Mr. Burton seconded the motion, which carried unanimously and the meeting adjourned at approximately 6:50 p.m.

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Robert E. Schiller, Ed.D. Secretary

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Phillip R. Guin, President



**April 10, 2002**

The **Executive Committee** of 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, April 10, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**Midway Professional Development School.** The superintendent made introductory comments regarding the transformation of Midway Middle School to Midway Elementary Professional Development School in the fall of the 2001 school year. The school is a working partnership between LSU-S, Midway Elementary, and the CPSB. He noted that to say the school has progressed satisfactorily is a gross understatement and the amount of success in work that has taken place has been phenomenal. The superintendent recognized Charles Walker, Area I Executive Director, who recognized the Midway Professional Development School team, and members are Principal Priscilla Pullen, Dr. Charles Mangus (Dean of Education at LSU-S), Dr. Charles Wilson (Director of Graduate Studies, Department of Education at LSU-S), Candy Bagley (Education Department LSU-S) and Ginger Williams (equipment technician). The presenters gave an overview of the school and its offerings. Mrs. Pullen noted that the school was created through the collaborative efforts of faculty and administration from the Caddo Parish School district and other highlights noted are: (1) the designation of a performance incentive awards program; (2) the vision to provide exemplary models of preparation, professional development and pedagogy that supports all components required for successful teaching and learning; (3) the mission to focus on excellence in teaching and learning, as well as continuing development of students and staff on both campuses; (4) staffing procedures, identification of students, and designation of new attendance lines; (5) the expectations of the CPSB to collaborate with the university in joint ventures, *i.e.* trying new teaching strategies and writing grants for mutual benefits; (6) PDS expectations *i.e.* developing exemplary Midway teachers, training future teachers, partners mutual support in working with students; (7) university involvement/activities *i.e.* Math Fair for second grade students, LAESP Walk for Education funds, Readers for Project Wisdom, technology workshops, National PDS Conference presentation in Orlando, FL, support of the community and parents, LSUHSC Medical Alliance Health Fair, State Farm's donation of media equipment, Weed and Seed's provision of mentors for students, The Alliance for Education provision of funds to purchase materials and staffing for two after-school academies, *etc.*; (8) programs and inservices *i.e.* Open Court Reading, Title I Writing/Technology Labs, Art, Music, P.E. and Counseling, LEAP and Iowa Parent Training, *etc.*; (9) 96% student attendance goals are presently being met, 50% of staff have presently met attendance goals, teachers are enrolled in graduate classes, *etc.*; (10) school community partners are *State Farm, Greenwood Road Corridor, Caddo Council on Aging, Weed and Seed, LSU Medical Alliance and Libby Glass*; and (11) \$26,000 in grant funding for SY2001-02 and \$300,000 grants written and pending approval. Mrs. Pullen recognized the school's staff/faculty, community partners, volunteers, parents and students who were present. Board members were given a copy of the school's first newsletter and a copy of the narrative to the visual presentation. Ron Festavan, assistant superintendent/chief support officer, recognized Woody Wilson, director of maintenance, who along with his staff, was responsible for preparing the school for occupancy. The superintendent applauded the parents for their support and presence, and he thanked the partners and staff for their hard work.

Mr. Brooks expressed pride in the school's transformation and encouraged everyone, particularly the print news media, to send the message that something good is happening at Midway. The superintendent said staff is bringing the third professional development school on line (Mooretown and Grambling State University). He also noted that the partnership with E. B. Williams Stoner Hill Laboratory School and Centenary College is also yielding incredible results. Mrs. Pugh asked the superintendent to provide her with an analysis of the district attendance zones for students attending Midway. Mr. Milam thanked the school's staff and partners for their contributions; and said he was impressed with the notable parental involvement. He also expressed concern about the crowded classrooms. Mrs. Armstrong complimented everyone for the program's success and asked if a *cap* could be put on Midway's numbers when staff interviews parents for Mooretown. The

superintendent said staff's goal is to have all of the children of the residents in the immediate Mooretown area to relocate to Mooretown. He alerted board members that the issue might have to be revisited because staff does not want to have the school overcrowded.

**Recess.** The president called for a five-minute recess at approximately 5:05 p.m. and the board reconvened at approximately 5:25 p.m.

**New Classroom Wing Design for Southern Hills Elementary.** Steve White, director of Capital Projects and New Construction, introduced and presented Architects Richard LeBlanc and Kevin Bryan who gave a presentation of the Southern Hills Elementary School classroom wing addition. The project description is as follows: 12 classroom addition - 14,000 square feet and estimated cost of \$1,351,140; 8 classroom alternate - 9,000 square feet and estimated cost \$868,590. The total construction cost is \$2,219,730. It is intended that the classroom wing design will fit into the existing campus aesthetic, it is cost effective, will not interfere with class operations, will take 14 months for construction and ready for occupancy for SY2003. The capacity of the new addition is 600 students. The construction schedule is: construction documents (2 months), bidding process (one month), construction (14 months) and project completion in August 2003.

Mrs. Armstrong asked the architects to consider making space available for a teachers' workroom in the new classroom wing. Mr. Milam asked if individual teachers would be able to control their room's temperature, and the architect said each room would have its own temperature control system. Mrs. Pugh inquired about the number of restrooms in the new facility and if there would be a door to the facility from the hall. Mr. Bryan said each wing would have a boys, girls, and faculty restroom. Mr. White said there would be an outside door from the hall and they would be on opposite sides so that there would be approximately 24 feet in between the doors going into the individual restrooms. Mr. Milam asked about the restroom that is located behind classroom seven and asked if the flushing sound would be heard in the classroom. Mrs. Pugh said if the ceiling is not right, then people would be able to hear what is occurring in the restroom. Mr. Bryan said the construction is such that there are solid masonry walls and there is a chase base there and this is a good sound absorber. The president inquired about the number of transportable buildings on the Southern Hills campus. The superintendent said there is in excess of 30. The president said his concern is more centered around why staff is proposing the construction of 12 classrooms with an alternate of 8 additional classrooms if there are so many transportable buildings. The superintendent said funding is the issue and the reality is that there is no infrastructure in the school to support the number of students that are enrolled.

**ABC and D To Read Program.** The superintendent said a member of the public has come up with an important and interesting initiative to share with the board. He said Mr. Powell brought Mr. Graham to his attention. Mr. Powell said Marshall Graham has served in a number of civic and community capacities, he is a generous contributor to numerous Caddo schools, owner of a local business called *Home and Office Storage*, and is a state commercial appraisal. Mr. Graham said his proposal would not be a financial cost to the school system. He presented a proposal that would be sponsored by *Home and Office Storage* and provided board members with an outline of the plan. The mission is to assist and encourage families to provide pre-schooling for their child to learn ABC's and reading from birth to through 3<sup>rd</sup> grade. The goals are to organize donations and distribution of ABC toys and ABC books to needy children ages birth to 4 years; to collect tax deductible financial donations to purchase new dictionaries to donate to all third grade students (to be owned and taken home by the students); and to encourage families to start a library at home and for parents and older children to read every day to their babies until their child can read to them. Mr. Graham said *Home and Office Storage* would collect and organize distribution of toys and books citizens will donate and civic clubs will be asked to assist. Needy families would get free ABC toys and books.

Mr. Powell noted that Mr. Graham is committed to this initiative and he expressed appreciation to him for coming forward. Mrs. Hardy thanked Mr. Graham for this effort and expressed pleasure of the plan to provide third graders with dictionaries.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE APRIL 16, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the April 16, 2002 school board meeting and discussion followed as summarized.

**Public Hearing – CPSB Revised Student Discipline Policy.** The superintendent announced that there would be a public hearing on the revisions to the student discipline policy JG.

**Approval of Bids.** The superintendent announced that the bids have just come in and they are being tabulated. Information and recommendations would be included in the next mailout.

**Approval of Advanced Budget (2002-2003) to Purchase School Buses.** The superintendent said copying what was done last year, staff would again be able to secure the delivery of buses before the inclement weather comes. Staff would like to have advance authorization from the board to go forward with bid specifications and two million dollars would be put into the budget for the purpose of replacing old buses.

**Approval of Advanced Budget (2002-2003) for Teachers' Signing Incentives.** The superintendent said staff has had a very successful experience the last several years that allows staff to recruit certified teachers, particularly in critical need areas, by providing signing incentive bonuses and asking for pre-approval of the budget. Staff is proposing signing bonuses particularly trying to attract new fully certified teachers at selected lower performing elementary schools. Staff is also identifying special signing incentives at the middle and high school level. Furthermore, the critical areas of math, science, music and foreign language are identified to provide an additional signing incentive of \$1,200. Certified special education people would receive a \$1,200 incentive and if the teacher works in one of the listed schools, they would receive an additional \$1,000. The superintendent noted that a new certified teacher who teaches in one of the identified schools could receive a \$2,200 signing incentive. Staff is requesting an advance of \$150,000 that would be put into the budget, and staff could initiate recruitment.

**Approval of Request for Bus Transportation for the ARC of Caddo-Bossier (CBARC) Summer Program; Approval of Request for Bus Transportation for LSU-S LaPREP Field Trips; Approval of Facility Usage Agreement for the Youth Enrichment Program Summer Camp; and Approval of Facility Usage Agreement for the Youth Enrichment Program 2002-2003 School Year.** These are on-going programs that, in the past, the CPSB has agreed to work through to provide the use of school buses (wheel chair accessible) to transport students or allow for use of facilities at several elementary schools for summer camp and other youth enrichment programs.

**Approval of Proposed Modifications to CPSB Student Discipline Policy.** The superintendent said staff has revisited the proposed modifications to the student discipline policy relative to tardies for elementary students. Mr. Burton inquired about the tardy discipline procedures that are applicable for kindergarten students and asked if staff has any data as to the number of parents who went through the extensive tardy procedure. Diane Atkins, director of the attendance department, gave a summary of the revisions, as submitted in the mailout, and said there isn't a large number of students who are affected. Mr. Burton said he is concerned about students being penalized for matters that are parents' responsibility.

Mr. Powell referenced the procedures for addressing first and second tardies and asked who exactly receives the verbal warning. Mrs. Atkins said the verbal warning is issued to the parent and the office staff makes the contact. Mr. Powell asked if staff has any idea as to when the school's administrator makes the call to shift the admonishment to the child versus the parent. John Dilworth, chief operating officer, said staff will follow board policy, but there is some administrative discretion involved. Mr. Powell said if the board adopts the policy, it would be understood that administrative discretion would be there with regard to the tardy policy, and Mr. Dilworth concurred. Mr. Powell said the procedure for the third tardy talks about parents receiving a standard letter and he asked if they could also get a review of this portion of the policy with regard to tardy procedures at advance levels. Mr. Dilworth answered *yes*. Referencing the discipline procedure for the sixth tardy, Mr. Powell asked how would parents be notified that their child received a one-day recess detention.

Mrs. Atkins said policy calls for the principal to make parental contact at any time that a consequence is issued.

Mrs. Pugh asked, under the attendance law, is a kindergarten student held responsible for attending school a certain number of days per school year. Mrs. Atkins said a kindergarten child is held responsible for being in the Caddo system and they fall under Caddo's attendance requirements. Mrs. Pugh said there is no requirement for a parent to check in, but the child must check in. Mrs. Atkins said the attendance law does not speak to this scenario – in terms of checking in. Mrs. Pugh asked if the school board could hold parents responsible for checking their child into school. The superintendent said the best that staff could do when they have a habitual offender is to refer the child to court. Mrs. Pugh asked if the Child Protection Agency or court is supposed to be called, and Mrs. Atkins said this is a part of staff's responsibility. Legal counsel advised that the school system itself could not compel it, but if there is a problem with habitual offenders and their parents then it could go to the juvenile justice system. Mrs. Pugh said if a child is not in school, the attendance supervisor has a responsibility.

Mr. Powell said the purpose of the policy is not to be punitive, but is to try to correct the behavior and get the child on the right track. Mr. Powell said it is incumbent upon staff and the board to get parents involved at an early point. Mrs. Pugh said policy is different from administrative procedures and there is no way that board members could force parents to check a child into school.

Mr. Thibodeaux said his concern with the policy in general is that no child should be punished for anything for which they have no control. He said the majority of the policy is fair and just and the only way the board can keep it that way is to allow administrators to have some discretion. He said if it is not written into the discipline policy, then it should be understood that the board trusts its administrators and they are given discretion in some situations. Legal counsel said in order for the court to be involved, it has to be a very extreme situation concerning tardiness. Furthermore, the main issue is the effect that the tardies have on the rest of the classroom.

**Adoption of K-5 English Language Arts Textbooks and Adoption of Grades 6-8 English Language Arts Textbooks.** The superintendent said material was in the mailout and the Textbook Review Committee has submitted a recommendation that he reviewed and concurs with. He said staff recommends adoption of the K-5 and grades 6-8 English Language Arts textbooks.

**Approval of GEE 21 Remediation Program Budget.** The superintendent said staff is receiving a budget for over \$223,000 of new funds that could be used for remediation for students who have been unsuccessful in the GEE 21 test in English, Language Arts and math for grades 10 and 11. Staff is asking the board to approve the budget to accept the funds from the state.

**Approval of Even Start Family Literacy Program Grant: 2002-2003.** The superintendent said staff is applying for \$135,000 and is asking the board for its approval of the application to seek the fund from the State Department of Education for this particular initiative.

**Consideration of Calendar Change 2002-2003 SY.** The superintendent said staff received a request from Sam Giordano, Louisiana State Fair administrator, who asked that the board would consider moving the teacher inservice day from Monday the 14<sup>th</sup> to Friday the 18<sup>th</sup> of October. The change would correspond with the opening day of the state fair and they would change their opening time from 5:00 p.m. to 8:00 a.m. While teachers and staff are engaged in inservice development, students could have a day at the state fair. The superintendent said staff also worked with Mr. Giordano in terms of seeing to what extent he offered to discuss funding a school project, and through the efforts of Ed Hearn, Area II Director, Mr. Giordano has significantly reduced the rental cost of the Hirsch Coliseum for graduation. The superintendent said he reviewed the proposed change with the Calendar Committee and administrators and all responses are positive.

**Approval of Revised CPSB Policies.** The superintendent said he has reviewed about 85 percent of the policy manual and over the next several months he would be bringing series of policies to the board for recommendation for deletion, revision, or re-adoption. The policies have been submitted to legal counsels for review. Mr. Powell informed the superintendent that he hopes that he would review the co-curricular policy that speaks to eligibility for athletics at the high school level, which is different from current practice real soon. He said the Louisiana High School Athletics Association

(LSAAA) has its own set of rules and Caddo has its policy, and he would like for the policy to be in line with what LHSAA is doing and with the practice.

Mr. Burton expressed concern about policy *EBCD-R –Emergency Closing of School* that is being submitted. He said he does not agree with the start of school two hours later if there is an emergency, primarily because parents/guardians have to go to work and children are left at home unattended. The superintendent said this practice was initiated two years ago and it has never been used in Caddo Parish. He said many districts throughout Texas and Arkansas have used the proposed late start of school. On occasions, Caddo schools have been on alert because of icy conditions or fog that would have cleared off in two hours. He said staff believes that students are better off bringing the students in later rather than having them at home all day unattended. Mr. Festavan said delayed school opening seems to be an effective tool and staff is trying to salvage as much of the school day as possible. Mr. Burton asked staff to reconsider its thinking about this policy. Mrs. Armstrong expressed concern about *3-A on Policy EBCD-R* in that cafeteria and custodial staffs are requested to report at normal times. She said on occasion and even with delayed openings, the roads remain too bad to travel. She suggested that this statement be amended that if other school personnel report two hours later, that cafeteria and custodial employees would report one hour later. Mrs. Armstrong also called staff's attention to a typing error (*3-B* "of at least one hours").

Referencing *Policy BHD – Board Member Travel Compensation and Expenses*, Mr. Brooks said this policy needs to be revised and the funding allocation increased. Mrs. Pugh suggested that in revising policies, staff should follow a pattern and let the original date of adoption remain on the revised/amended policy.

**Booker T. Washington Gymnasium Renovation Project (Burton).** Mr. Burton said he is still waiting for more information, and he would visit with the superintendent about this item.

**Consideration of Allocation of Funds for Signage Dedicating School Facilities (Thibodeaux).**

Mr. Thibodeaux said in situations where board action has caused a name change on a wing or school, *etc.* that the board allow up to a standard \$500 for new signage. Mr. Powell asked if approval of this item would be retroactive for name changes that the board has already approved. Mr. Thibodeaux said it would be name change projects at C E Byrd, Captain Shreve, and Caddo Magnet. The president clarified that the mailout document reads retroactive for projects done as far back as 2001. Mr. Powell asked if staff has made any plans, without Mr. Thibodeaux's plan, to provide funding for these projects. Mr. White said the majority of the cost at Captain Shreve was borne by the Captain Shreve Alumni Association; but staff has a commitment that the same funds spent for the stadium at Booker T. Washington and North Caddo would be allocated to help defray the cost that has already been incurred. Mr. Powell asked staff if they know what that level of funding is, and Mr. White said off the top of his head, it was in the ballpark of \$2,000 but he would confirm the amount. Mr. Powell also asked staff to let him know when the reimbursement would occur. Mrs. Pugh asked staff about plans to finish the job at J. S. Clark where the storm caused damage to the west side. She asked if the board's insurance would cover the expense. Mr. White said he's not familiar with the damages. Mrs. Pugh said with each construction job, the architect was suppose to have installed this board's (members of the board who voted to approve the bond) roster, and asked if it has been done. Mr. Festavan said staff is taking care of this. Mrs. Pugh referenced the construction project at Southern Hills and asked if board members' names who voted at this time would be used or the names of board members who voted on the bond. Mr. Festavan said board members' names that voted for approval of the project would be used.

**Resolution in Support of the ABC&D to Read Program (Powell).** Mr. Powell informed board members that he would have a resolution for the mailout that basically states the board's support of the ABC&D to Read program which would not cost the school board any money. The program will enable dictionaries to be donated to every third grader in Caddo Parish. The president asked Mr. Powell if this is an item that could be put on the consent agenda. Mr. Powell said he would get the resolution in the mail and perhaps it could be added to the consent agenda at the meeting.

**Consideration of Lease/Purchase Agreement for a New Elementary School in the CPSB's Approved Southeast Attendance Zone (Milam).** The superintendent said the board authorized him to consult with the real estate developer to review the proposed elementary school facility

design at its last meeting. He reported that he has met with Johnson Ramsey and he is prepared to make a presentation regarding the proposed facility as well as the financials. The superintendent also stated that he and staff have reviewed the floor plan of the project and he affirmed that as proposed, the school would meet the needs of the educational program for an elementary school serving the neighborhood of 500-525 students. Mr. Ramsey expressed appreciation for the board's attention and in an effort to help demonstrate the crisis coming in elementary education, as far as facilities go in south and southeast Shreveport, he capsulized plans for the proposed school as initially presented six weeks ago. Mr. Ramsey presented the economics of a private/public partnership to develop a new school on Norris Ferry Road, which would relieve overcrowding at University Elementary and increase public school enrollment. He gave a narrative of the proposed plan and board members were given a printed document outlining the amenities for the proposed school, educational space allocations, lease terms and warranties extended, obligations of the CPSB, obligations of the developer and purchase options for Norris Ferry Elementary School. A copy of the document is filed in the superintendent's office.

Mrs. Armstrong asked if the classrooms in the proposed new school would have individual air conditioning control systems. Mr. Ramsey said the HVA system has not been designed at this time. Mrs. Armstrong encouraged Mr. Ramsey to include a sink in every classroom in the proposed plan and to share the proposed plan with classroom teachers before progressing.

Mrs. Pugh inquired about the design of the cafetorium and the inclusion of basketball goals. Mr. Ramsey said the design is for a multipurpose room and this is the basketball area as well as an assembly area. He said this area and the cafeteria are two different spaces. Mrs. Pugh asked what is the seating capacity of the cafetorium in that the tables would be mounted in the walls. Mr. Ramsey said he could provide the dimension of the room and he asked Steve White, director of Capital Projects and New Construction, if he could determine the number of occupants from that figure. Mr. White said if the square footage area of the facility is provided, staff could work up the seating capacity. Mrs. Pugh asked what type of kitchen equipment would be used and suggested staff could assist in this area. Mr. Ramsey said this is one area that a budget figure has been assigned without specifications for equipment. Mrs. Pugh said there is something federally legal about what the school board does when it renovates and upgrades equipment and this needs to be considered.

Mrs. Hardy asked about the timeline for the board to make a decision about this project. Mr. Ramsey said he would like to have a decision from the board at its next vote. He asked when could the board make its decision, if this is not possible. Mr. Burton said he would not be prepared to make a decision by the board's next meeting, there are too many unanswered questions, and it's important to get input from the community. He encouraged board members to examine the plan carefully and scrutinize it enough to make an intelligent decision based on their being good stewards of the school board's funds. Mrs. Armstrong asked about provisions for a library in the plan. Mr. Ramsey said the media room and library is the same.

Mr. Powell asked Mr. Ramsey if he is looking at doing this project on a non-profit basis under the tax-exempt bond. Mr. Ramsey said that is one alternative and there is another program coming out called the *private/public partnership agreement* where a private entity can issue tax-free bonds. He said Congress enacted this program on January 1, 2002 allowing private entities to issue bonds if it's going for school construction. Mr. Powell noted that Mr. Ramsey said he was trying to provide the CPSB with the lowest rate, and he asked if he was seeking to have any profit built into this project for his company. Mr. Ramsey said the monthly rate would retire the bonds. For clarity and public information, Mr. Powell asked Mr. Ramsey if he is doing this project for profit; that there is no profit built into or for LLC. Mr. Ramsey said there is profit for building the school and for the LLC. He said if the project goes to a non-profit entity, then it would not be. Mr. Powell asked when would a decision be made as to whether it would be for profit or not for profit. Mr. Ramsey said there are developer fees in the project and once the project is finished, if it is owned by a non-profit corporation there would be no profit in it from that point on – long term there would be no profit. He further noted that the general contractor, design builder, owner will make profit just as any general contractor would make building a project. But, any architectural firm would make a profit when they do plans for the board. Mr. Powell asked if they don't go the non-profit route and go the other route then there would be profit built into the lease. Mr. Ramsey said *no sir*. Mr. Powell said Mr. Ramsey noted that there were two ways to go. One way was nonprofit and that would dictate from that point forward there would not be any profit which would be in essence that

benefit would go to the CPSB and its ability at some point to have a reduced rate or to buy it. He asked Mr. Ramsey if this is correct and Mr. Ramsey said *yes sir*. Mr. Powell asked if the CPSB would really be getting this school at the lowest cost through this mechanism. Mr. Ramsey recognized his accountant who said whether it is for profit or nonprofit the final result is the same in that the project will be financed with tax-exempt bonds. The purpose of using the tax-exempt bonds to finance is so that the school board could get the lowest or best financing it can so that it could get the cost as low as possible. More discussion ensued on the cost for this proposed mechanism (this proposal) to the school system versus some other type of competitive process.

Mr. Brooks inquired about the student ratio for the proposed new elementary school. The superintendent reported that the projection today based on the existing students would indicate a 51.5% white, 4.6% other race, and 43.9% black. Mr. Burton asked to what degree would building the proposed school affect the land value of the housing developments in that area. Mr. Ramsey said it is his opinion that they would fall down the same avenue as discussion and determination, but he doesn't believe that it would positively affect the value of lots that he sells. He said he would probably be able to sell his lots at a more rapid rate, which does increase the value. Mr. Ramsey said the cost of his lots would not go from \$35,000 to \$45,000 because the school is there. He said the school is a big enough asset to get some people to go ahead and make the move when looking at their young children. Mr. Burton asked if there is a profit incentive for the land development of homes that perhaps could be applied to reducing the lease agreement. Mr. Burton said he is looking at an expense to the CPSB of almost \$800,000 per year for 20 years, and he asked to what degree is this going to disturb other priorities. The superintendent said funds for this project would come from the General Fund and there are a lot of needs in the district, *i.e. Capital Improvements*. He said resources are not sufficient to meet all of the needs and there is capacity coming up in the future through renewals that would generate more revenues. Furthermore, bond issues are coming due over the next several years that without raising taxes the CPSB would be able to generate more revenues to put into other projects. He said from his perspective two critical things have emerged: (1) two elementary schools (University and Southern Hills) are enrolled twice as much for which the buildings are constructed, and (2) there are 2,300 new homes that are in some stage of construction now in that geographical area with 1,500 other planned homes for the area. The superintendent said there are scores of parents who are sending their children to private school from that area and the public school system is losing state aid. He said the problem will grow more acute every year, it will be more costly every year, and the problem will not go away. The superintendent said there are a lot of competing needs; money has been invested programmatically in other areas; every district has received significant infusion of money; but, this district has not and it is the most intensive growth area in the parish. Mr. Burton said there is a need and he asked if the same effort would be developed concerning needs that have existed for several years, *i.e. schools being air-conditioned, painting needs, etc.* He encouraged the board and staff to have the same type of initiative and enthusiasm to develop the projects that have been on the sideline for many years, as is apparent for the construction of a new elementary school. The superintendent said he has no disagreement with Mr. Burton's comments and said that is why staff requested authorization to apply for the QZAB (Qualified Zone Academy Bond) bond money for \$3.5 million and no interest rate. He said those funds are being used to do the very projects that Mr. Burton referenced. Furthermore, he would be coming to the board shortly to ask it to look at renewals in an effort to generate millions of dollars to roll back into the building needs of projects that have not been addressed. The superintendent said if the board chose not to go forward with the project at this time, the project (construction cost and interest rate) would cost an estimated 20% more.

Mr. Milam said good points have been made about priorities in other schools and in 1997 the bond issue passed and the board was able to accelerate air-conditioning projects in the schools. He said a lot of progress was made and there will always be needs, but if you have a lot of children then you have to have a school for them. Mr. Milam said classroom wings could be added to nearby schools, but then the number of children increase and the cafeteria is not able to handle the increase unless you start serving breakfast at 5 a.m. and lunch at 9:30 a.m. Furthermore, the auditorium becomes inadequate. Mr. Milam encouraged board members to visit University Elementary when school starts and ends to see the school's overcrowded state. He said there just isn't any more room at University and it's common sense to provide room for the children who are coming into the area. Mr. Milam inquired about the interest rate (5.25percent) that Mr. Ramsey plugged in based on the proposed \$65,000 a month lease. Mr. Milam said when the board put bonds out, if people are interested in tax-exempt bonds, they are willing to take a lower interest rate.

Mr. Mims asked Mr. Ramsey how would children in district six fit into the realm of the scheme, the class system, that is going on in the proposed geographical area at this time. Mr. Ramsey said he is not proposing the construction of a private school; it would be a public school. He said personally the children would fit very well in the scheme, they are currently attending University and they would blend with the other children.

Mr. Powell asked the superintendent to compare the layout of this school to other elementary schools. The superintendent said the proposed layout is fairly comparable in terms of space and programs. Mr. Powell asked if staff has had an opportunity to look at the two proposed monthly lease payments (\$65,000 or \$73,000) and asked if staff feels that this number is high or low, or if it needs alterations. The superintendent said he is seeing the numbers at the same time as board members – staff has not had a chance to look at the numbers. Mr. Powell asked the superintendent how long does he think it would take to do an analysis. The superintendent said staff could run some simulations by the end of the week and no later than over the weekend. He said it would be staff's best estimate versus the board's best estimate. Mr. Powell said the board needs some assurance as to the viability of the numbers. He also asked about the amount of bonds that are up for renewal. The superintendent said there are a number of renewals that are due in the calendar year 2003 and the total looks like retiring over \$25 million. Mr. Powell said he is interested in renewals that deal with funds for capital projects. Ben Wreyford, director of finance, said there are two millage renewals that are in the multimillion dollars and the 2003-assessment year would be the final year of those ten-year plans. He said the dollar amount is in the range of \$20 million. Mr. Powell asked if any part of the renewal is money that is projected for a continuing need. Mr. Wreyford said all of the funds are used annually for building budgets. The superintendent said the board has renewal capacity for retiring debt services.

**Update on CPSB Construction Projects.** The superintendent said a status report on the construction projects would be sent to board members.

#### **ADDITIONS TO THE AGENDA**

**Legal Services Transition.** Mr. Powell asked that an item be added to the agenda for the new board counsel to report to the board on the status of the legal service transition. The president asked Mr. Powell if he is asking the new board counsel to be detailed on files, *etc.* Mr. Powell said he just wants legal counsel to talk about if the transition is complete and if there are issues that the CPSB needs to address. He said if any of those items necessitates that the CPSB needs to go into executive session, then it should be clearly indicated on the agenda for that purpose.

**Supplemental Reading List.** Mr. Powell asked the superintendent to make a recommendation on the supplemental reading list.

**Staffing at Broadmoor Middle Laboratory School.** Under the superintendent's report on the agenda, Mr. Powell asked the superintendent to report to the board on the projected staffing and the impact on course offering at Broadmoor Middle Laboratory.

**Safe Bus Program.** Mr. Powell said he would understand if the superintendent needs more time to prepare a report, but under the superintendent's report on the agenda, he asked the superintendent to provide him with a historical report on the bus safety program that the board instituted some years ago. He asked if staff is continuing to utilize the program, are calls being received, and if there are reductions in the number of calls and complaints since the program was implemented. Mrs. Armstrong asked staff to also determine if there is a difference in the number of calls received when it was easy to call the *1-800-Safe Bus* number as compared to calling the jumble of numbers that is on the back of buses now.

**Consent Agenda.** The president recommended that items 10, 11, 12-17, 19-24 and 26 be categorized as consent agenda. *Mr. Burton moved, seconded by Mrs. Armstrong, that the consent agenda as well as the proposed agenda for the April 16 meeting be accepted. Vote on the motion carried unanimously.*

The president said this is a short week. In an effort to save paper and because of the timeframe, he asked board members to please save the information that they have already received in the mailout



packets. He said the only additional mailout that board members would receive would be bid updates and updates to material that they have already received. Mrs. Armstrong said this practice should be implemented every time. The superintendent said staff is beginning the process of providing board members with a disc with the agenda and backup materials instead of a mailout packet. He asked board members to let staff know who would like to work with this system. Mrs. Pugh asked staff to continue providing her with the mailout packet.

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

The president polled the audience for input on the proposed agenda for the April 16, 2002 regular school board meeting.

Melissa Bolton, parent of two students who are presently enrolled in a private school, thanked the board for listening to the presentation on the proposed new elementary school. She spoke in support of the construction of a new elementary school that could accommodate the children in the southeast area.

**Congratulations.** The president recognized and congratulated Eursla D. Hardy, who was officially elected on Saturday, April 6, 2002, to serve on the CPSB representing District Two. The president said Mrs. Hardy would be officially sworn in after her commission is received from the Secretary of State.

**Magna Award.** Mr. Burton congratulated the winners of the Magna Award. He said the Caddo Parish School System, superintendent, and staff are to be commended for implementing innovative programs.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment. Mrs. Armstrong seconded the motion, which carried unanimously,* and the meeting adjourned at approximately 8:16 p.m.

**April 16, 2002**

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 Tuesday, April 16, 2002, with President Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Robert E. Schiller, Ed.D., secretary, and Reginald Abrams, legal counsel. Mrs. Wright gave the invocation and led the Pledge of Allegiance. *The River Cities Jubilee*, a men's barbershop chorus, sang the National Anthem.

#### **ADMINISTER THE OATH OF OFFICE TO CPSB REPRESENTATIVE FOR DISTRICT TWO**

The president announced that an election was recently held involving the CPSB and District Two to replace the late Johnny Vance, Jr. Legal counsel administered the oath of office to Eursla Dickerson Hardy who was officially elected to represent District Two on the CPSB. Mrs. Hardy thanked the voters and others who contributed to her campaign.

#### **CONSIDERATION OF MINUTES OF THE MARCH 19, 2002 CPSB MEETING**

*Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the March 19, 2002 CPSB meeting. Vote on the motion carried unanimously.*

#### **PUBLIC HEARING – CPSB REVISED STUDENT DISCIPLINE POLICY**

The president declared the public hearing open for input on the school board's revised student discipline policy JG. No one came forward to speak and 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 revisions to the proposed agenda. The following items were postponed: "*Booker T. Washington Gymnasium Renovation Project*" (Burton) and "*Superintendent's Report – Projected Staffing and the Impact on Course Offerings at Broadmoor Middle Laboratory School*" (Powell).

#### **SPECIAL PRESENTATION/RECOGNITION(S)**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions. The president and superintendent greeted and presented each honoree with a certificate of recognition for their outstanding accomplishment. Parents, school administrators, and other guests of the honorees were also recognized.

**Region I Science and Engineering Fair Winners.** Caddo winners from various schools participated March 15 in the Region I Science & Engineering Fair sponsored by Bossier Parish Community College and Kilpatrick's Rose-Neath Funeral Home, Inc. Science supervisors Patsy Latin, Dr. Dominic Salinas, and Jack Freeman report that in the elementary, middle, and high school divisions, Caddo students represented 46% of all winners in the five-parish region. Caddo Parish also received the majority (44%) of all Grand Prize Sweepstakes awards. Students comprising the sweepstakes teams are from Judson, Herndon, Caddo Middle Magnet and Caddo Magnet High and team members are: (1) *Judson Fundamental Elementary* (first place in the Elementary Division Sweepstakes and overall team trophy for the District Fair for the 7<sup>th</sup> time in the last 10 years) - LaDawn Penigar (Chemistry), Joey Rossum (Zoology), Brandon Trainor (Biochemistry), Reginald Mills (Physics), Trey Wilson (Engineering group) and Ephraim Fields (Engineering group). The school's principal is Sandra Denmark, and teachers are Julia Rodriguez and David Larmar.

(2) *Herndon Magnet School* (Grand Sweepstakes winner and third place State's Sweepstakes Award) – Emily Smith (Chemistry), Austin LeMoine (Physics), and Clint Crowson (Botany). Cooper Knecht is the principal at Herndon and Renae Pullen and Kim Whetstone are the science teachers. (3) *Caddo Middle Magnet* (Second place overall in regional, first place overall in State) – Matthew Wallace (Behavioral Science - first place overall and recipient of \$300 savings bond at Regional), Michael Wren (Botany – third place overall winner and recipient of a \$150 savings bond), Kevin Wilkes (Chemistry – first place at Regional and recipient of \$100 savings bond); William Hock (Zoology), Neal Blackman (Computer Science) and Michael Kovalsky (Physics). Kay Robinson is the principal at the school, Pat Haynie is the science department chairman, and teachers are Chris Dunn, David Anderson, Jan Graff, Jean Pomeroy, Valerie Roth, Amy Hall and Nancy Brown. (4) *Caddo Magnet High* (Regional and State first place Grand Sweepstakes Winners) – Rebecca McGaha (first place overall winner), Aman Jain (second place overall winner), Stephen Goebel (Chemistry), Vikram Agarwal (Behavioral Sciences), Douglas Mata (Behavioral Sciences), Nicole Walker (Zoology), Andrew Abreo (Botany), Jeffrey Planchard (Earth and Space), Jonathan Zweig (Mathematics), Gelin Ye (Physics) and Rebecca Phillips (Behavioral Sciences). Mary Rounds is the school's principal and Cheryl Thomas and Kris Clements are the science teachers.

**Presidential Award for Math and Science Teaching.** Lititia Hoaas, fifth grade science teacher at Riverside Elementary School has been awarded the Presidential Award for Math and Science Teaching for the state of Louisiana. She received a trip to Washington D. C., a cash prize, and attended a special ceremony in honor of award recipients throughout the United States. Mrs. Hoass' state award was \$750 and her national award yields \$7,500 for the school. Dr. James Gillespie is principal at Riverside.

**Washington Mutual's "Give Teachers a High Five" Contest Winner.** Valorie Maniscalco, seventh grade math teacher at Broadmoor Middle Laboratory School, is the national winner in the contest. Brittney Lawrason, seventh grade student, nominated Ms. Maniscalco because of her commitment and concern for students. She received \$1,000 award to be used for professional development. In addition, the school received \$1,000 to use for professional development of the staff. Dr. Susan Shofner is the school's principal.

**The American School Board Journal Magna Award.** The CPSB is recipient of *The American School Board Journal* Magna Award. The superintendent announced that the National School Boards Association (NSBA) has recognized the CPSB as one of 15 school systems having an exemplary program. Caddo is the only school system in the nation that is recognized for its goal setting and accountability. A video presentation, narrated by KTBS television educational reporter Gwen Campbell, was shown highlighting excerpts of the winning report and the awards ceremony that was recently held in New Orleans, Louisiana. The award was on display in the boardroom. The superintendent acknowledged and thanked Burnadine Moss Anderson for having the idea to nominate the school system for this award and for working through the process and coordinating the activities that led to this recognition. He also thanked KTBS (Channel 3 TV) for its support in organizing this project.

**Recess.** The president called for a five-minute break at approximately 5:07 p.m. The board reconvened its meeting at approximately 5:19 p.m.

## VISITORS

Phillip Maxfield, representing the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc., said it was an honor for the chorus to sing the National Anthem at today's school board meeting. He informed the board of the society's mission to "Teach the Children to Sing." He said they wish to be a partner with school boards in the area, and he informed the board of plans for a two-day clinic next spring that is designed to teach males the essence of barber shop singing.

James Pannell, president of the local chapter of NAACP, spoke in opposition to the proposed construction of a new elementary school. He asked board members to not attempt to circumvent voters' desires by taking matters out of their hands. Mr. Pannell also thanked Mr. Burton and Ed Hearron, Area II Executive Director, for their timely and helpful intervention and assistance in

resolving an issue that was brought to his attention regarding cheerleading practices at C. E. Byrd High School.

John Settle, citizen, referenced the proposed construction of the Norris Ferry Elementary School and spoke to the issues: (1) need that was addressed in the 1997 bond issue; (2) facts that the board should consider and make a part of public record; and (3) impact of signing a 20-year lease to be paid out of the General Fund. Mr. Settle questioned the start-up/operation cost, *i.e.* furniture for students/staff, office equipment, flag for flag pole, maintenance, *etc.* and its impact on the rest of the budget. He also questioned the method of construction *i.e.*, private entity, RFPs, *etc.*

Jackie Lansdale, president of Caddo Federation of Teachers/Support Personnel (CFT/SP), spoke to issues that are concerning to the CFT/SP, *i.e.* staffing at school sites for 2002-03; site-based administrators' strict adherence to board policy/procedures as it relates to school-based reduction in force; integrity of the staffing program – diversity of staffing population (ethnicity, gender, age); recognition of contributions made by paraprofessionals' and the need to increase their pay; and the need to bring teachers' salaries up to the national average, *etc.*

Priscilla Savannah, president of Caddo Association of Educators (CAE), asked the board and staff to make sure that principals consistently follow school board policy/procedures relative to reduction of staff at school sites. She said CAE encourages board members to start looking at the budget for pay raises for employees.

#### **CONFIRM THE CONSENT AGENDA**

The president reviewed the revised agenda. *Mr. Burton moved, seconded by Mr. Powell, approval of the consent agenda. Vote on the motion carried unanimously.* The superintendent summarized the board's action and the following items were categorized as consent agenda.

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

**Personnel Recommendation(s).** The superintendent recommended that Scott Abernathy be appointed head football coach at Southwood High School and Marcus Hampton was appointed custodial supervisor in the Maintenance Department. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. The superintendent recognized John Dilworth, chief operating officer, and Ron Festavan, assistant superintendent/support services officer who formally recognized and introduced Mr. Abernathy and Mr. Hampton respectively.

Mr. Festavan recognized Woody Wilson, director of maintenance, whose last day of employment with the Caddo Parish School System is tomorrow, Wednesday, April 17, 2002. He applauded Mr. Wilson for his talents *i.e. people skills*, and wished him well in his new endeavor with the Parish Commission. The superintendent applauded Woody for the dimension that he brought to the school system and for the things that he provided for the schools and district, in any capacity called upon. He said his leaving is to the Commission's benefit.

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

Sabbatical/Study, Fall Semester SY2002-2003

Kevin G. Hunter, Teacher, Southwood High School

Sabbatical/Study, Fall and Spring Semesters, SY2002-2003

Elizabeth L. Nelson, Teacher, C. E. Byrd High School

Catastrophic Medical Leave, 30 Days Beginning April 16, 2002

James M. Parker, Jr., Teacher, Cherokee Park Elementary

Catastrophic Medical Leave, 30 Days Beginning May 6, 2002

Connie Pope, Teacher, Summer Grove Elementary

Leave Without Pay, Fall and Spring Semesters SY2002-2003

Pamela Robinson, Teacher, South Highlands Elementary Magnet

Leave Without Pay, March 11, 2002 – October 1, 2002

Valarie L. Boston, Bus Driver Attendant, Transportation Department

Leave Without Pay, March 20, 2002 – April 19, 2002

Raymond Smith, Painter, Maintenance Department

Extended Sick Leave, February 22, 2002 – April 19, 2002

Deborah Ann Hinton, Bus Driver, Transportation Department

Extended Sick Leave, April 12, 2002 – May 27, 2002

Judy L. Byrd, Bus Driver, Transportation Department

Leave Without Pay, March 8, 2002 – March 9, 2002

Kilby L. Moham, Paraprofessional, Green Oaks High School

Leave Without Pay, April 12, 2002 – April 14, 2002

Kilby L. Moham, Paraprofessional, Green Oaks High School

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** None were presented.

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

**Approval of Bids.** Staff recommended approval of: (1) the bid of Intermediate Technologies for Smart Boards totaling \$32,940 as indicated on the bid tabulation sheet; (2) the bid of School Aids for book collections totaling \$14,062.10 as indicated on the bid tabulation sheet; (3) the bid of EBSCO Publishing for On-Line Research Systems totaling \$50,200 as indicated on the bid tabulation sheet; (4) the bid of CAF Enterprises totaling \$17,105; Moser corporation totaling \$11,200, and School Specialty totaling \$17,515.77 for science lab furniture as indicated on the bid tabulation sheet; (5) the bids of The Band House totaling \$55,299; Ideal Music totaling \$15,760.80; Lafayette Music totaling \$5,349; Lone Star totaling \$869.95; Musician's Planet totaling \$16,279; National Education totaling \$54,352.67; West Manor totaling \$16,464; and Woodwind/Brasswind totaling \$8,020 for musical instruments as indicated on the bid tabulation sheet; and (6) the bid of Imagemax, Inc. totaling \$133,133.20 for document scanning for personnel as indicated on the bid tabulation sheet.

**Request for Proposal – Document Scanning for Personnel.** Staff recommended that Request for Proposals – Document Scanning for Personnel be charged to 2001-02 General Fund. The estimated expenditure is \$120,000.

**Authorization to Hold Annual Surplus Vehicle Auction.** Staff was authorized to hold the school board's annual auction for the sale of surplus used vehicles on June 8, 2002.

**Approval of Bids (Construction and Capital Projects).** Staff recommended that: (1) Project 2001-106, classroom wing addition at Shreve Island be awarded to Moncla Construction Company for the sum total of \$1,347,000; (2) Project 2002-103, roof renovations at Vivian Elementary/Middle School be awarded to Grosjean Contractors for the sum total of \$112,500; (3) Project 2003-211, Werner Park Roofing, Phase I, be awarded to Terry's Roofing for the sum total of \$264,900; (4) Project 2002-215, Title IX Improvements (Ridgewood), be awarded to Ultimate Systems Design for the sum total of \$69,985; (5) Project 2003-212, Summer Grove Roof A-Wing, be awarded to Atlas Roofing Systems, Inc. for the sum total of \$68,800; (6) Project 2002-235 and 2003-204, Fairfield Elementary School, Phase I and II, be awarded to Ultimate Systems Design for the sum total of \$140,466; (7) Project 2003-302Q, cafeteria kitchen air conditioning at Fair Park, be awarded to Payne Company for the sum total of \$636,000; (8) Project 2003-304Q, cafeteria kitchen air conditioning at Claiborne and Hollywood, be awarded to Republic Contractors for the sum total of \$368,800; (9) Project 2003-309, replace main water lines at Ingersoll and Woodlawn, be awarded to Republic Contractors for the sum total of \$117,800; (10) Project 2003-311, Electrical Upgrade for Technology at Captain Shreve, be awarded to Saddler Electric for the sum total of \$58,733; and (11) Project 2003-312, Electrical Upgrade for Technology at Southwood, be awarded to McNeer Electric for the sum total of \$140,000.

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

**Approval of Advanced Budget (2002-2003) to Purchase School Buses.** Staff recommended approval of \$1,000,000 from the 2002-03 General Fund Budget for the purchase of buses as included in the mailout. Staff believes it would be wise to place orders for buses at this time rather than waiting until the 2002-03 year. This schedule would result in new buses being delivered in the fall of 2002.

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

**Approval of the Advanced Budget (2002-2003) for Teachers' Signing Incentives.** Staff recommended approval of \$150,000.00 from the 2002-03 General Fund Budget for the signing incentive opportunities for recruitment of new certified teachers as outlined in the mailout. For FY2001-02, this program was instrumental in the reduction of non-certified teachers throughout Caddo schools. Certified elementary new hires will receive a \$1,200 signing incentive if agreeing to be employed at Atkins, Barret, Caddo Heights, Central, Cherokee Park, Ingersoll, Lakeshore, Oak Park, Queensborough, Sunset Acres or Werner Park. Middle and secondary new hires in the areas of math, science, music or foreign language will receive a \$1,200 signing incentive and may earn an additional \$1,000 if they agree to be employed at one of the following middle schools: Bethune Middle, Caddo Middle Career and Technology Center, J. S. Clark Middle, Linear Middle or Linwood Middle; or one of the following high schools – Fair Park High, Green Oaks High, North Caddo High, Booker T. Washington High or Woodlawn High. Special Education new hires will receive a signing incentive of \$1,200. If the applicant agrees to be employed at one of the above named elementary schools, they may receive an additional \$1,000. If an applicant agrees to be employed at one of the above-named middle schools, they may receive an additional \$1,000. A commitment must be made to the same school for a period of at least two years and the date of hire may contribute to adjustments in the above incentives.

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

**Approval of Request for Bus Transportation for the Arc of Caddo-Bossier (CBARC) Summer Program.** Staff recommended that the request for bus transportation (one wheelchair accessible bus) for students participating in the Arc of Caddo-Bossier (CBARC) Summer Program be approved as submitted in the mailout. The summer program is an extension of CBARC's adaptive physical education curriculum for disabled students.

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

**Approval of Request for Bus Transportation for LSU-S LaPREP Field Trips.** Staff recommended that the request for bus transportation for LSU-S LaPrep field trips be approved as submitted in the mailout. LaPREP is an enrichment program in the mathematical sciences held on the LSU-Shreveport campus.

**Agenda Item No. 17**

**Approval of Facility Usage Agreement for the Youth Enrichment Program Summer Camp.**

Staff recommended that the facility usage agreement for the Youth Enrichment Program Summer Camp be approved as included in the mailout. The agreement provides for use of Barret Elementary and Queensborough Elementary.

**Agenda Item No. 18**

**Approval of Facility Usage Agreement for the Youth Enrichment Program 2002-2003 School Year.**

Staff recommended that the facility usage agreement for the 2002-2003 Youth Enrichment Program (YEP) be approved as submitted in the mailout. The new agreement dates are August 12, 2002 through May 21, 2003, and it provides for continuation of the YEP after-school program.

**Agenda Item No. 19**

**Approval of Proposed Modifications to CPSB Student Discipline Policy JG.**

Staff along with the Discipline Review Committee recommended approval of the proposed modifications to the CPSB student discipline policy JG for SY2002-2003 as submitted in the mailout. Copies of the revised policy will be sent to school principals for distribution, the policy will be added to the CPSB web site at [www.caddo.k12.la.us](http://www.caddo.k12.la.us), a copy is filed in the official papers of the board, and a copy might be secured from the Child Welfare and Attendance Department (central office location).

**Agenda Item No. 20**

**Adoption of K-5 English Language Arts Textbooks.**

Staff recommended that the CPSB adopt McGraw Hill Language 2001 and Harcourt Language Arts 2002 for grades K-5 as also recommended by the English Language Arts Textbook Review Committee and included in the mailout. It was further recommended that schools using Direct Instruction be permitted to select the textbook that best meets their needs.

**Agenda Item No. 21**

**Adoption of Grades 6-8 English Language Arts Textbooks.**

Staff and the Grades 6-8 English Language Textbook Review Committee recommended that the CPSB adopt Language Network with Interactive Reader, McDougal Littell 2001, grades 6-8 English Language Arts textbooks as included in the mailout. It was further recommended that the superintendent, or designee, be authorized to negotiate the terms with the publisher's representative.

**Agenda Item No. 22**

**Approval of GEE 21 Remediation Program Budget.**

Staff recommended that the CPSB approve the GEE 21 Remediation budget for incorporation into the LEAP for fiscal year 2001-02. This is a new program designed to assist students who have been unsuccessful on the new GEE 21 in English language arts and mathematics. The budget total is \$223,172.00.

**Agenda Item No. 23**

**Approval of Even Start Family Literacy Program Grant 2002-2003.**

Staff recommended approval of the Even Start Family Literacy Program Grant 2002-2003 application as submitted in the mailout. The Even Start Family Literacy Program services are provided by Eighty-First Street Early Childhood Education Center in a collaborative community/school partnership with the Caddo Community Action Agency Head Start Program. Staff anticipates approximate funding in the amount of \$135,000.00 and funding comes to the district through the Louisiana Department of Education.

**Agenda Item No. 24**

**Consideration of Calendar Change 2002-2003 SY.**

Staff recommended approval of the proposed calendar change for SY2002-2003 as submitted in the mailout. Staff received a request from the

Louisiana State Fair administrator to change the date of the teacher inservice from October 14 to October 18. The Calendar Committee reviewed the request, along with administrators, and agrees it would be beneficial.

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

**Approval of Revised CPSB Policies.** Staff recommended approval of the revised CPSB policies as submitted in the mailout. Legal counsel reviewed the policies, and they are:

AA	School District Legal Status (Creation of Parishwide District)
AFD	Evaluation of Support Staff
BBBA	Board Member Qualifications
BHD	Board Member Travel Compensation and Expenses
DBH	Budget Adoption Procedures
DBJ	Budget Implementation (Budget Information on Proposals)
DIA	Accounting System (Fiscal Accounting and Reporting)
DID	Inventories
DLC	Expense Reimbursement (Travel of Rural School Teachers)
EBCD-R	Emergency Closing of School
ECAB	Vandalism
EEA	Student Transportation Services (Magnet School Students – Eligibility for Transportation)
EEA	Student Transportation Services (Majority to Minority Transfer Students – Eligibility for Transportation)
EEA	Student Transportation Services
EEA	Student Transportation Services (School Away From School Students – Eligibility for Transportation)
EEAC	School Bus Safety Program
EEACA	Bus Driver Examination Certification and Training
EEAD	Special Use of School Buses (Field Trips and Special Groups)
EEAD	Special Use of School Buses (Outside Organizations)
FEB	Selection of Architect (Selection of Architect Policy and Procedures)
FEF	Construction Contracts Bidding and Awards (Minority Contractor Policy)
GCBB	Professional Staff Supplementary Pay Plans (Compensation for Teachers Receiving National Certification)
GCBC	Professional Staff Fringe Benefits (Employer’s Teacher Retirement Contributions)
ICA	Annual School Calendar

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

**Booker T. Washington Gymnasium Renovation Project (Burton).** At the request of Mr. Burton, this item was postponed.

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

**Consideration of Allocation of Funds for Signage Dedicating School Facilities (Thibodeaux).** The board approved Mr. Thibodeaux’s motion that the CPSB would provide up to \$500.00 for signage dedicating school facilities that have been renamed per the action of the board. This motion would cover those dedications made in 2001.

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

**Resolution in Support of the ABC&D to Read Program.** Mr. Powell recommended approval of the resolution in support of the ABC&D to Read program as submitted in the mailout.

### **Resolution of Support and Appreciation**

BE IT HEREBY RESOLVED that the CPSB does commend and recognize the efforts of Marshall Graham, Home & Office Storage in its development and implementation of the “ABC&D to Read” program:



Further, that the CPSB does accept the donation of student dictionaries for third graders to be donated under and through the “ABC&D to Read” program; and

Further, that the CPSB states its appreciation for the efforts to help children in Caddo Parish to learn to read through the “ABC&D to Read” program.

**CONSIDERATION OF A LEASE/PURCHASE AGREEMENT FOR A NEW ELEMENTARY SCHOOL IN THE CPSB’S APPROVED SOUTHEAST ATTENDANCE ZONE (Milam)**

Mr. Milam said additional time is needed to review the contract and he requested that this item be postponed until next week. *Mr. Milam moved, seconded by Mr. Thibodeaux, to postpone this item until April 23, 2002.* Mr. Powell said he has a conflict with the proposed date for the meeting. He said he understands the need for more time and he previously requested an analysis from staff because he needed some assurance as to what the board is considering. Mr. Powell again requested the analysis and a copy of the lease/purchase agreement that Mr. Ramsey submitted. He asked when he could expect to get a copy of any proposal that Johnson Ramsey has made and when would he be able to get the analysis that he requested from staff. The president said he understands that Mr. Ramsey has sent a proposal directly to the board’s counsel for review and counsel has met with the real estate attorney. He asked legal counsel when could the board expect to receive the information. Legal counsel said the actual proposal could be seen by a board member whenever he/she is ready to see it but it would take all of the time before the next meeting in order to get a final document that would protect the school board. The president asked legal counsel to provide board members with a copy of the document this afternoon. The superintendent said the analysis draft has been completed and it will be reviewed tomorrow. It should be ready for the board either late Wednesday or first thing Thursday. Mr. Powell asked staff to provide him with the information before the next scheduled meeting. He asked Mr. Milam if he would consider April 24<sup>th</sup> or 25<sup>th</sup> as a viable date for the meeting. The president said the superintendent will be out of town on the 25<sup>th</sup> and 26<sup>th</sup>. Mr. Powell asked Mr. Milam to consider April 24<sup>th</sup> and Mr. Milam said he has no problem with the suggested date. *Mr. Powell moved, seconded by Mr. Burton and Mr. Thibodeaux, to amend the motion to replace the 23<sup>rd</sup> with the 24<sup>th</sup>.* Mr. Powell said he did not include a time in the motion and asked Mr. Milam if he has a suggestion. Mr. Milam deferred to the president who suggested 4:00 p.m. Dr. Hitchcock suggested that the meeting should be held at 4:30 p.m. Mr. Mims reminded board members that he had requested that the board receive a document from bond counsel stating whether this proposal would affect the school board’s bond rating. He again requested the superintendent and/or legal counsel to provide the board with a letter from bond counsel. The president said information on the request was sent to board members and he would get him a copy. *Vote on the amendment carried unanimously.*

Mr. Thibodeaux asked the superintendent to give board members some idea of the type of time frame that would be involved if the board sent out for a RFP; what type of delay this would cause. Noting the wording of the agenda item (*Consideration of a Lease/Purchase Agreement for a New Elementary School in the CPSB’s Approved Southeast Attendance Zone*), Mr. Powell asked if the discussion at the special meeting is going to be limited to the topic or would it include other issues such as RFPs, etc. The president said if there are other items that board members want to put on the agenda, they have 24-hours in the way of publicizing. He said the superintendent had suggested including a budget workshop. Mr. Powell clarified and said his question is whether the board is going to consider anything else other than the item as listed on the agenda. He asked if board members would be able to add an item to the agenda, if they wanted to. The president answered *yes*.

Mrs. Pugh said she does not believe that a budget work session should be included in the special called meeting, and she believes that all questions that have been asked regarding the proposal should come to the table, *i.e.* letter from the bond counsel (on bond counsel’s stationery), etc. The superintendent said the only reason the budget work session issue was raised is because a budget workshop was already on the schedule for that week. Mrs. Pugh said the budget work session should remain separate. The superintendent said staff could roll the budget work session forward. The superintendent suggested April 30<sup>th</sup> for the budget work session. Mrs. Pugh asked how many budget work sessions are scheduled, and the superintendent said *two*. The president said this issue would be discussed under *Announcements and Requests*.

Mrs. Armstrong said if the board is going to have a postponement and a special meeting on the proposed new school, then it needs to be broad based so that all options and issues could be examined *i.e.* funding, affects on bonding, etc. The president said Mrs. Armstrong's recommendation is not a part of Mr. Milam's motion. *Mr. Milam clarified the motion and said "Consideration of a new elementary school in the CPSB's approved southeast attendance zone"* would be the subject for the agenda. Mr. Powell said if Mr. Milam needs a motion, and Mr. Milam said it is a substitute motion for the 24<sup>th</sup>. *Mr. Powell seconded Mr. Milam's substitute motion.* Mr. Burton said in regard to *Robert's Rules of Order*, whatever it takes concerning this new elementary school, consideration of the questions could be discussed, the board just can't go out of the boundary. He said how the proposed new school affects the bond issues could be discussed as well as RFPs. Mr. Burton said budget matters could not be discussed unless the rules are suspended. The president asked legal counsel if the original motion allows board members to discuss anything concerning the building of the new school outside of the particular proposal that has been given to the board at this point. Legal counsel said the agenda item speaks to the lease/purchase agreement, and not talking about a general lease or purchase of a particular school. He said reference is to a particular agreement and discussion is pretty limited. The president asked if the motion and second that is on the floor would be in order to broaden the scope, and legal counsel said *that is correct.* Seeking clarification, Mr. Powell said the original motion is to postpone the agenda item. He understands that Mr. Milam's motion was changed and the agenda item is being postponed until the 24<sup>th</sup>. Mr. Powell asked if this is more in the way of an amendment instead of a substitute. He asked the president if he is treating Mr. Milam's motion as an amendment to what was being postponed, and the president said *yes, it is an amendment to the main motion. Vote on the amendment carried unanimously. Vote on the main motion as amended carried unanimously.*

#### **REPORT – STATUS OF LEGAL SERVICES TRANSITION (Powell)**

Mr. Powell said this item was put on the agenda so that he could get a report at this point from the board's counsel as to whether or not the transition has now occurred for legal services from the old structure to the new. He asked legal counsel to make a statement with regard to this matter. Legal Counsel Reginald Abrams, of the law firm Abrams and LaFargue, announced that all files have been reassigned as of today's date; but the Pine Grove file is currently in his office for review and would be submitted and reassigned to Hicks, Hubley, and Marcotte on tomorrow. He provided board members with a report on the process that he went through so that board members would get a clear status of how he handled the transition. Legal counsel said basically he requested that all files be turned in for his review so that he could categorize the files according to what the board laid out in its motion. Some files submitted were abandoned or had no activity and they were not included in the number of files. Legal counsel said Fred Sutherland submitted approximately 34 files that were categorized and five of the files went to abandonment. He reported that Attorneys Rountree and Tucker already had files (8 and 5 respectively for personal injury) and he reassigned the same files back to them and put them into the categories and a database to ensure that money was not wasted. Eskridge Smith and Ronald Lattier received the next files until everyone had an equal number of files and he put them into a pure rotation basis. Other assignment of files are: Sutherland – 25 files; Rountree, Cox, Guin, Achee – 18 files; Wiener, Weiss & Madison – 1 file; Eskridge Smith – 11 files; Zelda Tucker – 17 files; Ronald Lattier - 12 files; Hicks, Hubley & Marcotte – 3 files; Cook, Yancy, King, and Galloway – 1 file. Legal counsel said he noticed newspaper advertisements last week showing the law office of Calvin Lester, Jr. He said he contacted Attorney English and attempted to contact Mr. Lester last Friday and Mr. English advised that their law firm was split and they were no longer practicing together. He noted that their company is listed as a professional law corporation and he asked Mr. English specifically if they had dissolved their corporation. Mr. English said at this point they had not, but they were intending to do so. Legal counsel said he spoke to Attorney Lester this week and he advised the same. He said based upon his conversation with them, and if he had any files in real estate area, he could not assign any files to them because the board's motion affected a corporation and not individuals. Legal counsel said Attorney English said he and Mr. Lester would get back with him relative to their future plans. Legal counsel said the next step is that he needs to meet with the superintendent and his staff to discuss reporting and come up with some policies regarding how cases should be handled. Also, there is a new case that he believes he needs to discuss with the board in executive session regarding litigation.

Mr. Powell expressed appreciation for the report and hard work that went into preparing the report. He said if the board was going to have an executive session today (it is on the agenda but there is no

mention of litigation) the board might have to suspend the rules. He also expressed appreciation for the work of Mr. Sutherland in making the transition smooth.

Mr. Brooks said a timetable is needed for the CPSB to clean the slate of all lawsuits and he suggested that this should be done in 90 days. Mr. Brooks said if a motion is needed, he would be prepared to make it at the next meeting. The president said, unfortunately, the CPSB couldn't tell judges what to do. Mr. Brooks said the board could tell school board attorneys to not sit on the cases. The president said legal counsel responded that there are a number of cases that have been listed for a while and they have been disposed of and he asked legal counsel to address this issue. Mr. Abrams said in January of 2002, Mr. Sutherland had approximately 20 files that he had dismissed based upon abandonment, which means that the files should go off the roll as cases being filed. He said of the 25 cases that Mr. Sutherland has, approximately 20 are set for trial within the next three to four months. He said it would be difficult to get the trial dates, but they are scheduled. Legal counsel said because the CPSB required that cases be set for trial by March 15 in order for Mr. Sutherland to keep them, at least there are trial settings on the particular cases. The other 5 files that Mr. Sutherland has will be abandoned based on the three-year period; and he is holding them because if the board does something in the files it would cause those claims to revive. Furthermore, it appears that most of the people are not interested in their cases and they should go away on their own and by the end of the year. Legal counsel said attorneys are asking him what are their marching orders and he has said that they will represent the CPSB efficiently, effectively, and will get good results so that they could remain the board attorneys.

#### **RECOMMENDATIONS TO THE SUPPLEMENTAL READING LIST (Powell)**

*Mr. Powell moved, seconded by Mr. Brooks, approval of the Review Committee's recommendations as follows: There should be two separate reading lists of books with one list entitled "Suggested Supplemental Reading List" which shall include those books approved by the Committee which are not indicated as optional or outside reading with parental permission. The second list entitled "Outside or Optional Reading List Subject to Parental Guidance" shall include those books which the Committee indicated should only be used as optional outside reading with parental permission and shall be utilized as optional outside reading and shall not be utilized unless the parent of any such student has previously or first signed a permission slip that indicates their approval of use of the book for their child. Mr. Powell expressed appreciation for the Committee's work and in trying to have an accommodation for books that are out there that might be appropriate, but he thinks the board has to recognize that parents have a role. Mr. Brooks concurred with Mr. Powell's comments and said parents need to have say so.*

*Dr. Hitchcock moved to amend the motion, seconded by Mrs. Armstrong, that all books with asterisks by them be stricken from the approved reading list. Dr. Hitchcock said the motion is a great improvement over what has been presented in the past. He appreciates the work of the Committee, but he disagrees with the recommendation. Dr. Hitchcock said he recognizes the diversity of the Committee but he is struck by the same question that he asked when it was presented the first time. Dr. Hitchcock said he inquired of the chairman of the Committee if it was a unanimous vote and the chairman responded that it was not. Dr. Hitchcock said he asked the chairman if there was a particular segment of the Committee that voted against these books. The response was that there was objection from one or more of the parents. Dr. Hitchcock said Caddo has some fine teachers; he trusts the teachers, librarians and administrators; and he understands their interest in wanting a broad selection of books. He said he was impressed by the number of books on the list and with the available options. Dr. Hitchcock also said he could not believe that in removing a few books that Committee members feel requires special attention would significantly narrow the choices of the young people, and this is why he has made an amendment.*

Mrs. Armstrong agreed with Dr. Hitchcock's views and said she found some of the content in the books with asterisks was extremely distasteful as presented and she, personally, was offended and would be embarrassed as a teacher to ask students to read the material. Mrs. Armstrong said she hopes the board would strike the distasteful choices from being options in the school system and the board would take the higher ground with other items of literature that has been presented.

Mr. Burton said he does not believe that the school board should go into total censorship when parents would have an option to review the book list. He said this is a diverse society and there are

diverse opinions. You cannot hide this material from the students. Mr. Burton said students will eventually come into contact with some of the words and circumstances and they do not need to be sheltered to the extent that they cannot have an open mind to read a book and make a decision.

Mr. Powell said he has been told that regardless of the supplemental reading lists, the books are presently in the schools libraries. He said there is a committee of teachers and parents and he sees it as a combination that *yes* there needs to be diversity in materials, but parents need to be involved with questionable material. Secondly, the message is being sent to parents that the board has concerns about some of the books and thinks parents should be involved in the decision making. Mr. Powell said as a board member and being able to have effective policy that includes diversity in material and includes parents, the board has a responsibility beyond that. Mr. Powell said by voting against the amendment, it should be seen, in no way, as his approval of all the books on the list. He noted that some of the books are questionable, something should be done about it, and parents should be involved.

Mrs. Hardy said she is totally against censorship. She said with parents having the supplemental reading list of the other books, it would provide an opportunity to involve parents.

The president asked Mr. Powell to envision a classroom of 30 students. The teacher sends the letter home for permission and 27 out of 30 okay it and three don't. What will incur for the three students who did not get permission. Mr. Powell said it's not just parental permission, they are also restricted to optional and outside reading. He said this provides a mechanism and he asked the superintendent if he disagrees with his assessment. The superintendent said he agrees with what Mr. Powell said. Mr. Powell said the second list is not on the suggested supplemental reading list, but on a separate list for use for optional and outside reading with parental permission.

Mr. Thibodeaux asked the board to support the substitute motion because he doesn't think the CPSB should promote in any way the reading of some of the material that is being offered. He said the board should raise the standard that is expected of the students; there is a lot of literature without obscene language and objectionable subject matter. Also, very few parents will ever look and see what type of reading material the school is sending home. Mr. Thibodeaux said there were complaints about censorship but computers, CDs, videos, *etc.* are censored. He said censorship is done, in some way, anytime the CPSB chooses reading or math textbooks. Mr. Thibodeaux said he does not feel it advantageous for this board to give any reason or excuse for the objectionable literature to be made available to students in Caddo Public Schools.

*Mr. Burton moved, seconded by Mr. Powell, to call for the question on all motions and substitute motions. Vote on the motion to end debate carried unanimously. The president said he has heard reference to Dr. Hitchcock's motion as a substitute motion by other board members and he asked Dr. Hitchcock if his motion was a substitute motion or an amendment. Dr. Hitchcock said his motion was an amendment. Vote on Dr. Hitchcock's amendment failed in a tie vote with board members Guin, Thibodeaux, Pugh, Milam, Armstrong, and Dr. Hitchcock supporting the motion. Board members opposed were Hardy, Burton, Mims, Brooks, Powell and Wright. Vote on the original motion carried with board members Pugh, Armstrong and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Burton, Thibodeaux, Mims, Brooks, Guin, Powell, Milam and Wright.*

#### **ADOPTION OF RESOLUTION APPROVING THE REAPPORTIONMENT PLAN FOR THE CPSB**

Mr. Powell moved, seconded by Mr. Burton, approval of the revised resolution approving reapportionment *Plan 20* for the CPSB that was adopted at the school board's January 22, 2002. Mrs. Pugh asked what was the change. The president said in the third paragraph of the original document that was included in the mailout, it reads *seven districts* and the change is to *twelve districts*. Mr. Powell asked if the superintendent and staff have reviewed the resolution and find that it fairly accurately depicts *Plan 20* which is the plan previously adopted by the board. The superintendent said the revised document does. *Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Brooks, Burton, Guin, Powell, Milam, Wright and Armstrong.*

**Update on CPSB Construction Projects (Informational).** The superintendent said an update on the school board's construction projects was provided to board members, as requested.

**Report – Projected Staffing and the Impact on Course Offerings at Broadmoor Middle Laboratory (Powell).** The superintendent said a report was provided to board members on the projected staffing and the impact on courses offered at Broadmoor.

**Historical Report on the Bus Safety Program (Powell).** The superintendent reported that a memo was sent to board members regarding the bus safety program.

#### **UNFINISHED BUSINESS**

No unfinished business was presented for discussion.

#### **NEW BUSINESS**

No new business was presented for consideration.

#### **ANNOUNCEMENTS AND REQUESTS**

**HOST Program at Atkins Elementary.** Mr. Mims reported that he has received over 100 letters expressing concern about the HOST Program at Atkins. He asked the superintendent to provide him with an update on what is going on with the HOST Program at Atkins Elementary and to include it in his Friday mailout.

**Staffing Report.** Mr. Powell said he requested a report on the cost of the addition to the staffing formula for all middle and high schools with inclusion of those students in the count, counting them as one, who are classified as special education but who are included in the regular education classrooms at least 50 percent of the time (cost and breakdown of the analysis). Mr. Powell said last year during the budget process an accommodation was made for the elementary level when the board went away from the half student, and the dollar amount was large. He said now might be the time to shift to the middle and high school level. Mr. Powell asked to receive the information as soon as possible so that he would have time to put an item on the agenda for the next board meeting if so desired and before the budget session. The president asked Mr. Powell if he is requesting the information prior to the special meeting next week, and Mr. Powell said *no*. He said he is talking about the first meeting in May.

**Lunch for Students.** Mrs. Wright asked the superintendent to get with staff to see if they could come up with a procedure for addressing the problem of children being denied lunch due to not having their lunch monies on them. Possibly loaning the child money at the school office and notifying the parent to get repayment, but to never allow any child to go without lunch.

**Whistle Blower Policy.** Mrs. Wright asked the superintendent to get with staff and review the "Whistle Blower" policy as it relates to the reporting of the superintendent. She said she would share an example with the superintendent and then come back to the board with suggestions. She asked the superintendent to give her a time frame as to when the process could be completed.

**Head Coach Positions.** The president requested information regarding the most recent - last five high school head football coaches to resign their positions; the date the resignation was received; the date the resignation as head football coach was to be effective; the date they actually vacated the position or turned over the responsibilities; the date in which their replacement was announced and assumed the head football coach responsibilities; and the date in which their stipend as head football coach ceased to be a part of their paycheck, and at what time did this practice begin. The president said he understands that the last five positions have been handled differently and he wants information prior to the next school board meeting. Also, he understands that coaches are on a different pay routine (August to July) from teachers (September to August). He said coaches end up with a month out of the year that they do not receive a paycheck and he asked staff to provide him with information on this to find out the truth and reason.

**Art and Music.** Mrs. Hardy said she has received calls about changes in the curricula and if there are changes, then she wants staff to identify the schools that would not include music and arts in their curricula. The superintendent noted that this is not true.

### EXECUTIVE SESSION(S)

Mr. Burton said the board has to have a reason to go into executive session that is viable, and there has to be a reason to suspend the rules, otherwise the board would be violating the open meetings law. Mrs. Pugh said item 37 is on the agenda because there is a need for an executive session. She said all board members received documentation from the federal judge before the last school board meeting and she wants to know what legal counsel has done, is doing, or where board members should be in the process. *Mr. Milam moved, seconded by Mr. Powell, to suspend the rules so that the board could hear about the lawsuit.*

Mr. Burton said he stands firm that *litigation* or something should have been put on the agenda for today's meeting. The president said at the board's work session last Tuesday when Mr. Powell brought this report to the attention of the board, he asked the question that in the event that an executive session is needed on the attorney's report, that it would be there. Mr. Powell concurred. Melody Brumble, education reporter for *The Times* interrupted the discussion and said she respectfully challenges the legality of the executive session. Mr. Powell asked the president what is the purpose of suspension of the rules. The president asked legal counsel to respond. Legal counsel said it is an order to not follow the bylaws of the particular body. In this particular case, the issue regarding litigation, he would consider it urgent at this point in time because it involves the assignment of the litigation so that counsel could act on behalf of the board. He said the board member is correct that the agenda should have read *litigation*. The president asked legal counsel if the information that he has to share with the board and that the board has requested, would timing allow for the board to wait a week or is it something that the board needs to address tonight. Legal counsel said the board has 20 days from the first person being served. The president asked legal counsel if the school board would be in violation of the open meetings law if it goes into executive session, and legal counsel answered *yes*. The president asked legal counsel what is his recommendation. Legal counsel recommended putting it off for a week and he could make a decision on how to handle the litigation. The president asked legal counsel if he would contact board members on an individual basis between now and an executive session that would be scheduled a week from tonight, and legal counsel said *that's correct*. Mr. Powell said he believes it's important considering that board members have been sued on this and served. He said while he would be glad to wait, he respectfully disagrees because that is the purpose of a motion to suspend the rules; if something is not on the agenda to be added in exigent circumstances. He said he would not challenge the ruling of the board's counsel, but he hopes that someone is addressing this in a timely fashion. Mr. Powell said though he respectfully disagrees, if board counsel is saying that the board cannot do this at this time, then he would suggest that the board dispense with the motion by not going into executive session and seek to adjourn.

Mr. Mims said he was the last board member to be served, as informed by the person serving the suit. It was after the executive session and he could not get his copy to legal counsel. The president asked Mr. Mims if he is saying after the agenda was set, and Mr. Mims answered in the affirmative. Mr. Brooks asked if the CPSB goes into executive session today, would the board be subject to another lawsuit. Mrs. Pugh said she hopes that the board would not allow itself to drift into something that is not necessary; that it doesn't matter about *The Times* wanting to challenge this board. She said she thinks that the CPSB has a responsibility to take care of the people's business and if someone is suing the board and each individual member, the documentation was given to the attorney. Mrs. Pugh said today is her time to ask questions, an item is on the agenda and the president told board members that they could go into executive session. She said there is a motion to go into executive session, board members need to know what legal counsel is going to do, and the board does not need to drag its feet on something that needs addressing.

Legal counsel clarified that all board members would be protected and they don't need to worry about the lawsuit and litigation. He said he would speak to each board member individually because they have been sued individually, so that they would understand. Mrs. Pugh said legal counsel is not counsel to individual board members. He represents the CPSB and the board needs to be together. Legal counsel said the board's attorney would be able to handle the litigation for all individual board

members. As to this litigation, he said there has not been any allegations that specifically make any particular board member really liable for anything. He said he would talk with each board member about the particular allegation and how the defense would be handled. Legal counsel said the board does not have to go into executive session for him to do that. Mrs. Pugh said her concern is publicly the board has announced that there is need for litigation and the paper is going to tell the public what it is all about. She said the information would be in the public domain through the paper and not through anything that the board has done.

Mr. Burton said it is not that he doesn't understand the urgency of the lawsuit, but the board's action needs to be decent and in order. He said the board has to follow the rules that are set by the state. The board has to have a reason by *Robert's Rules of Order* to suspend the rules; and the board could not have an executive session unless the board knows the facts before the meeting time. Mr. Burton said the board has to follow rules itself and there is some debate as to the rationale behind whether or not the item was listed on the agenda, but he does not see litigation listed.

*Vote on the motion to suspend the rules carried with board members Guin, Burton, Brooks and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Powell, Milam, Wright and Armstrong.*

*Mrs. Pugh moved, seconded by Mr. Mims, that the CPSB would go into executive session, not to exceed 30 minutes, for the purpose of hearing litigation regarding Hunter Paul Cavalier, by his parents Kevin Paul Cavalier and Julie Cavalier V. CPSB; Phillip Guin; Willie D. Burton; Ginger Armstrong; Eursla Hardy; Alvin Mims; Mark Milam; Michael J. Thibodeaux; Wanda J. Wright; Jerry Tim Brooks; Miles Hitchcock; Mildred B. Pugh; and Mike Powell, CV02-0695-S, U. S. District Court, Western District of Louisiana. Vote on the motion carried with board members Guin, Burton, Brooks and Dr. Hitchcock opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Mims, Powell, Milam, Wright and Armstrong. The board went into executive session at approximately 7:04 p.m. and reconvened at approximately 7:26 p.m.*

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Pugh seconded the motion, which carried and the meeting adjourned at approximately 7:27 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Phillip R Guin, President

**April 24, 2002**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at 4:30 p.m. on Wednesday, April 24, 2002, with President Phillip R. Guin presiding and the following board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present was Robert E. Schiller, secretary, and Reginald Abrams, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

The purpose of the special meeting is for the board to consider and/or act on: (1) "*Consideration of a New Elementary School in the CPSB's Approved Southeast Attendance Zone*"; and (2) *Executive Session – Litigation (Julie Cavalier, et al v CPSB, et al Suit No. CV02-0695-S United States District Court)*.

### **CONSIDERATION OF A NEW ELEMENTARY SCHOOL IN THE CPSB'S APPROVED SOUTHEAST ATTENDANCE ZONE (Milam)**

The superintendent reported that board members and the public were provided with an extensive analysis of a variety of issues and he capsulized information on: (1) the need for an elementary school noting that the CPSB took affirmative action to establish an attendance zone - recognizing the extraordinary growth in the southeast area, the housing starts, and the burden that is currently being put on University Elementary, Southern Hills Elementary and Forest Hill Elementary; (2) the construction of new homes, occupancy, and development of more subdivisions in the geographic region; (3) the analysis of the proposed facility, as proposed by Johnson Ramsey; (4) the site of the proposed school on the Norris Ferry Road (a 12-15 acres location, within the total 38 acre tract), with ease of access to infrastructure of water, sewer, lights, and thoroughfares; (5) related issues – tax millage renewal; (6) an analysis from bond counsel that speaks to the CPSB's enormous capacity for a debt service, the parish is in a financial position that could accommodate more debt service; the cost/benefit analysis of the proposed lease proposal, citing two scenarios; (7) the advantages and fiscal disadvantages in considering the lease with an option to purchase, as proposed; and (8) the alternative for the CPSB to consider purchasing the land that Johnson Ramsey has optioned on Norris Ferry Road. The superintendent also provided board members with other attachments, *i.e.* funding/financing options (spreadsheet), collection dates and deadlines, millage impact tables and information on where the CPSB stands with past millages. A copy of the detailed analysis is filed in the official papers of the school board.

### **VISITORS**

David Berzina, citizen, said he hopes that the CPSB would take a hard look at providing an opportunity for citizens in southeast Shreveport. Mr. Berzina said he would like for his children to attend public schools and he supports the board's consideration of a new school.

Judy Bundrick, citizen, thanked the board for its in-depth consideration of this matter. Mrs. Bundrick said she believes in the public school system, however, the overcrowded situation at University is a grave concern. She said if University Elementary continues to gain in enrollment then a consideration by she and her husband would probably be made to pull their daughter out of the school.

John Settle, citizen, acknowledged the need for a new elementary school and said the only way for the CPSB to get a competitive price is by bid or RFP. Mr. Settle said he has not seen any material that indicates how many new students would be attracted to the new school. Furthermore, overcrowding at two schools and the growth problem needs to be addressed; and the construction of a new school for 500 new people does not necessarily relieve overcrowding. Mr. Settle said he is aware of the CPSB's tax renewals for next year, but he does not know how the public would react if it is perceived that the school board is building a school in a process that does not follow what it has in the past (bond issues). He also noted that there is a Consent Decree in effect and he believes it would affect the enrollment in the school. Mr. Settle asked the board to address these serious issues.

Randy Mason, building contractor, reported on the construction projects (subdivisions) in the southeast geographical area. He reported that the board couldn't continue to build buildings at University Elementary and not build a new cafeteria, kitchen, and auditorium. Mr. Mason said *time*



*is money* in the construction business and the lease is the cheapest and fastest way to build a school. He said he believes that the CPSB should save its tax base, its bonding issue/capacity especially when a private developer is willing to build to suit. Mr. Mason said this is the wave of the future and he urged the board to build the new school and to use the proposal that is submitted by Johnson Ramsey.

Shawna Wood, parent, said her child attends private school and University Elementary is not a feasible option simply because it is overcrowded. She said her children would attend private school until the issue is resolved. Mrs. Wood said if there were a public school in the southeast area it would be the best option for her. She spoke in support of the proposal that was submitted by Johnson Ramsey.

Johnson Ramsey, real estate developer, expressed appreciation to the CPSB for its consideration of the proposal. He said the benefits of getting a school now and the money that is on the board is a *wash*. Mr. Ramsey said the one thing that he is offering is that he is eliminating a lot of risk that the CPSB would have if it delays the construction of the school. He is taking the risk of the time factor; he is taking the interest rate rise off of the school system; and, he is taking the inflation risk off of the school board. Mr. Ramsey said if they could get the school built now it would be 5-8 percent cheaper than if the board waits one-and-a-half or two years. He also noted that the proposal would address the declining enrollment.

Kay Cason, private school parent, spoke in support of public schools and said parents would prefer to have their children in public schools. She said there are many private school parents, who would love to have their children in a public school, but the overcrowded situation is a concern and private school was their only option. She thanked the board for looking at the proposal.

*Mr. Milam moved, seconded by Mrs. Armstrong, to approve a contract to purchase from Aramco, Inc. 20 acres located on Norris Ferry Road for the sum of \$300,000 subject to legal review and execution of appropriate agreement to purchase and sell; and that the CPSB commits to scheduling a general obligation bond election in 2002 or early January 2003, that would raise funds for new construction needs, facilities renovation, and temporary buildings replacement parishwide, and not raise millages or new taxes.*

Referencing the two scenarios that were included in the superintendent's analysis, Mr. Powell said *Scenario 1* has a bond issue that Mr. Ramsey's company would have done for \$8 million to pay for the construction of the new school. *Scenario 2* also uses \$8 million as the cost of the bond issue to pay for the new school. He said in comparing the two scenarios, it says that the bond issue that Mr. Ramsey would have done today is \$8 million. It would have been \$8 million in April 2003, and he took from staff's analysis (page 5) that they have come to the conclusion that if the CPSB went out for a bond and then go through the normal bid process, it would be able to build a school for \$8 million. The superintendent said staff has done an independent facility estimate of what it would cost the CPSB to build a school today factoring in land acquisition, etc. He said today the number would be closer to \$7.65 million and if the CPSB goes forward for a year and adds the 4-5 percent to it, the CPSB is then at \$8 million. Mr. Powell said the premise is that the CPSB could build that school cheaper today than what it would cost Mr. Ramsey. The superintendent said it would cost about the same, if the CPSB had the money today. Mr. Powell said the motion doesn't say that the CPSB would build a new school with the renewal funds, and he asked Mr. Milam if it is his intention that the construction of a new school would be one of the projects that's been listed. Mr. Milam answered *yes*. Mr. Powell said the board has focused on a facility for 500 students. He expressed concern that in the zone that was identified by staff, there were already 497 students in that zone. Mr. Powell said he is hearing that a lot of children who are in private schools would be attending the new school and the development of 2000 projected homes over ten years, is concerning in that the capacity of the school would not be adequate. He said if the board goes this route, he believes it needs to take a more serious look at the attendance zone.

*Dr. Hitchcock raised a point of order and said he doesn't believe the discussion is germane to the motion.* He said the board is hearing discussion about attendance zones and the number of students and the motion has nothing to do with this. Dr. Hitchcock said there is no projected enrollment for the school and the board would deal with this when it gets to it. Mr. Powell said if the board is not

assembled to discuss the agenda item, then the motion is out of order and that would be his point of order. Dr. Hitchcock said the issue is not debatable. The president asked Mr. Powell to wait to discuss the attendance zone at the board's next meeting and to keep his comments centered on the new school, which is pertinent to the land. *Mr. Powell raised a point of order.* Dr. Hitchcock said he does not believe that the issue is debatable. *Mr. Powell said his point of order is that the motion that is on the floor makes absolutely no mention of a new school; it talks about getting 20 acres on the Norris Ferry Road and does not even state the purpose for it. He said the agenda item today is to talk about a new school in the southeast and he thought this is why the board is having a special meeting to do that. Mr. Powell said his point of order would be if in fact you were going to rule that the board couldn't discuss a new school when that's what the agenda says, then obviously the motion is out of order.* The president said he did not rule that the board would not discuss a new school. He said he asked him to keep his comments centered on the property and the building of a new school and not a new attendance zone or reworking of the current attendance zone. Mr. Powell asked *what students would attend the new school.* The president said those students who, according to the CPSB approved southeast attendance zone. Mr. Powell yielded the floor.

Mr. Brooks asked that Mr. Powell be permitted to continue his questions because it helps him to make a decision. The president said Mr. Powell could carry on the discussion on anything that he wants to concerning the school or the motion that is on the floor. Mr. Powell said his questions dealt with information that was received in the mail and about the proposed new school. He said apparently the discussion is being limited at this time to the motion, and the president has ruled that his discussion is not in order. Mr. Powell said he would yield further discussion and the board probably needs to dispose of the motion.

Mr. Burton said holding a bond election in 2003 is what should be done; citizens should have say; and the board should be good stewards of people's money. He said this puts the issue in the hands of the people rather than the board arbitrarily going out and signing a contract or lease agreement. He said the issue is in the right hands and the people should determine if money should be appropriated for construction.

Mr. Mims said passage of the motion could cost the CPSB \$4.5 million (taxpayers' money). He said the motion states that transportable buildings would be replaced parishwide. Mr. Mims said the transportable buildings are on the schools' grounds for relief of buildings. He said in 1997 voters rejected three schools, the board is considering a contract, and Mr. Ramsey has not gotten approval for the ground to be used for a school. The president said the motion doesn't have anything to do with the proposal that Mr. Ramsey has on the table concerning the new school. Mr. Mims said it has something to do with the contract. The president said it is a different contract. The contract that is being referred to in the motion has reference to the purchase of land. Mr. Mims said if the board purchases the land, it would cost the CPSB more than what is being said. Again he noted that the removal of all transportable buildings would cost the CPSB \$4.5 million.

*Mr. Thibodeaux made a substitute motion to accept lease/purchase agreement as offered by the Caddo Educational Enterprises, LLC as offered to the CPSB.* The motion died for lack of a second. Mr. Thibodeaux said board members might as well go home because there isn't anything on the floor that the board has advertised to the public that could be discussed. The president asked legal counsel if the board is in order to entertain the motion that is on the floor in connection with the agenda item. Legal counsel said the board is in order. The item says "*Consideration of a New Elementary School in the CPSB's Approved Southeast Attendance Zone*" and discussion came up at the last school board meeting as to why the special meeting was being called for tonight. Particularly, it was amended to make certain that it could be opened to more than to just lease/purchase. The president asked if the board would be in order only to discuss the motion on the table as Mr. Thibodeaux said, unless another motion is made and seconded to allow the board to discuss that. Legal counsel said this is correct.

Mr. Milam said he would like to challenge the chair on his ruling. Legal counsel said it's not debatable and a two-thirds vote is required of the body in order to overrule the chair. Mr. Milam expressed concern about the timing, and legal counsel said the same motion is still on the floor and Mr. Milam could challenge the ruling at this point. *Mr. Milam challenged the chair's ruling against District 8.* The president sought legal counsel's guidance in this process. Legal counsel advised that the president would call the question as whether or not to overrule his decision as to the point of

order; and a two-thirds vote is required. The president said a second to the challenge is not required, and legal counsel said this is correct. Mr. Brooks said he came prepared to approve a new school on the Norris Ferry Road. He asked what would he be voting on. Mr. Milam said he disagrees with the chair's ruling that Mr. Powell could not talk about attendance lines and he feels that this is a part of the school that is being discussed. Mr. Milam said he would like for Mr. Powell to be able to continue asking his questions. Legal counsel said if board members vote to overturn the chair in his ruling it would be allowing Mr. Powell to go forth with his discussion. The president said a *yes* vote would mean that the challenge is upheld; a *no* would mean that it fails and the chair's original motion would stand. Mrs. Armstrong asked if the challenge means that the board could not discuss a revised southeast attendance line. The president said the only thing he asked Mr. Powell not to discuss is revision to the current attendance line.

Dr. Hitchcock said he thought he heard Mr. Milam say that he moved to appeal the ruling of the chair related to Mr. Powell's point of order. The president said he thought Mr. Milam said the ruling that he made concerning Mr. Powell's discussion. Dr. Hitchcock said he thinks what Mr. Milam means is the point of order that he raised. The president asked Mr. Milam if this is correct. Mr. Milam said his intention was that when the president made his ruling he essentially said to Mr. Powell that he could no longer talk about those lines in relation to the new school that is being discussed. He said this is what he disagrees with and this is his challenge. The president said this would be Dr. Hitchcock's point of order and what he told him is he would not talk about the redoing of those district lines until there is another agenda item. Mr. Milam said that is parallel to him. Dr. Hitchcock asked the president to be recognized for the purpose of calling for a point of order. He said he was looking at Robert's Rules of Order, paragraph 24 that says that a motion to appeal is in order when another has the floor, but the appeal must be made at the time of the ruling. Legal counsel said the board has not had anything else happen other than a motion that did not pass at the time. Dr. Hitchcock said another point of order was raised. He said the chair ruled on that point of order, then he ruled on another point of order, and he asked how could legal counsel say that you've not had anything else happen. Legal counsel said that is the case and Dr. Hitchcock is correct, that if the president is going back to that ruling then the board has gone back to the second ruling. Legal counsel said the answer is that the board could not because there has been a second point of order raised. He said initially what was being looked at was the ruling on Mr. Powell's point of order. The president said the board could not go to the challenge according to counsel. Mr. Milam asked if the point of order that Dr. Hitchcock mentioned that's come since, was that Mr. Powell's point of order. The president said actually Dr. Hitchcock raised a point of order first, and Dr. Hitchcock raised a second point of order, and then Mr. Powell raised a point of order. The president asked the secretary to read Mr. Powell's point of order. Legal counsel said if the board is going back to Mr. Powell's last point of order, then he would be in order. Mr. Powell said he raised the point of order because the motion that was made does not have any mention of a new school, and the motion is not in compliance with the agenda item. The president said he asked legal counsel if it was in compliance and legal counsel said, *yes it was*. Mr. Milam said he wants to challenge the chair on that.

Dr. Hitchcock said he does not believe that the challenge for that one is appropriate; the point of order that Mr. Powell raised because the board has since gone on to other business. In fact, the president has ruled on a point of order in between that. Legal counsel said he doesn't recall another point of order and if there was one, he would be correct. Dr. Hitchcock said he just raised a point of order that Mr. Milam's original motion to appeal the chair, he raised that point of order; the president sought legal counsel's opinion and in fact ruled. Dr. Hitchcock said the board has had a point of order since Mr. Powell's point of order. Legal counsel said Dr. Hitchcock would be out of order at this point because what happened was that there was an actual request to challenge Mr. Powell at that point in time. Legal counsel said the challenge would still be on for Mr. Powell; it didn't require a second. The president said he is in order to allowing the challenge that is on the table and in that case he rules against Dr. Hitchcock's point of order and this brings the board back to the challenge. Dr. Hitchcock asked that Mr. Powell's point of order be read, and the president said the secretary did not record it. Dr. Hitchcock said he understood Mr. Powell's point of order to be that this motion then was not appropriate for the agenda item, and the president concurred. He said the president ruled that it was appropriate, and his ruling was based on legal counsel's answer. Dr. Hitchcock said the board is now being asked to overrule the president on that, which would declare the motion illegal and the president said *this is correct*. Dr. Hitchcock said the board would then be back on the agenda item with no motion, and the president said *that is correct*.

Mr. Milam asked the president if he was reversing his decision on the challenge, the point of order. The president asked Mr. Milam what point of order is he discussing. He said Mr. Powell raised a point of order concerning the motion and said the motion was not in accordance with the agenda item. The president said he asked board counsel if the board was in order with the motion that is on the table and he said *yes*. He said in that case, he ruled against Mr. Powell's point of order. Legal counsel said Mr. Milam could take his challenge back since he is the maker of the motion. The president said if Mr. Milam's challenge is upheld, then the motion is null and void and the board is back to the agenda item. Mr. Milam said he would do that. *The president called for the vote on the challenge.* The president said a *yes* vote means that the challenge is upheld and a *no* vote means that the ruling stands. Mr. Powell said to uphold Mr. Milam's challenge, board members would vote *yes* and the president concurred. A two-thirds vote is needed and *the president announced that vote on the challenge failed. Board members Burton, Mims, and Dr. Hitchcock were opposed; board members Guin and Pugh abstained; and board members Hardy, Thibodeaux, Brooks, Powell, Milam, Wright and Armstrong supported the motion.*

Dr. Hitchcock said he thinks Mr. Thibodeaux had the right idea. He said his original point of order was that the discussion was not germane to the question at hand. He said once the board disposes of the motion in some manner or if someone else makes another motion, the board could still talk about the agenda item. The president said he made this comment when the original motion was put on the floor and the discussion came up that if board members wanted to discuss the other first, somebody needed to make a motion. He said a motion was not made until late and when it was put on the table, it did not get a second. Dr. Hitchcock said if somebody has an interest to discuss something, they could make a motion and get a second. Dr. Hitchcock said he has a couple of questions about the motion at hand. He said the motion calls for the board to approve a contract to purchase and he asked if any work has been done on such a contract. The superintendent said *yes*. He said staff has received a proposed agreement to sell to the board acreage. He reported that he has taken the proposal that was received today to real estate counsel who has reviewed the document; has talked with the attorney for the proposal; and has confirmed that subject to a final review, that such a contract would be appropriate. This has been shared with the board's legal counsel who has also had contact with real estate counsel. Dr. Hitchcock asked the superintendent if he has a basis or if a study has been done on the sum of \$300,000; is this a reasonable amount. The superintendent said *yes*. Staff has explored available land and he has talked to realtors. They have looked at available land that is out there and the cost per acre is offered at \$15,000 appraised value. Other properties on the market have higher cost per acreage adjacent to areas that are not serviced by sewerage or light. Dr. Hitchcock asked if this is the same track of land that was discussed earlier. The superintendent said it is the same tract of land, a part of the total 38 acres. Dr. Hitchcock said the 20 acres is a part of what the board has seen presentations on for a lease purchase and the superintendent agreed. Dr. Hitchcock asked who is Aramco. The superintendent said Johnson Ramsey has proposed under contract the name of Aramco, Inc. Dr. Hitchcock asked if the company is in existence at this time and the superintendent said *yes*. Dr. Hitchcock asked if the company is affiliated with the earlier proposer that the board had a lease/purchase arrangement. The superintendent said he isn't sure that he could answer because the proposed contract on the lease was being proposed by Caddo Educational Enterprises. He said he believes the bottom line is that Mr. Ramsey is the individual who has proposed the agreement for sale in the event that the board chooses not to accept his proposal for a lease. Dr. Hitchcock said somehow Mr. Ramsey is affiliated with Aramco, and the superintendent said this is his understanding. Dr. Hitchcock asked if the board was to agree to the motion, where would he propose that the \$300,000 would come from. The superintendent said he would propose that the \$300,000 would come from funds that the CPSB has for such acquisitions. This fund consists of revenues from the recent sale of property that the board has received over \$140,000; as well as the same fund from which the board used to purchase the Knight Street property. Dr. Hitchcock said there is about \$140,000 from property that the CPSB sold last month. The superintendent said the remaining money would come from a board fund that is readily available and is not a part of the General Fund. For clarity, Dr. Hitchcock said the board would not be talking about a General Fund expenditure, and the superintendent concurred. Dr. Hitchcock asked the superintendent if he supports the proposed purchase of property. The superintendent said in the analysis that if the lease option is not the route that the CPSB would follow at this time, then it should consider purchasing land as soon as possible because of the fact that there is a limited amount of available land. Also, if the board holds off the acquisition of land until the future, it would drive costs up as well as lack of availability. He said this piece of property is the best available (water, sewer, etc.).

*Mr. Powell raised a point of order and said there has been a vote of the board in which seven board members voted to appeal the chair's ruling. He referenced Robert's Rules of Order, page 37, which states that a majority and not a two-thirds vote is needed, therefore there is no motion at this time. Dr. Hitchcock raised a point of order on Mr. Powell's point of order. He said under paragraph 24 of Robert's Rules of Order, he protests that Mr. Powell's point of order is not raised in a timely fashion. Legal counsel said he stands corrected at the point of order as requiring a two-thirds vote, it takes a majority vote. He said the board actually voted to put itself back to where it was initially, without a motion on the floor and he is rescinding his original ruling. The president asked legal counsel if in order for the board to be in order, it is back to where it was without a motion on the table. Legal counsel said *exactly*. Dr. Hitchcock asked the president if his ruling on his point of order, that it had to be made in a timely manner, is going to be disregarded by the board. Legal counsel said the vote of the board itself has already voted basically and has carried that particular motion, even though he was incorrect in thinking that two-thirds vote was required. It only required a majority vote. Dr. Hitchcock asked shouldn't that point of order have been made at the time, and legal counsel said that was the vote of the body. Dr. Hitchcock said the chair ruled that based on that vote the motion failed. He asked legal counsel shouldn't there have been a point of order at that time or is he going to ignore paragraph 23. Legal counsel said the overriding rules of Robert's Rules of Order are to proceed in an orderly fashion. In this particular case what has occurred is that the entire body actually voted and a majority vote decided that the board should go back to where it was. He said he was incorrect in saying that a two-thirds vote was required; and the prudent thing to do would be to be in an orderly fashion and do what the body intended to do and that is to go back. Dr. Hitchcock asked legal counsel if this is what he believes or what Robert's Rules of Order says. Legal counsel said that's what Robert's Rules of Order means. Dr. Hitchcock asked legal counsel if he is going to ignore paragraph 23. Legal counsel said it's within the body's choice as to which to do; that Robert's Rules of Order is a guideline. Mr. Powell raised a point of order and said a point of order is not debatable. The president said the ruling is to uphold Mr. Powell and this puts the board at square one and he ruled against Dr. Hitchcock.*

*Mr. Thibodeaux moved, seconded by Mr. Powell, that the board may and will discuss any and all issues that are relevant to the lease and/or construction of a new elementary school in the southeast attendance zone in Caddo Parish; and after such discussion the board may or may not take additional action. Mr. Thibodeaux suggested that the board should vote on the motion. Mr. Powell said *ditto*. Vote on the motion carried with Mr. Mims opposed. Mrs. Armstrong was absent for the vote. Board members Hardy, Thibodeaux, Pugh, Brooks, Burton, Guin, Powell, Milam, Armstrong and Dr. Hitchcock supported the motion.*

**Recess.** The president called for a 15-minute recess at approximately 5:56 p.m. The board reconvened its meeting at approximately 6:18 p.m.

Mr. Powell asked the superintendent about the attendance zone for the new school in comparison to the size of the school that was utilized in the lease/purchase. He said when the changes were made in the attendance zone, spaces were freed at University (over 200 slots), but in looking at projections, it appears that the school would be reaching full capacity before any child comes from a private school or from a new home construction. He suggested that the board would need to look at the size of the school or adjust attendance boundaries. He asked the superintendent to share his thoughts about the true needs in that new attendance zone area. The superintendent said students coming largely from Brunswick Place, Azalea Gardens, and The Haven, which would remain in University's zone; the space opened up at University would absorb the students from those large subdivisions. The subdivisions that have been talked about (Norris Ferry Crossing, Southern Trace, Saint Charles Place, Braemer Village, Lakeside, etc.) were the ones that would be filtering students to the proposed school. He said University, under this scenario and if the numbers hold, would be picking up students from the new enrollees from those subdivisions aforementioned. The new proposed school would be looking at the students coming from the other new subdivisions. He said staff was looking at the numbers of today. The real question is that as the students start to materialize, the board might need to revisit the attendance zone or as in the proposal by Mr. Ramsey, there is contingency for expansion on the building. Mr. Powell asked the superintendent to consider if the boundary that the board created was moved south to allow Ellerbe Road Estates to remain at University; the school would be closer to where it is from a diversity standpoint today. The superintendent said the projection would be almost identical to what it is today. Mr. Powell said it

would still have over 150 slots less in moving the boundary and would create new space immediately for the new school. He said the board needs to deal with this issue soon. The superintendent said the points raised are valid and the board and staff will have to revisit the attendance zones and trends. He said somebody needs to look at how large the population should be at an elementary school. Mr. Powell noted that Walnut Hill actually has more elementary students than University, according to information provided by the superintendent. He also said a school like Riverside (closer to 400) that at some point its southern boundary could be shifted down on the eastside of E. Kings because of a couple of developments. Mr. Powell said the board needs to have sensible numbers going in so as to give sensible flexibility.

Mr. Powell said in looking at the lease/purchase, the CPSB would not be permitted to purchase the school for 60 months (five years) and the board has heard today from the superintendent his concerns about having that long-term impact on the General Fund ending balance. He said the \$57,100 is a sizable addition to the General Fund when added over the years. He asked Mr. Ramsey was it his intention to say under his lease/purchase that the board would not be in a position to *i.e.* if there were a renewal that included funds to purchase buildings prior to the five years, would be able to come in and do that. Mr. Ramsey said his understanding is that the bondholders are going out for a 20-year bond and a five-year call. If the board wants to come in and purchase the school before then, it's been the understanding that he has that the board could defease the bonds at any time. He said he could not tell the CPSB what it would cost to do this because the bondholder who purchases the bonds is looking for the longer term. Mr. Powell asked Mr. Ramsey if he has had any discussion with staff about this concept (defease) and the projected cost. Mr. Ramsey said he has not talked with school board staff, but he has talked with people who are representing him from a bonding standpoint. Furthermore, he has been advised that the CPSB could buy the bonds early, but it would not be wise to put a call feature onto the bonds for sooner than the five-year period. Mr. Ramsey recognized Jack Brown, attorney with the law firm of Casten and Pearce, who explained *call feature* and the process. He said a call feature is included so that the investor knows what he is buying and the normal call feature on a 20-year bond would be a ten-year call. Mr. Powell asked Mr. Brown to address the issue of additional cost to the school board, over and above. Mr. Brown said maybe nothing; it might be less cost. Mr. Powell said the CPSB has renewal capacity coming up and timing would actually be shorter than five years. He said the board needs some precision, because if the board is to go that route, there is a mechanism that could be included by agreement whereby the CPSB would be able to buy the property in less than five years. Mr. Brown said it depends on which way interest rates go. Mr. Powell asked Mr. Brown if he is suggesting to the CPSB that when they go out for the bond that they could get it cheaper than the CPSB. Mr. Brown said it would be very close to the same rate. Mr. Ramsey added that it depends on when the CPSB goes out for bonds. Mr. Powell asked Mr. Ramsey if \$57,100 is his best offer. Mr. Ramsey said if the interest rates went down farther, the number could get better. If interests rates go up, it would be worse. He said there is not a lot of gravy in the \$57,100 because this pretty much covers the cost of the bonds. He said the big savings came when the bonding company dropped the requirement of the private developer borrowing \$790,000 and putting it into a sinking fund. Mr. Powell asked if the school board would have a shot of getting interest rates of 4.88% at this point. Mr. Ramsey answered *no*. He said option one should not be used for comparison and it is not available to the CPSB. More discussion followed on interest rates, lease/purchase option, and defeasement of bonds. The superintendent said staff has not explored the option of defeasement and he would not be in a position to make a recommendation on the viability of defeasement. The superintendent said if the CPSB has available funding, the earlier it accesses the purchase, if the board leases it, then it would be financially to its advantage. He said there are multiple ways to raise revenues depending on what route the board wants to pursue.

Mr. Powell asked the superintendent what if the board decides to go out and as part of the renewal and includes some funding for this project. He said November 2 or January 2003 dates were discussed and he asked the superintendent when does staff recommend doing the renewal and what are the available dates for the renewal. The superintendent said the board would need to be able to renew so that the board could move it into the fiscal year 2004 collection. He said there could be a renewal in 2002, but the collection would take effect for the 2004 tax collection. Mr. Powell asked the superintendent to speak about the timing of the successful bond issue and is the bond issue new taxes. The superintendent said *no*, it would not be new taxes. Discussion ensued on ten-year renewable millages and debt service millages. The superintendent said the board could call for a

General Obligation Bond election and the proceeds could be used for new construction. It would not be new taxes or new millages. Ben Wreyford, director of finance, said staff's projection is that if a new millage was put into effect or a continuation of current debt service millage, it could issue a portion of bonds as early as next year.

Mr. Powell said Mr. Ramsey talked about the estimation of 100 new private students almost immediately, and he asked if a survey was done. Mr. Ramsey said a scientific survey was not done. Mr. Powell said he thinks that the board as a whole has embraced the idea that there is a need. But, the discussion is that within the board's means and responsibility that it has to the entire school system, what is the best way for the board to get there. Mr. Powell said if in regard to scenarios one and two, where is the board from a time frame. The superintendent said if the board voted to approve a lease, the details of the contract would need to be worked through by real estate counsel for the board and counsel for Mr. Ramsey's group. Referencing the other scenario, the superintendent said a proposal has been received from Aramco offering a purchase of land. There is also a proposed contract that was prepared by Aramco's counsel, which he delivered to the board's counsel (Wiener, Weiss – Ms. Morgan) this morning. He said he instructed her to prepare a review of the document and to be in contact with Mr. Ramsey's counsel. She has done this and has had conversation with the board's legal counsel and him this afternoon. Legal counsel explained the work that they would do, *i.e.* do a title examination, check zoning and environmental issues, etc. He said a purchase agreement could be put together within a few days. The lease agreement submitted by Mr. Ramsey would require at least a couple of weeks to work out all of the details, or maybe longer. Mr. Powell asked who could the board speak with concerning defeasing bonds and legal counsel said board members could talk to bond counsel. He also noted that Ms. Morgan has experience in this area. Mr. Brown said it could take up to 30 days to come up with a viable and formal lease. Mr. Powell asked if the final document would come back to the board for its approval. Legal counsel said if the board wants it to come back it could; however, he believes that they could work the documents up that would be in satisfactory form for the board to sign off on.

Mrs. Pugh suggested that as a procedure, a time limit should be established for board members to speak so that every board member could have input. She said she is holding to her position that the board should not make the mistakes of previous boards. Mrs. Pugh said the board sees the growth and number of new subdivisions in the southeast area. If the CPSB is going to construct a new school, there needs to be a capacity range between 500 – 650. She said it would probably take two cycles of youngsters (5 to 10 years) before a peak is reached; the board wants to be able to house the population; and concurs that the CPSB should purchase property. Mrs. Pugh said 20 acres is a sizable plot. Mrs. Pugh said there are existing needs at other facilities and the board needs to be able to stretch this project so that all board members could be involved. She said the board needs to take a strong look at how this could be inclusive. Mrs. Pugh said the board might need to defer this issue until another time if it doesn't plan to do anything constructive tonight. She said she doesn't believe that money is available in the General Fund to lock down the next school board for the next 10 or 20 years on the lease agreement.

Mr. Brooks said there is a need for a new elementary school. The board sees the growth coming and it needs to go ahead and build a new school in southeast Shreveport.

*Dr. Hitchcock moved, seconded by Mrs. Pugh and Mrs. Armstrong, that the board authorizes the superintendent to proceed with the development of an agreement for sale along the lines of a letter from April 23, 2002 from Mr. Ramsey. And that the superintendent propose to the board timing for a General Obligation Bond election as soon as possible, and that the superintendent propose to the board a mechanism to see that the construction needs of the entire parish are evaluated and considered as part of that proposal. Mrs. Pugh moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate failed in a tie vote with board members Hardy, Burton, Pugh, Mims, Armstrong and Dr. Hitchcock supporting the motion. Board members opposed were Thibodeaux, Brooks, Guin, Powell, Milam and Wright.*

Mr. Powell asked the superintendent for his recommendation based on the motion that is on the floor. The superintendent asked if the authorization comes back to the board for approval or is the board approving that term. Dr. Hitchcock said what he intends is that the board approves the concept as referenced in the mailout that talks about the number of acres, price, etc. It authorizes the superintendent to develop an agreement for sale that would then come back to the board for final

approval. He said by approving the motion, the board is saying that it wants the superintendent to proceed with it; to develop it; and work out the terms. The superintendent said for him to proceed with the development of an agreement for sale may be problematical with the timing of the board taking action in May given the option that Aramco has on the property. He said legal counsel for real estate believes that what has been presented, if the board agrees to the amount, that with the contract language that she has negotiated with Aramco's counsel that it is in good order to come back to the board. He said staff would look at the various dates for an election, the mechanism to do that, and could bring a recommendation at the next meeting regarding the timing and the implication of new millages. The superintendent said staff has done some preliminary work as they do in developing this year's budget and next year's capital needs. He said staff would be able to refine it and develop a process to go forward. He said what is being proposed is doable. The superintendent said he has concern about the timing in the first part of the motion, that given the next board meeting date of May 7 is after the option that Aramco has on the property. Mr. Powell asked the superintendent if he has a recommendation based on the analysis and all that he has heard about whether the board goes the route of lease agreement or the public issue. The superintendent said a new school is needed as soon as possible and he is convinced that what has been proposed as a lease would get the system a new school in the quickest manner. He said if he was assured that the board had the General Obligation Bond money available fiscal year or January 2003 to be able to have it constructed, to have the money to do an effective buyout of the school at the board's timetable, and to be able to pay for it out of the debt service millage, then it would be the best of all worlds. He said construction would be going on at the lowest rate and would be able to convert it to ownership almost immediately. He said the hinge is would the board have the funds available coming from the debt service millage to be able to operationalize that. He said without this in hand, the board would be mortgaging the future with no guarantee that whoever is serving on the board would appropriate it and have the same commitment.

The superintendent said he mentioned the timing of the option and he asked Mr. Ramsey if the expiration date would have any impact on the proposal. Mr. Ramsey said the option expiration date is after May 29; however, he has more financial commitments to make on April 29. He said he has spent a lot of time and would sincerely ask the board to make a decision tonight. If the board could not vote in good conscience for him to build the school tonight, he thinks it would be appropriate to vote on whether the board is going to acquire land and in any land sale contract, there are safety factors.

*Mr. Milam made a substitute motion, seconded by Mrs. Armstrong, to approve a contract to purchase from Aramco, Inc. 20 acres located on Norris Ferry Road for the sum of \$300,000 for the construction of a new school subject to legal review and execution of appropriate agreement to purchase and sell. And, that the CPSB consider scheduling a General Obligation Bond election in 2002 or early January 2003 that would raise funds for new construction needs, additional facilities' renovation, and not raise millages or new taxes.*

Mr. Milam said he is appreciative of the input and also for what Mr. Ramsey has done. He said this is the best way to address a need, and the board needs to do something. Mrs. Armstrong thanked Mr. Ramsey for his work and agreed that new construction is needed. She also noted that there are other construction needs throughout the parish *i.e.* growth in schools in southwest Shreveport, gym renovation at Booker T. Washington High School, etc. Mrs. Armstrong said the motion would give the superintendent an opportunity to evaluate what is needed throughout the parish and allow the board to move forward.

Mrs. Pugh asked the superintendent if the land is the same property that was presented to the board in the diagram, and if he has any legal assurance that it is the same property. The superintendent said it is the same property and the way that the proposed lease was conveyed to real estate counsel details the 20 acres.

Dr. Hitchcock reminded the president that the motion on the floor sounds a whole lot like the motion that the board itself ruled out of order for this agenda item. He asked the superintendent if he were to vote for the motion if he could have his assurance that none of the \$300,000 would come from the General Operating Fund Budget. The superintendent said *yes sir*. *Mr. Brooks moved to call for the question.* The president advised Mr. Brooks that there are no other speakers on the board. *Mr. Brooks withdrew his motion to call for the question. Vote on the substitute motion carried with Mr.*



*Mims opposed. Board members supporting the motion were Hardy, Thibodeaux, Pugh, Brooks, Burton, Guin, Powell, Milam, Wright, Armstrong and Dr. Hitchcock. On behalf of the CPSB, the president thanked Mr. Ramsey for the work of he and his group.*

**EXECUTIVE SESSION – LITIGATION (JULIE CAVALIER, et al v CADDO PARISH SCHOOL BOARD, et al SUIT NO. CV02-0695-2 UNITED STATES DISTRICT COURT)**

*Mrs. Armstrong moved, seconded by Mr. Thibodeaux, that the board go into executive session for litigation purposes (Julie Cavalier, et al v Caddo Parish School Board, et al Suit No. CV02-0695-2 United States District Court) for no longer than 20 minutes. Dr. Hitchcock asked who asked for the executive session, and the president said legal counsel requested the agenda item. Vote on the motion carried with Dr. Hitchcock opposed; Mr. Brooks was absent for the vote; and, board members Hardy, Thibodeaux, Pugh, Mims, Burton, Guin, Powell, Milam, Wright and Armstrong supported the motion.*

**Recess.** The president called for a ten-minute recess at approximately 7:40 p.m. and the board reconvened its meeting and went into executive session at approximately 7:50 p.m. The board reconvened into open session at approximately 8:10 p.m. *Dr. Hitchcock moved that litigation (Julie Cavalier, et al v CPSB, et al Suit No. CV02-0695-2 United States District Court, be assigned to Beard and Sutherland to represent the CPSB. The motion died for lack of a second.*

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Burton seconded the motion, which carried and the meeting adjourned at approximately 8:11 p.m.

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Robert E. Schiller, Ed.D., Secretary

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Phillip R. Guin, President

May 7, 2002

The **Executive Committee** of 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 Tuesday, May 7, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Secretary Robert E. Schiller, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Burton gave the invocation and led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS**

**Distinguished Educator Assigned to Woodlawn High School.** Whitney Martin, distinguished educator assigned to Woodlawn High School, provided board members and staff with a written copy of her end-of-year report. Ms. Martin highlighted the following: (1) demographics of the school including student population data; (2) school performance scores; (3) school improvement plan/funds for improving education grant proposal (\$50,000) with focus on achievement in math, English, dropout and attendance rates; (4) professional learning sessions *i.e.* administration/DE walk-through, peer or DE “coaching”, round table discussions of effectiveness of strategies; (5) assessment of strengths and areas of improvement; (6) school strengths – energetic faculty, campus control, recognition of achievement, high percentage of teachers at faculty meetings, dedicated and organized clerical staff; and (7) areas for improvement – accommodate individual learner needs, maximize instructional time, promote school culture of learning/growth, increase attendance, observe in classrooms frequently and target 8.5 transition student program. Ms. Martin recognized and introduced her supervisor from the State Department of Education, Janis Bernard.

Board members expressed appreciation for the work that is being done and for the report. Mr. Brooks said he was excited about the soccer program at Woodlawn and encouraged staff to begin a golf program as well. Mr. Milam inquired about: (a) frequent observations of classrooms at Woodlawn; (b) improvements to be made in this area; (c) reference to *willing educators* being assigned to classes with 8.5 student; and (d) the reference to *adult agendas* and positives in the program. Mr. Powell inquired about references to teachers analyzing test data; the impact that student population in classrooms has on a teacher’s ability to perform; teachers’ performance in concert with pupil:teacher ratios; components of the teacher being able to have tests that require more writing as a practical matter; and barriers that might exist that keeps qualified teachers from willingly seeking positions in 8.5 classrooms.

**Character Links.** The superintendent said the board has an opportunity to partner with Blue Cross Blue Shield to implement this program in select elementary schools for 4<sup>th</sup> graders. He said he thinks it is an outstanding program to build character development and education and asked board members to receive the report and consider if the board would endorse going forward with the program. He introduced Bob and Bonnie Luke who made a presentation on this initiative. They also provided board members with a written summary of the initiative that embraces a proactive approach to character development linking core academic knowledge to life application. Mrs. Luke summarized the format and demonstrated the unique method of application that is a 32-week program and consists of daily school links and home links. The goal of each lesson is to build character in students while addressing state academic skills and benchmarks utilizing multimedia influence to promote positive attitudes. The lessons focus on a value quality *i.e.* respect, responsibility, caring, trustworthiness, responsibility, perseverance. Mrs. Luke said the five-minute lesson is teacher friendly and requires no teacher preparation.

Mrs. Armstrong commended Mrs. Luke on developing the program and thanked her for making the presentation. Mrs. Wright said she has been interested in this type of a program for a long time and asked how does this program compare to the *Character Counts Program* and the *Manners of the Heart Program*. Mrs. Luke said they are totally different programs, yet the pillars are basically the same because everybody wants to incorporate these critical words into their vocabulary everyday. Mr. Milam asked the superintendent if the CPSB would continue to have the *Character Counts Program* with the 4-H, and the superintendent answered in the affirmative. He said this program would be funded specifically going to the 8<sup>th</sup> grade. He said staff would like to implement the program in select elementary schools and in grade 4. He said as funding develops more so, he would like to see it extended to other grades. The superintendent said this program is consistent and constantly enforces the link between the school and home. Mr. Milam said this program is very

important and he appreciates Blue Cross Blue Shield investing in the program. Mr. Brooks said this is a wonderful program and it needs to be implemented in all grades, ECE – 12<sup>th</sup> grade. Mrs. Pugh inquired about scheduling this program into instructional time. The superintendent said there are certain amounts of times for instruction in core areas. When staff looks at how much time is actually maximized of instruction, he feels strongly that five minutes could be carved out of classrooms without it affecting instruction. He said he could see this initiative as a wonderful transitional activity as teachers move from one subject to another. Mrs. Pugh asked Mrs. Luke how has State Representative Beverly Bruce embraced the program. Mrs. Luke said Representative Bruce has been responsible for some of the funding for *Character Count*. Mrs. Pugh asked if there would be volition of programs in schools with the *Character Count Program*. Mrs. Luke said she is aware of Rep. Bruce's desire for character education because of the work that she has done with LSU Extension Service, she has helped them with the program, and the two fits hand in glove to the things that they do. Mr. Brooks suggested that this program would be beneficial to the entire school system, *i.e. school level administrators*.

**Recess.** The president called for a ten-minute recess at approximately 5:29 p.m. The committee reconvened its meeting at approximately 5:45 p.m.

**Visiting School Board Members.** Mr. Burton recognized and introduced Johnnye Kennon and Frankie Mitchell, school board members who were visiting from Webster Parish (Minden, LA).

#### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE MAY 21, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the May 21, 2002 CPSB meeting and discussion followed as summarized.

**Request for Sale/Lease (George P. Hendrix Elementary & Walnut Hill Elem./Middle).** Mrs. Armstrong said she did not find anything in the mailout packet with regard to this item. The superintendent said he doesn't think Walnut Hill is for sale. Ron Festavan, assistant superintendent/support services officer, said he doesn't think the school should have been included. Mrs. Armstrong asked staff to delete Walnut Hill Elementary/Middle School from this item. Mr. Burton inquired about the status of the construction project at Cherokee Park (air conditioning the cafeteria and summer feeding program). Steve White, Director of Capital Projects and New Constructions, said the project is on schedule for this summer and construction should start on May 28. He said he is working in conjunction with the director of child nutrition on accommodations for the summer feeding program.

**Approval of Sales and Use Tax Commission 2002-2003 Budgets.** The superintendent reported that Caddo's estimated share of the operating budget is \$312,500 and staff will be asking for board approval.

**Approval of Agreement for Medicaid Administrative Outreach Services.** The superintendent said the CPSB would contract directly with Cost Management Services (CMS) through an interagency agreement. This program will coordinate the reimbursement of local school districts for the administrative costs of identifying, assessing, and referring Medicaid eligible students to the appropriate public services.

**Approval of Bus Usage Agreement –Southern University-Shreveport National Youth Sports Program and Approval of Bus Usage Agreement – Willis-Knighton Health System Northwest LA AHEC-of-a-Summer Program.** These are routine requests for approval of bus usage agreements by Southern University and Willis-Knighton. Staff would be asking the board to approve the requests.

**Approval of Agreement with the Association for Community Training Summer TANF After School Study Program.** The superintendent said this is a request for the board to approve an agreement between the Association and the Board for a Summer TANF After School Study Program. The agreement provides classroom space at Pine Grove, Northside, and Newton Smith, as well as transportation for the participants.

**Approval of One Year Extension of the Contract Between the CPSB and Kavanaugh Group/Pro Temps.**

The contract with Kavanaugh Group/Pro Temps allows for the CPSB to provide for one-year extensions. Staff has been very pleased with their level of service; Caddo has consistently been behind 90% range of fill rate; and staff would request for the board to consider an extension of the contract by mutual consent of the parties.

Mr. Powell asked if the contract is on the substitutes, and the superintendent said *yes sir*. Mr. Powell asked if the parties are requesting any modifications of any principal terms; if the parties are merely looking for a one-year extension starting from what date. The superintendent said the contract expires June 30, 2002. It would initiate again when the school year begins and goes through June 30, 2003 with no additional costs or modifications of contract as presented. Mr. Brooks informed the superintendent that he would get with him later to discuss this item.

**Approval of the Parental Review Committee – Pupil Progression Plan.** The superintendent said staff is asking board members to appoint a person to serve on the Parental Review Committee. A form was sent to board members for their consideration. He asked board members to submit a name within a week so that staff could get the committee activated.

**Approval of McKinney-Vento Homeless Act Budget and Approval of HUD Budget.** These federal programs are due for application renewal. The McKinney-Vento Homeless Act Budget of federal dollars (\$91,848.78) supplements services to homeless children and youth. The HUD Continuum of Care Homeless Assistance Program Budget of federal dollars also supplements services to homeless children and youth. Additional grant dollars (\$93,793.00) are used to provide a wide range of materials and supplies as well as pay for support and travel for parent-child educators who provide day-to-day services in their respective parishes.

**Approval of Consolidated Application for Federal Funds (Titles 1, 2, 3, 4, 5).** The *No Child Left Behind Act of 2001* caused the state to make major changes to the format and funding for the Local Education Agency Consolidated Application for Federal Programs. A description of the subsets - Titles 1, 2, 3, 4 and 5 and allocation amounts are detailed in the mailout. The superintendent reported that Caddo is looking at Title I allocation of \$11,632,452 for SY2002-2003. He said he challenged this figure because staff was told through Senator Landrieu's office earlier this year that Caddo is eligible for \$12.6 million. The superintendent said prior to entering today's meeting he was in contact with the Senator's office and Washington is affirming that the number will be \$12.6. Other titles, descriptions, and allocations for SY2002-2003 are: Title II - \$3,229,520.78 for teacher and principal training and recruitment and professional development; Title III - \$22,464 for Limited English Proficient Program; Title IV - \$340,592 for safe and drug free schools and communities; and Title V (Formerly Title VI) - \$296,794 for funding to support district efforts and funding for participating nonpublic schools. He informed board members that they would be receiving the complete application in the next week or two. The superintendent said Caddo has specific performance goals and indicators that are set by the federal government. They are outlined in the mailout and this is how the money must be targeted in order to accomplish the goals, and this is how Caddo would be audited. Furthermore a Needs Assessment summary is attached. Mr. Brooks applauded staff for their work and said the school system needs every dollar.

**Approval of Textbook Adoption for Career and Technical Education.** The superintendent said textbook adoptions for Career and Technical Education are coming forward from staff for the board's consideration. The textbooks are for the areas of horticulture, leadership, business, marketing, etc.

**Approval of FY 2003 IDEA and Preschool Part B Application.** The superintendent said this is the annual application for federal IDEA (Individuals with Disability Education Act) and Preschool Part B Application. It is the special education application that is driven by entitlement monies from the federal government that flow through to the state for which Caddo receives the money. Caddo needs to identify, with national and state approval, specific goals to be achieved. Nine specific goals are outlined in the mailout and focus is on improving student achievement for all students with disabilities. The superintendent reported that the Special Education Advisory Committee was involved and a public hearing was held on April 22, 2002. The application generates for the school system in excess of \$5 million.

Mr. Powell said job descriptions for different facilitators, supervisors, and other positions are in the material and he asked if it is pretty standard that the job descriptions be submitted. The superintendent said, *yes it is*. Mr. Powell asked if the job descriptions are just copied and turned in and he noted that some job descriptions still reference the Division of the Deputy Superintendent. The superintendent said they have to be revised and they will be revised in time for the board's meeting. Mr. Powell asked if some of the material would be amended and modified when it comes to the board for approval at the meeting coming up, and the superintendent said *yes*. Mr. Powell asked if the job description called *Related Services and Activities Team Facilitator* is an administrative position. Dr. Jeanette Taylor, director of special services, said it is an administrative position in that it is responsible for conducting personnel evaluations/observations and directing assigned staff. He asked if the position is on the administrative pay scale. Dr. Taylor said it is not on the administrative pay scale. Mr. Powell asked if most positions outside of special education that are administrative in nature are on the administrative pay scale. The superintendent said *yes*, everybody is on the A-4 administrative scale guide. He said over the years prior to his tenure, positions in special education have been funded differently and separately and have not been placed on that salary scale. He said that is one of the things that staff is looking at doing and making that crosswalk. Mr. Powell said up until now these positions have not been on the A-4 pay scale and these positions have been treated differently than administrative positions outside of special education. The superintendent agreed.

Mrs. Armstrong said in relation to the job descriptions that are provided for the board from the Special Education Department for this grant, she too was looking at the special education placement facilitator. She said she was looking at the preferred attainment levels or education related that says Masters degree and a valid Louisiana teaching certificate with certification as a child search coordinator and at least two other areas of special education or generic certification, or experience related capability equivalent to that normally achieved through five to seven years of continuous professional experience. She said she sees no place in the job description where it talks about any type of supervision certification that is required there. And, it specifically says that they supervise instructional specialists; it also says that they report to the supervisor of special education. But, again, that is a part of their job description but as far as having a specific supervision certification, it does not state that that is necessary in this job description. In addition, flipping over to the special education IEP coordinator, again it denotes the chain of supervision. Mrs. Armstrong said she does not see any reference in this whatsoever that it calls for holding a valid Louisiana teaching certificate with certification in two areas of certification, or generic certification in special education. That one holds a Masters degree from an accredited institution, has a minimum of five years of teaching experience in special education or related field and knowledge in interpreting evaluation reports and procedures utilized in developing an IEP that's the education and experience that qualifies one to be an IEP coordinator. She said no place did she see that it calls for supervision certification from the State Department. Mrs. Armstrong said she wants to bring this to the floor and to the attention of those present. She said it's important that if Caddo has job descriptions and hires people using job descriptions, it should hold to the job descriptions they were hired by.

Mr. Burton excused himself from the remainder of the meeting at approximately 6:00 p.m.

**Approval of the SY2002-2003 Personnel Evaluation Plan.** The superintendent said the plan would be presented to the board for approval and then forwarded to the State Department. He said the plan was put together in light of controlling legislation. The teacher job description has been reformatted, using the same language/statement contained in the current job description. Also, he has conducted workshops for the last three weeks for administrators. The superintendent said he would continue to do so on a weekly basis to ensure that administrators are better equipped to implement the performance evaluation plan and assist teachers in raising their levels of teaching where needed.

The president asked if anybody from outside of personnel within the school system was appointed to serve on the Steering Committee, *i.e.* representatives from the other organizations. The superintendent said the committee was as listed in the mailout. The president asked if discussion was held with any of the other organizations. The superintendent said he met with the executive directors of Caddo Association of Educators (CAE) and Louisiana Federation of Teachers/Support Personnel (CFT/SP) earlier today. Mr. Powell asked if the meeting with the referenced directors was after the document was basically prepared, and the superintendent said *that's right*. Mr. Powell said

in the past when things were brought to the board dealing with personnel, the board and staff traditionally took the time to appoint a committee which included affected parties or representatives of affected parties so that their comments and suggestions could be considered as part of the process. He asked the superintendent what further does he plan to do to gain meaningful input from some of the groups outside of his immediate staff on this and other employee policies. He asked who would be included on the Steering Committee. The superintendent asked if reference is to the Steering Committee for the Personnel Evaluation Plan. Mr. Powell said he would take this, but it goes beyond that because the board has had a practice for years – in fact it has sent policies back that affected personnel to get additional input. The superintendent said staff followed the procedure that it has in all previous years in terms of putting together a representative committee (teachers, librarians, principals, counselors and others). Mr. Powell asked if other representatives *i.e.* CAE was included, and he asked the superintendent what would be his purpose in meeting with other organizations. The superintendent said he meets regularly with representatives from the referenced organizations to go over items of mutual interest or concern. Mr. Powell said this is an ongoing process and noted that the superintendent has not formulated any final recommendation, he is still in the process of seeking input going into the formation of this plan. The superintendent said he is looking forward to May 21 for the board to take action; and between now and then, should there be appropriate input for any modifications, then this is what he would consider and bring to the board. Mr. Powell asked if it is possible then that board members might get something different in the mailout because of the input that he might receive. The superintendent said if there are changes that are appropriate, then it would be included for the board's consideration.

**Approval of North Caddo High School to Implement a Seven-Period Schedule for SY2002-2003.**

The superintendent said he is asking the board to consider giving approval to North Caddo High School to change from a 4x4 schedule to implement a seven-period schedule. He said he directed the principal to do an analysis along with staff members as to what the impact would be to move the school from its current schedule to a seven-period schedule. Information was included in the mailout packet and the conclusion drawn supports the fact that for this particular school, he recommends the change. He said the school would benefit by being able to offer the array and schedule for students.

Mrs. Armstrong asked why is the change being recommended. She noted that last year the school made a presentation of the positive impact of the 4x4 program for North Caddo. Mrs. Armstrong noted that the 4x4 program allows students to take 32 credits during the four years of high school and the seven-period schedule allows students to receive 28 credits. The superintendent said the 4x4 program is not working. He said research on 4x4 scheduling has shown that it is an administrative convenience and is not instructionally sound. The program is not yielding academic benefits, the students are not scoring well on tests nationwide, and the amount of time for instruction is not being used fully and completely. He further noted that teachers are required to use a lot of different techniques and time is not being maximized and used effectively. Mrs. Pugh said since the school board embraced the 4x4 schedule and concept and staff's findings impacted this school, what would be done about other schools. The superintendent said staff is in the process of seeking and interviewing for a new high school principal and that is one issue staff will be looking at with the candidates as to their viewpoints. The superintendent said making the transition to or away from the 4x4 schedule is not a simple thing to do because staff is finding that as students transfer from other schools they are running into problems with credits, sequencing of courses, etc. He said staff would have to take a hard look at what it would mean to Southwood should the board go in a similar direction in a year or so from now. He said his professional judgement is that Southwood is not gaining academically as a result of the 4x4 schedule. Mrs. Pugh said if staff has evaluated and skillfully knows that it is not accomplishing the goals, then she thinks that staff should take a look at the total system. The superintendent agreed and said Southwood is the other school that is on a 4x4 schedule. He said at this point and given the transition of administration and where staff is, the transition could not be done this year.

**Approval of Revised CPSB Policies.** The superintendent said he has made a concentrated effort to update, revise, amend, review the policy book and a considerable number of policies would be presented for the board's consideration. He said additional policies would be presented next month and his goal is to have a clean, updated policy book in everybody's hand and on the web site once the board has taken action. He said if the policies are approved in time, he would like to consolidate

the ones that have the most direct impact on staff and to build a handbook that could be shared with staff members. He said the policies have been sent to appropriate board counsel for review.

Mr. Powell expressed concern about the process by which the board would be considering and adopting the policies. He said he has serious concern that the 83 or 87 policies are a lot to consider at one meeting. Mr. Powell said he wants policies that are critical to be changed immediately - to be dealt with first, but he has concern about the volume. He said generically, the board needs a process to consider the policies thoughtfully. Mr. Powell expressed appreciation for the hard work, however, he said he is concerned that if the board goes through this many policies in this short period of time that the board is not getting necessary public notice and employee input. Mr. Powell said he thinks that before the board considers policy changes that affect employees, employees at least need to know what the board is about to do and have an opportunity to provide input. He said ultimately the board would make the decision. Mr. Powell suggested that the board should have some mechanism to get employee and public input, hopefully one week before the board meets to adopt the policies. He suggested that perhaps the board could prioritize one-third of the policies over the next three months.

Mrs. Pugh concurred with Mr. Powell's comments and said the board needs to charge the superintendent to formulate a committee and include in the committee employees as well as PTA participation. She said the board needs to have more input from staff and the community so that those policies that are being changed could have adequate scrutiny before the board acts. Mrs. Pugh recommended that the president should so direct the superintendent. She said the board would act after public input is received and considered.

Mr. Brooks echoed the previous board members' comments. He said some policies need to be changed or deleted. Also, other persons *i.e.* representatives from professional organizations should be involved as well as select staff persons so that the process could be done fairly and openly.

The president asked the superintendent of the 87 policy changes or updates that are on the list, how many have virtually no changes. The superintendent said there are not that many that are substantive of change. He said lots of the policies are important and good and have come under review and another legal review. Others are incinerating – taking off certain words; and others have greater implications of trying to bring into compliance some of the practices of the district that are not consistent with the policies. The superintendent suggested that if the board intends to have a broad-based review of the policies that it should: (1) recognize that it's not going to permit the policy book to be completed and probably not have a handbook put out for next school year; or (2) similar to the Pupil Progression Plan he suggested that board members could appoint someone to represent and let them do the reading. The president asked the superintendent if board members recommended somebody to serve on the committee, would he have an opportunity to meet with them over the next week. The superintendent said *sure*. The president asked board members if they would submit to him, based on their request, names following today's meeting so that he could get the names to the superintendent so that he could invite them to go over the policies and then meet with them. Mrs. Pugh said the superintendent had a body of principals, counselors, teachers and other staff. He knows who the organizational and PTA people are. She said some policies are administrative in nature and should be deleted, and this is a board responsibility. Also, there are other policies where the board needs citizens and employees' input, but the board should address policies that deal directly with board issues and staff. Mrs. Pugh said the board needs a work session or a policy retreat so that it could work through the policies. She said there is some language in the policies that the board needs to deal with and she doesn't believe it would be fair to the district for the board to pass the wholistic list. She emphasized that a review committee is needed.

Mr. Thibodeaux said policies that have drawn a lot of interest are those that directly affect personnel. He referenced *Policy GCJ (Also ID) Professional Staff Time Schedule (Teachers)* which says teachers shall be at school longer than they are right now by simply changing the word *should* to *shall (20 minutes prior to the start of classes and 30 minutes afterwards)*. He noted that there is good rationale in this, but he believes that there are very few teachers, if any, who aren't already giving a lot more time. Mr. Thibodeaux said it bothers him that there is no one else in the school system that is asked to put in more time without more pay. He said the 20 minutes a day adds up to about eight days a year, and this is unfair. He said he would like to see this issue left to the discretion of the principal. Mr. Thibodeaux said this is the type of policy that could have a negative

impact on employees when they don't have any input. He said people who are directly affected should have their say. Furthermore, he believes the board should meet and review policies individually and he doesn't know if a committee could really do this job. Mr. Thibodeaux said board members will be the ones voting and they should be the ones to read the policies.

Mr. Brooks said teachers are already burned out and he, too, expressed concern about *Policy* GCJ. He said nobody wants to work these kinds of minutes after school. He said it concerns him that the committee would bring a policy of this sort to the board, and this one policy makes the others look bad to him. Mr. Brooks said the board needs to look at the policies one-by-one.

The president asked board members how many policies would they consider to be a workable number. Mr. Brooks again stated that the board should take its time and review the policies one-by-one and in a retreat. Mr. Powell said part of this is an issue of having a methodology in the way that the board processes and finally adopts a policy, and it does include some participation or availability of the public and employees to know what the board is considering. He said the board would ultimately make the decision. The other part is that the board needs to find a way to logically group the policies. He suggested that if there are policies that require immediate attention, he would like to know how many of those there are because they have time sensitivity. Mr. Powell said he is not suggesting taking one or two policies a meeting from now until forever, but he is suggesting that over the course of the next three or four months to have a process in place to where the board considers thoughtfully a group of policies. He said if there are policies with typos or incorrect grammar then the board might be able to deal with a group of those at once. He also said stating that the board would vote to approve the 87 listed policies is ambitious and he doesn't see how the board could do this and give it thoughtful consideration and receive input from affected persons and the public. Mr. Powell said the board needs to establish what would be the approach to deal with the large number of policies and a work session might be a good first step. He said he needs more indication from the superintendent on what he considers to be policies that need to be dealt with immediately versus ones that he believes are any change in substance.

Mrs. Wright said the board needs to take a closer look at the policies, to think about them, and have time to digest what was read. She said it is overwhelming to try to consider all of the policies at once. She said the board should take its time and do the work right.

Dr. Hitchcock said he wonders if the board could ask the Executive Committee, in concert with the superintendent, to come up with a procedure for how the board handles the policies and how it does it in an organized manner. At the same time, that the board consider asking the superintendent to look at the 87 or so policies and pull out the ones that the changes are either clerical or of a clarifying nature that might not have substantive changes. Then, the board could consider that group at its next meeting with the understanding among the board that if any board member believes it to be more than clerical or administrative, that it would pull the policy out. Perhaps then the board could dispose of a pretty good group at one time, and only give special attention to the ones that are not just a change in a word or so. Also, realizing that one word could make it a substantive change. Dr. Hitchcock said after this, another stack is left and the board could ask the superintendent to follow what Mr. Powell suggested and that is prioritize the policies and break them into the ones that he needs action on first. He said the board could then dispose of that stack and move on to the next stack. The Executive Committee could come up with a means of doing that – a means of review by the stakeholders (teachers, principals, administrative employees, professional organizations, etc.). Dr. Hitchcock said discussions should take place in small groups and hashed out with all involved. The president said the Executive Committee would work on this over the next couple of weeks and whatever is on the agenda at the board meeting, then the board would vote it up, down, or whatever.

**Approval of Extra Curricular Stipend Schedule for Head and Assistant Coaches, Sponsors and Assistant Sponsors.** The superintendent said he conducted a comprehensive review of coaches and advisors and their current level of stipend pay. He said staff has developed a mechanism and salary schedule that meets Caddo's needs. He said by way of process, he brought in coaches, representatives, and others to review and to explain the information. He said he crosswalked the coaching stipends so that everybody receives more; there are stipend adjustments; establishment of a step-index similar to that of the salary schedule for teachers; and addition of an incentive stipend. The schedule includes every sport and in some areas assistants were added, *i.e.* cheerleading assistant sponsors. The president asked if input was received from representatives of teacher



organizations, head coaches, etc. The superintendent said *yes*, people were brought in from the very beginning. The president said he has received some good comments about this agenda item. Mrs. Armstrong asked if a schedule has been worked out for band directors. The superintendent said he is trying to untangle this and hopes to have something for the board's consideration next month.

**Approval of Three Year Capital Improvement Needs Program for Caddo Parish Schools.** The superintendent said in November 2001 he presented a budget to the board that was in excess of about \$13.5 - \$14 million dollars of what the board had to spend in renovations and capital needs. He said at that time, virtually 95 percent of that was anchored into absolute had-to-be-done safety kind of issues; and the projects came from principals and directors. The superintendent reported that the board does not have this kind of money each year to meet the needs of an aging physical plant throughout the district as well as new needs that are emerging because of demographic shifts. He presented a proposed draft of projects that staff feels are most needed and critical and it is broken out by school, new construction, parking issues, renovations, air conditioning needs, etc. He coupled with this issue agenda item 29 – *Approval to Hold a Special Election in Caddo Parish to Issue General Obligation Bonds and Renewal of Existing Tax Millages*. The superintendent said the board has the capacity to raise over \$340 million to attend to renovation/construction needs and that would require new tax increases. He said the board has the capacity to raise up to approximately \$62.5 million without increase of millages since school board millages are retiring from Capital Debt Service over the next three years. He said this would probably position the CPSB to replace virtually all of the transportable buildings that need to be replaced, the renovation projects, new construction, etc. if the voters would support approving a special election, a proposition to issue General Obligation Bonds for 20 years for some sum. The superintendent said existing tax millages for operations and maintenance and building repairs and equipment that are due over the next two fiscal years need to be renewed. The board is at the final levy for authorization, and the board has an opportunity to renew millages that are currently on the book and the school board needs to have renewed, or it can't operate. He said the board also has the opportunity to raise new money through no additional millage increases or taxes. The superintendent said if the board wants to move aggressively with this, then he would encourage board members to look at the draft of the Three Year Capital Improvement Needs Program that staff has put together. He said on an accelerated timeline, the board could go out as early as July 20 or October, November or January,

Mr. Powell asked the superintendent if the projects on the list started from the Capital Projects List from last year and the superintendent said *yes*. Mr. Powell asked if all of the projects included on the list were also included in the Capital Projects List. The superintendent said the summary list that was received from the schools, *yes; or most of the projects*. He said the list exceeds what the board has available in funds. Mr. Powell said there are some projects that were not considered Capital Projects last year that are included on the list presented today. The superintendent said they are new construction. Mr. Powell asked how many of the projects and the superintendent said he would have to go through school-by-school. The superintendent asked if he should limit it to new construction. Mr. Powell said the superintendent previously commented that the board had a list last year of \$140 million dollars and the list presented today came from last year's list. He asked how many of the projects that were not considered then might be on the list presented today. He said he is trying to get some sense for how many of the projects were not even considered then that might be on the list. The superintendent said there are a variety of projects and he began summarizing projects as presented beginning with Blanchard. He reported that under Blanchard, staff received requests for replacing HVAC for \$200,000; building canopy for \$50,000; renovation of playground for \$20,000; floor gym for \$85,000; windows insulated; and also during the course of the year there are transportable buildings (T-buildings) that are there and in staff's consideration in terms of T-building replacement that would be an important piece. Mr. Powell said that would be one that has been added, and the superintendent said *yes* the T-buildings, that's right. Mr. Powell inquired about Timmons and expanding its cafeteria. The superintendent said there are six projects spanning back from 1994 to this current year of which one was a multi-purpose room. He said staff is looking at a two-fold purpose with the multi-purpose room. Mr. Powell said there are a lot of projects each school has. Obviously decisions were made and he is trying to get some sense for how staff came up with the process to get to the projects; *i.e.* in 1997 when the board went to the public with items that needed renovation and new construction, it had a committee of citizens and staff. They worked together, looked at all the projects, and came up with their recommendation of what they felt the needed projects were. He said obviously the board does not have the time to meet the July date, so

he is trying to get some sense of where the list came from. Mr. Powell said the projects on the list presented today are categorized by school board districts and there is disparity with the numbers in that they range from \$1.8 million to maybe \$3.5 million. He asked how many of the principals at the schools has there been any dialogue with as to what they consider to be a priority need for them.

**Recess.** The president called for a five-minute recess at approximately 7:05 p.m. and the committee reconvened the meeting at approximately 7:15 p.m.

Mr. Powell asked how are the priorities set within the list. Referencing the \$140 million of requests last year, he said some projects are included and asked if some of them were obviously in the \$13-14 million that is in this year's Capital Project. The superintendent said very little. Mr. Powell said projects were also added and if the board says to the public that it is presenting these projects but it would not increase your millage, that's not the end of the equation. He said the board needs some sense that it is dealing with priorities and also with a sense of need. Mr. Powell said if the superintendent is asking the board for approval in two weeks, at what point would questions get answered to the public. He said he looks forward to an opportunity to look more closely at the projects and just recently he received a call about what is happening with the Caddo Magnet High facility. He said this is a school that is not on the list. The superintendent said the board is currently putting a 20-classroom addition to the school. Mr. Powell said he thinks the concern at Caddo Magnet has little to do with what is going on with the new construction but more with the facility itself and some ongoing needs that need to be addressed. He referenced other projects at high schools that are on the list that was presented today. Mr. Powell said if there is a difference in how the board would be allocating needs as it goes to the public at the high schools, then it has to be able to establish its rationale for why some high schools have greater needs than others. He said all of the projects probably have some worth and the board has to have a trust and accountability measure built in by having some semblance of priority. He asked the superintendent to identify for him in the next few days and send him something showing which projects are new, which projects were considered last year, and if a project wasn't included last year as a need that the schools thought they needed and now appears on the list some rationale or justification. Mr. Powell said the board needs to be very clear if it goes to the public and a bond election what it is the board is about, what the legitimate needs are, and why the board feels comfortable that those are the needs that are most pressing.

For clarification, the superintendent said when staff culled down the \$140 million on the bus request, that included everything for the last six or seven years and even more so up to 11-12 years that schools have requested. Staff culled out and could identify approximately \$28 million in new construction requests in the schools. Most of those migrated to the list presented and staff factored in there T-building replacements. He said the replacement of T-buildings was designed to do 80 percent of the existing and staff has numbers of schools that projects had completed the 80 percent but there are still T-buildings that are being used. Then, with the remainder of that, staff went back and looked at many of the requests, Capital Projects requests that were not new constructions and would fit into the renovation or something that the school is desperately in need of in terms of their priorities. He said on the last page of the document, staff did not have time to build into each school by school, but there are a lot of air conditioning projects. He said there is a lot of outdated air conditioning equipment that is costing the school system incredible amounts of manpower and repair time. Staff wants to replace the units or consider electrically going to central as opposed to individual room air-conditioners. The superintendent said staff included things in the plan that they have been picking at in the budget annually. Staff wants to get these things out of the current expense budget (Capital Budget) so as to free up some money for years to come for other things, *i.e.* salaries and programs, replacing flooring districtwide, asbestos abatement and ADA accessibility. He said this is the rationale for how staff got to the list. The superintendent also noted the meetings that were held with area directors, principals, and Steve White, Director of Capital Projects and New Construction.

The president asked Mr. Powell if it would suffice for the superintendent to report to him. Mr. Powell said he appreciates the report but he needs specificity. He asked if *all* principals were included. Ron Festavan, assistant superintendent/support service officer, said the Executive Directors were responsible for polling their principals and reporting their findings to he and Mr. White. He said he and Mr. White then met with the superintendent and went through the process as presented by the superintendent. Charles Walker, Executive Director, Area I, said principals were polled in Area I and he went back to them several times. In some cases, decisions were made and if

two or three items were multi-million dollar projects, they recognized that they could not do all of that at one school. He said he thinks both areas went through the same process. Mr. Powell said he wants to make sure that staff is including the people who are affected. Mr. Walker also reported that he saw several faxes go out to principals soliciting information through the high school cluster areas. Mr. Powell said he understands the superintendent talking about the methodology, but he is interested in specificity. He asked the superintendent to provide him with the origination of the projects.

Mr. Milam asked if the cost for the projects listed is today's prices, and the superintendent said *yes*. Mr. Milam said the projects wouldn't be started today. The superintendent said this is why staff allowed for a five-percent inflation figure per year. Mr. Milam asked when would be the first year when the board actually starts construction of the three years. The superintendent said if the public passes this in July, the board would be able to roll out money to start projects immediately. Mr. Milam said it's pretty well established that you could count on a five-percent increase per year in cost for construction and he said that would be 15 percent in three years. The superintendent said this is the best estimate staff could have because it is hard to predict what the future would be. Steve White said if approved by the voters, the board would go forward this year and could pick up five-percent for each consecutive year. He said it is a relatively conservative guess and is the best that he could give based on where the inflation trends tend to be in construction. Mr. Milam asked if this is a comfortable guess and Mr. White answered *yes* and said it is the best professional judgement that he could give. Mr. Milam asked about design fees. Mr. White said design fees run between 8 and 9 percent but there are some testing monies included. He said there is the initial testing of sites prior to sub-surfacing investigation, then material and methods testing during the course of the project. He said he is comfortable with a 10 percent number. Mr. Milam asked if a design fee is necessary for every project, and Mr. White said it is required on every project. Mr. Milam said he would like to see a further reduction in the millage, in the total dollars spent.

Mr. Mims expressed concern about the multi purpose room project at Atkins Elementary that is included within the list. He said if he would let it stand in the three-year construction plan, then he would be doing voters in District 6 a disservice because next year \$400,000 has already been allocated for the school to start construction on the multi purpose room. He said the school has waited in line for approximately four years for this project and he would not want to see this included in the bond issue. Mr. Mims asked staff to remove this item from the proposed plan and let it remain where it is. He said the CPSB has delayed on the land acquisition project for Eden Gardens and he would like for this project to be removed from the three-year plan as well. He said the board should go ahead and purchase the property.

Mrs. Hardy mentioned that J. S. Clark is not in District 2, and said she did not see anything included within the list for Donnie Bickham, Northside, Linear or Pine Grove. The superintendent said staff does not have any new capital construction requests for those schools. Mrs. Hardy said she would provide the superintendent with a list from the schools, as expressed to her by the schools' staffs.

Mrs. Pugh asked Mr. White if the auxiliary gym that staff is referring to for J. S. Clark is the one that is to soon be under construction. Mr. White said it is, and Mrs. Pugh said this project could be scratched from the proposed plan because this facility is already financed. Mr. White said this is increasing the scope of the project to comply with the requests of Mrs. Pugh and Mr. Burton. Mrs. Pugh said this project is being done prior to going to the voters. She said board members are expecting this to be done without putting it out on the plan. She said the J. S. Clark Speech Center was sold to the public so that the school board could have funds available for some portion of the project. She said it would be to the board's advantage to not put this project in the plan. Mrs. Pugh said she observed that staff has stipulated \$400,000 for one elementary school library (Judson) and increased the amount by \$50,000 for another (\$450,000 for Newton Smith). She asked if this is because of the enrollment of the school. Mr. White said there could be several factors - the site on which it is going staff might have to do additional dirt work to bring it up. The area at Judson between the multi purpose room and the existing wing is relatively flat and additional dirt work (foundation cost) is required at Newton Smith.

Mr. Brooks said he called some of his principals and requested a list of needs in their schools and he particularly looked at Mooretown Early Childhood Education (ECE) Center. Mr. Brooks said he needs to know what principals are sending in to staff. The superintendent said staff has lists from

the schools and talking about Mooretown ECE, there is need for floor tiling, plumbing work, replacing gutters and doors, lighting, etc. He said there aren't any new construction projects. The superintendent said the plan that was presented is a draft and he encouraged board members to talk to him about the needs in their districts.

Mr. Powell said there has been a project at A. C. Steere to redo the air conditioning in the main building and it was bumped when the University project was done and has been bumped since. He said it doesn't appear on the list and he wonders if it is planned in some other fund. He said the board is in the process of doing a wing at Captain Shreve and he said it was said earlier that when this project is done, he wants to come back to see how much it would cost to do 10, 12, 14, 16 classrooms because the board is looking at available dollars. He said there has been a lot of dialogue about the need for a new elementary school in southeast Shreveport, about expanding Youree Drive, and he said the neighborhood children then go to Captain Shreve. Mr. Powell said he recognizes this and looks at it when there are multiple options; but the CPSB is limited on budget and a consideration for this is not included in the plan. Mr. Powell said a lot of these projects are very much needed and the board needs some assurance that priorities are in order.

### **APPROVAL TO HOLD A SPECIAL ELECTION IN CADDO PARISH TO ISSUE GENERAL OBLIGATION BONDS AND RENEWAL OF EXISTING TAX MILLAGES**

The superintendent said there are a variety of times that the board would be able to go out for renewal millage election. He said if indeed the board is interested in moving forward, then staff needs a time frame from which to work. The president said an item is on the agenda, there are a number of dates, and he could make a recommendation to the board. The board could vote the recommendation up or down or a board member could make an alternate motion to consider October or another date down the road. The superintendent said the dates are July 20 for propositions only; October 5 for propositions and local primaries; November 5 for propositions and runoffs for 2002; and January 20 (give or take a day), 2003.

### **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** The superintendent said information was provided on school board construction projects in the mailout.

**Report – Projected Staffing and the Impact on Course Offerings at Broadmoor Middle Laboratory School (Powell).** Mr. Powell expressed appreciation for the information that he received at the last school board meeting. He said staff answered his specific questions about Broadmoor, but he still has questions about staffing overall in the middle and high schools. He said he would be adding an item to the agenda and this item is no longer needed on the agenda.

**Executive Session – Student's Expulsion Placement Appeal.** The superintendent informed board members that a hearing would be heard at the May school board meeting. Information was included in the mailout packet.

### **ADDITIONS TO THE AGENDA**

**Attendance Boundary for New School in Southeast Caddo Parish.** Mr. Powell requested an agenda item for the May 21, 2002 school board meeting to consider modification of the attendance boundary for the new school in southeast Caddo Parish to restore specifically Ellerbe Road Estates to University Elementary.

**Special Education Staffing.** Mr. Powell said in light of the discussion about special education, he requested that an item be added to the agenda regarding facilitator staff positions; the job descriptions; any issues of certification required for facilitators; what options are available to the system for allocation of personnel in an appropriate way; and an in-depth report about an organizational structure on personnel. Additionally if the CPSB needs an executive session, he has the expectation that the board president, superintendent, and attorney would get together to know whether the board needs one to deal with any specific personnel issues. And then they would add it for that purpose because he don't want to have anyone discussed and violate any right that they might have of privacy.

**Staffing Formula for Middle and High Schools for SY2002-03.** Mr. Powell requested an agenda item for the adjustment and modification of staffing formula effective for SY2002-03 for middle and high school students to provide appropriate consideration of inclusion of special education students in the teacher formula count for the regular education staffing. He said he wants the board to look at the cost of consideration of those students who are special education during the regular classroom at least 50 percent of the time that currently are not being counted. I want to know what the cost impact would be on the staffing formula.

**Uniform Dress Code.** Mr. Powell requested that under the Superintendent's Report, he wants the superintendent to provide him with information on parishwide, how we are conducting the uniform dress code policy or the uniform policy; and specifically questions about if a parent has multiple children at a school does the parent get one vote per child or one total; how are faculty votes included; are everybody included, are sweepers included in voting; how often are the surveys done; and to know also whether the surveys are done anonymously or whether principals are requiring staff to sign off on how they voted. Is there any disparity in how we're doing it? Additionally, as we are going year-to-year-to-year and we have some schools that voted and didn't meet the threshold the first year, is that it for the school or as new parents come in every year do they vote again.

**Study on Stress.** Mr. Brooks asked the superintendent to conduct a study and provide him with a report on stress within the Caddo Parish School System. He said the superintendent needs to go real deep in compiling the report because teachers, coordinators, directors, all employees are not being treated with dignity and respect. He said this is one reason while people are leaving the system and are on medication. Mr. Brooks said teachers should be treated as professionals.

**Staffing.** Mr. Brooks reported that he talked with a principal about needs at his school and the principal said he needs teachers. Mr. Brooks asked the superintendent to find the money and keep teachers at the school. He also said if more teachers are hired, the class sizes could be smaller.

**May 21 CPSB Meeting.** Mrs. Hardy said Green Oaks High School graduation ceremony is scheduled for Tuesday, May 21, and she asked the board to change its May 21 meeting to another date. The president asked about the graduation schedule and Mrs. Hardy suggested May 22. *Mrs. Armstrong moved, seconded by the president, to suspend the rules in order to have a new date set for the board meeting that would have been scheduled on May 21 to move that to May 22 at 4:30 p.m. Vote on the motion to suspend the rules carried unanimously. Mrs. Armstrong moved, seconded by the president, that the next scheduled meeting of the CPSB be moved to May 22 at 4:30 p.m. Vote on the motion carried unanimously.*

**Special Education Facilitators.** Mr. Thibodeaux asked the superintendent to not take any action on the postings for facilitators/supervisors in special education until such time after the following meeting when the board has an opportunity to discuss this issue.

**Consent Agenda.** The president recommended that item 9, 10, 11-24, 26 and 27 be categorized as consent agenda. *Mrs. Armstrong moved, seconded by the president, that board members accept the agenda as revised. Vote on the motion carried unanimously.*

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE MAY 21, 2002 CPSB MEETING**

The president presented the agenda to the public and invited input on the proposed items.

**CPSB Policies.** Jackie Lansdale, Caddo Federation of Teachers/Support Personnel (CFT/SP), said she was seeking directions from the board on where it is going with the personnel policies. She asked if the board would be considering individual policies at the next board meeting in total. The president said he plans for the Executive Committee to meet with the superintendent to separate the policies and to deal with the ones that are vital. He said the board would then determine whether to leave the item on the agenda or not.

**Kavanaugh Group/Pro Temps Service.** Mrs. Lansdale asked if consideration has been given to considering other groups, *i.e.* support employees (cafeteria, maintenance personnel) as an addition to the agreement for substitute services.

**Adjournment.** There being no further business, *Mr. Armstrong moved for adjournment at approximately 8:05 p.m. The president seconded the motion, which carried, and the meeting adjourned at approximately 8:06 p.m.*

**May 14, 2002**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in *special session* on Tuesday, May 14, 2002, at 3:00 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Phillip R. Guin presiding and Willie D. Burton present. Ginger Armstrong arrived at approximately 3:20 p.m. Other board members present were Mark Milam and Mike Powell. Also present were Secretary Robert E. Schiller, Legal Counsel Reginald Abrams, staff and other visitors. The invocation and Pledge of Allegiance were omitted. The president asked school board members and staff to be mindful of the passing of CPSB's employee, Mr. Odis Jones, purchasing agent, and to remember his family in prayer.

The purpose of the special meeting of the Executive Committee is for the committee to consider the following agenda items that were initially presented at the Committee's May 7 regular Executive Committee meeting and they are: (1) CPSB Agenda Item 25 – Approval of Revised CPSB Policies; (2) CPSB Agenda Item 28 – Approval of Three Year Capital Improvement Needs Program for Caddo Parish Schools; and (3) CPSB Agenda Item 29 – Approval to Hold a Special Election in Caddo Parish to Issue General Obligation Bonds and Renewal of Existing Tax Millages.

**Approval of Revised CPSB Policies.** The superintendent presented board members with a resource of the policies categorized into five areas and briefly summarized the groupings as follows: (1) policies that have been reviewed and don't require changes (minor misspellings have been corrected); (2) policies that have been reviewed and deemed no longer needed; (3) new policies; (4) policies that need minor revisions; and (5) policies that have been revised and have substantive changes. The president said the superintendent would have an opportunity to review the policies at the board meeting next Tuesday. He asked the superintendent to list the policies on the agenda for the meeting next week by category as presented today. Mrs. Armstrong made her arrival to the meeting and the president brought her up to date on what had taken place in the meeting. He noted that he understands the charge to the Executive Committee is for it to come up with a way for the board to deal with the policies, and the superintendent has grouped the policies into five categories. *Mr. Burton moved, seconded by Mrs. Armstrong, to accept the categories (Categories 1-5) for the May meeting for the full board's consideration. Vote on the motion carried unanimously.* The superintendent said should there be any more changes to the policies, he would send them to board members over the next few days. The president expressed appreciation to the superintendent for grouping the policies. Mr. Burton encouraged board members to call the superintendent prior to next week's meeting if they have questions about the policies. The president asked the superintendent when would board members receive the updated packet, and the superintendent said there would be a mailout on tomorrow.

**Approval of Three Year Capital Improvement Needs Program for Caddo Parish Schools.** The superintendent distributed a packet of information to board members that included: (1) Attachment 1 – Status of 1997 Proposition #4 Projects; (2) Attachment 2 – Status of T Building Replacements (1997 Proposition #1) and Proposed (2002 Proposition) T Building Replacements; (3) Attachment 3 – Draft #8 (5/17/02): CPSB Three Year Capital Improvement Needs Plan (Proposition 2002); (4) Draft #10 (Revised 5/14/02): CPSB Three Year Capital Improvement Needs Plan (Proposition 2002); (5) Attachment 5 – Comparison of Draft #10 and 1997 Propositions #2 and #3; and (6) Attachment 6 – Recap of Draft #10 CPSB Three Year Capital Improvement Needs Plan (Proposition 2002). He summarized the contents of the packet

The president asked what is the determinant as to which projects would be done if funding were not available to do all of the projects. Ron Festavan, assistant superintendent/chief support officer, said staff would prioritize projects by need, obviously addressing those that are scheduled for completion on a priority need basis. This is determined by the work orders that are submitted, the principals at the schools, and other ways of maintenance. The superintendent said now, five years later, inflation factors affect bids, etc. Referencing the listed projects on Proposition 4, the president asked if the projects were identified at the point in time that Proposition 4 was voted on or was some of the Proposition 4 money used on projects that came up as a need after the fact. Mr. Festavan said all of the projects were at least in a general category of needs under Proposition 4. He said some projects probably became high on the priority list as time passed. The president expressed concern that the previous board and staff missed the funding level that far in terms of projecting costs since there are so many incomplete projects and there would not be enough money to do the projects. Mr. Festavan said there was not enough money originally to complete the projects given the rise and cost that

came after that. The president said a question was raised at the May 7 meeting regarding funding and he would like to reiterate that if the CPSB has to err, he would rather see the board err in the other direction. Mr. Festavan said staff has built into the plan a healthy contingency fee and inflation fee. Referencing the Citizens' Committee Report from the last bond election, the superintendent said he could see tremendous variances where the itemized amount is assigned for projects. He said this is understandable because basically there is no way bids could have come in for what was budgeted or projected in 1997.

Mr. Burton asked about the status of the auxiliary gymnasium project at J. S. Clark. The superintendent said he would be addressing this project momentarily, but the reality is the money that was put aside for the project is inadequate.

Referencing a category on page 7 of the packet – Miscellaneous Student Locker Replacements, Mrs. Armstrong said a lot is being written about the health hazards to students who carry heavy textbooks. She asked if staff could look into providing two sets of textbooks for students – one set to take home and one set to be used in the classroom. She said the money allocated for student locker replacement could be shifted over to funding some of the large, expensive textbooks. The superintendent said the cost of textbooks is extraordinary and to provide students with two sets of textbooks would cost probably \$10-15 million. Mrs. Armstrong said her reference is for the provision of two sets of textbooks for the core subjects.

The superintendent said Attachment 2 is taking Proposition 1 of 1997 - \$48 million for replacing 80 percent of T buildings of the identified schools, and providing a status report of the projects completed, scheduled for completion, the number of T buildings that are actually in use, etc. He said in the next few days, he would like to separate the T buildings that are being used for instruction from those that are being used for storage/offices. The superintendent said if the board chooses to replace any or all of the remaining T buildings, the board would be looking at approximately \$14,500,000 plus a design fee and inflation factor which would be approximately \$2.8 million (total of \$17.3 million). A summary page which has two options listed on T buildings was included in the packet.

The president said in the different columns (T Buildings in Use and Proposed T Building Replacement Rooms) there are a number of buildings that have a number listed in the use column and a *dash* meaning nothing in the proposed T building replacement column. He said some schools (Walnut Hill and Vivian) are already in process, yet under the comment section it doesn't indicate that. He asked how many of the *dashes* are schools where nothing is being done and what is the determining factor as to why they were not included and another area was. Steve White, director of Capital Projects and New Construction, said a project (design phase) is currently going on at Vivian for six classrooms. He said its been determined that seven T buildings are needed and staff is looking at getting an alternate bid to go in on this packet which would be the most economical way to build at this time. Mr. White said at Walnut Hill there is currently an 18-classroom wing in the design phase and staff will be looking at how the other three T buildings are being used for physical education classes. He said the proposed multi purpose room would take care of these three classes. The president said his question is how many of the projects listed with *dashes* next to them is staff not doing anything to and why was it determined that they would not be included in the new bond money if it is approved. The president asked if the determining factor is that staff was attempting to spread it out to include each district. Mr. White said on several of the projects *TBS (to be scheduled)* is listed and these are from the last year of the current bond issue. Staff will determine how many classrooms are needed for that last round of buildings. The president asked if Pine Grove is listed with nothing because the project is in litigation, and Mr. White answered *yes sir*. Referencing Atkins, Mr. Milam read the data from the attachment for clarity and Mr. White concurred with his understanding.

The superintendent said Attachment 3 (Draft #8) is a copy of what was presented at the May 7 meeting. Mr. Burton asked if this is the attachment, which referenced the auxiliary gymnasium at J. S. Clark, and the superintendent answered in the affirmative. He recognized Ben Wreyford, director of finance, who reported that in 1997-98 the CPSB sold land to the city for the library exchange for approximately \$262,000. A couple of years later \$70,000 was pulled for air conditioning the auditorium at J. S. Clark and this left a balance of \$192,000 reserved for the



gymnasium. The superintendent said \$192,000 is not sufficient funding to build an auxiliary gymnasium and that is why staff is proposing to put this on the list. Mr. Burton said he and Mrs. Pugh were called in to look at the design for the building and they were under the impression that the board would be going forward with the building. Now, it appears that the money is not there and they have told people that the facility would be constructed. Mr. White said originally staff looked at a facility that would be constructed basically of metal studs and Sheetrock walls. He said Mrs. Pugh mentioned adding concrete block walls to the project. Mr. White reported that staff has gone back to the designers and asked them to redesign the structure for an alternate bid. He said current funding would not support the block walls, staff is getting an alternate bid, and it would then be a board decision whether to include additional funds. Mr. Burton said he doesn't want to see the project in limbo, and Mr. White said staff is working on it, it's just a complete redesign of the structure. Mr. Burton said this is new construction and he asked if the project would be prioritized and the superintendent said *yes*.

Mrs. Armstrong asked if the estimate of \$600,000 for the auxiliary gymnasium over and above the \$192,000. Mr. White said he worked up the estimate and the \$600,000 would fund the gymnasium completely, not in addition to available funding. The superintendent said the notion in this is that if staff puts it out under this sum of money, then it would free up the available money for other Capital Projects. The president asked the superintendent to make an adjustment on the draft before sending it to board members to put J. S. Clark into the appropriate district. The superintendent said truth of the matter is that many of the schools are not appropriately in a district in that many have students from several districts and J. S. Clark is a perfect example.

The superintendent said Attachment 5 takes the specific items of new construction for Propositions 2 and 3 of 1997 that were defeated, the amount of money earmarked for the project, and the proposition for 2002 where staff could match up to show the comparison. He said after talking with principals some projects are still existing needs, some are no longer needed, and some were not needs in 1997 but emerged into this attachment. He called board members attention to the recap sheet that is under Attachment 6, which he summarized. The superintendent said it is compiled after consultation with principals and projects are listed from his perspective as priority beginning with construction of the new school on Norris Ferry Road.

Mr. Burton asked what happened to the \$2.5 million that was initially proposed for the Booker T. Washington and North Caddo gymnasiums. The superintendent said the \$1.4 million represents the configuration that was maximized and would seat 940. He said the \$1.4 million represents the top end of the project to fully extend the gym to almost double the seating and pushes out the walls. *Mr. Burton moved that the three year plan be submitted to the board for the meeting on the 24<sup>th</sup>.* The president said the item is already on the agenda. He said this agenda item is basically for information.

Mrs. Armstrong asked if the Walnut Hill project is a renovation to the existing gymnasium. The superintendent said *no*. The existing gymnasium would convert to the elementary and the new one would be for the middle school. Mrs. Armstrong asked staff to consider the construction of a new stadium in south Shreveport and asked if funding, maybe offsetting \$600,000 could be applied. The superintendent said a group came to him six or seven months ago to talk about this but that was the end of it. Mrs. Armstrong said they would need about \$100,000 because the City of Shreveport has already donated the scoreboard, bleachers, etc. Mrs. Armstrong asked staff to get in touch with the individuals and see about firming up something. The superintendent said he has not received any direction from the board that it wants to add another football stadium. Mrs. Armstrong said she wants to be included in the discussions. The superintendent said part of what was presented to him includes driveway extension, plumbing, water, and a variety of cost factors.

Under land acquisition, Mr. Powell asked what land was staff looking to buy for \$600,000. The superintendent said he needs advice from the board as to whether it wants him to be specific. Mr. Powell said he doesn't see how the board could go to the public without letting them know what kind of land the board is considering. The superintendent said the property is adjacent to C. E. Byrd and there are no existing streets. Mr. Powell asked what about Eden Gardens. The superintendent said a piece of land was talked about last week to help with egress to that building. Mr. Powell asked if this land is the same that Mr. Mims spoke about, and the superintendent answered *yes*. He said it was determined that the land would not be given to the school board. Mr. Powell asked if the

purchase of the land would facilitate the construction of additional classrooms at Eden Gardens and if it would, where would the money come from to build. The superintendent said the answer is *no*. Mr. Powell asked if this has anything to do with providing more classroom space, and the superintendent said *no*. Mr. Powell asked if staff consulted with a real estate appraiser or some type of professional to come up with the dollar amounts for land. The superintendent answered *yes*. Mr. Powell asked if this is true about the three properties. The superintendent said he has had conversation with one; he has something in writing from a second one; and one on west Shreveport there is nothing firm on the previously identified property. Mr. Powell asked what is staff looking to accomplish with the \$750,000 for transportation. The superintendent said the transportation facility is inadequate and staff is looking at an expansion. Mr. White said staff is looking at expanding the office area and adding two double bays for servicing school buses. Mr. Powell inquired about the square footage for the office area. Mr. White said he isn't sure about the exact square footage, initially it was basically a single bus bay, enlargement for parts storage, restroom facilities, routing offices, etc. Mr. Powell asked if a hallway would be included and Mr. White said *absolutely*. Mr. White said they would be gutting the current office space and one bay and adding an office facility, parts storage, restrooms to modernize the facility. Mr. Powell said he knows that Captain Shreve hasn't requested a new library but there has been discussion about renovating the existing library. He asked if staff has looked at this. The superintendent said *yes*. There is a classroom that does not have a load-bearing wall and the desire is to be able to access that room, the library would be expanded, and the entire central area of the second floor would be the library. Mr. Powell asked staff if they know what the cost would be for expanding the library. The superintendent said *no*. Mr. White said he could work up a figure, but he would need to get an idea of the expansion. Mr. Powell said he is viewing the information provided by staff and it has two high schools list with *ESP* and he asked if this means expansion. The superintendent said *yes*. Mr. Powell asked staff if they could consider \$200,000 for the cost. Mr. Powell requested clarification of the totals on the projects. The superintendent explained that one page is out of order and he capsulized the projects and the totals. Mr. Powell said in 1997, he recalls it was 80 percent of the T buildings and a factor was built in that if a school had 6 or 7 T buildings/classrooms, then it wasn't in the mix. The superintendent said it was schools with 7 or more that was based on 80 percent reduction. Mr. Powell said the formula that the superintendent is looking at today is different from the one used in 1997 and he assumes that if a school has 3 T buildings, staff would be looking to reduce it by 3. Mr. Powell asked what does the 80 percent mean. The superintendent said the \$14,500,000 figure represents the replacement of T buildings on the sheet of all of the previous schools, and six schools that were not on the 1997 list. Mr. Powell asked why weren't they on the list. The superintendent said he has no idea. Mr. Powell said \$13,800,000 is the number and he asked if staff is saying that they would replace 80 percent of the T building period with the exception of the ones that still might be replaced with Proposition 1 money from 1997. The superintendent said *yes*. Mr. Powell said when he adds the numbers (\$38, 150,000 + \$13,800,000 (replace 80%) = \$51,950,000) and come to the last page and add \$9,325,000 actually it's approximately \$62 million. He asked the superintendent if he would be making a recommendation to the school board. The superintendent said he would have a recommendation for Wednesday. He said staff recognizes that the list of recommended projects exceeds the \$62.5 million, and from his perspective what has been presented is the priority order. Mr. Powell asked if the board approves the proposed Three Year Capital Improvement Needs Program, does this necessitate all of the projects being funded with Item 29 being the bond. The superintendent said *yes*. Mr. Powell said so the superintendent is not recommending that on one hand the board puts projects and on the other the board doesn't fully fund them with the bond. He said they are separate agenda items. The board approves Capital Projects every year and here the board has the Three Year Capital Improvement Needs Program for Caddo Parish Schools and it is a separate agenda item from the bond. Mr. Powell said he wants to be clear that the board is talking about all of the projects being done with bonds such as it stands now, the board couldn't do the entire list unless it sought to raise taxes. The superintendent said staff couldn't do any of this. Mr. Powell said he is saying that unless the board sought to raise taxes, it couldn't do all of it unless the public approves it because it is over \$62 million. The superintendent said what is being presented is not his final recommendation. Mr. Powell asked the superintendent what would be his recommendation. The superintendent said he would know this next week, he is presenting work sheets today. Mr. Powell asked the superintendent if he has made a decision whether or not to recommend utilizing the full millage available that would not raise taxes or if he is going to recommend less than that. The superintendent said he has not made a recommendation. The president capsulized what the superintendent had previously presented with regards to projects and

costs. Mr. Powell asked the superintendent if his recommendation would include all of the items going through to \$38,150,000 million and the only change might be after that. The superintendent said unless staff finds something from now until next week that would alter that thinking.

Mr. Burton asked the president what was the charge to the Executive Committee. The president said the Committee was to come up with a way to deal with the policies. Mr. Burton said the board members approved agenda items 25, 28, and 29 and when the Committee addressed item 25 tonight, technically it had completed its work. Mr. Burton said he understood the charge to the Committee was to develop a format to address the large volume of policies, and the superintendent categorized the policies. He said it is fruitless to talk about the other items since all of the board members aren't present and the board will be addressing these items on the 22<sup>nd</sup>. The president said Mr. Burton's comments are correct. Mr. Powell asked when was the Committee charged to deal with agenda item 25. The president said the board did not charge the Committee. He said Dr. Hitchcock offered a recommendation and when the recommendation occurred, the 12 board members who were present expressed no opposition or other comment as to how it wanted to deal with the item. Mr. Powell said he asked for an entirely different way to approach this and he didn't hear anyone object to his way either. He said he doesn't know that the Committee has been charged with any of this. Mr. Burton said he doesn't see the purpose for this meeting because the superintendent could have sent the information to board members in the mail. Mr. Powell reminded board members that the board has a policy that says that presentations to the board would be made to the Executive Committee and not the full board. He said he thought that the items presented today were more in the way of a presentation that the superintendent wanted to make, and in compliance with the board policy. He said he appreciates the presentation. Mr. Burton said he agrees, but he submits that the other board members are not present because they assumed that the only thing that the Committee would do is to look at the policies.

The president said an agenda item would be added to the agenda that would follow item 29 in the event that items 28 and 29 are approved. He said the board would need to decide on bond counsel and he would be adding the item. He further noted that the superintendent has had proposals sent to him that would give the board the option if in fact it wants to act at the board meeting. Mr. Powell encouraged the president to include the superintendent and board counsel in the discussions and whatever recommendation comes forward. The president said Mrs. Armstrong and Mr. Powell made requests to add items to the agenda at the May 7 meeting. He reminded board members that in the event any employee is going to be involved in the discussion and/or motion for the item added, that 24-hour notice must be given. Mr. Powell said when he made the agenda item, he specifically included in that a request that if an executive session is necessary that the board counsel and president get together and make sure that it was properly notified and properly placed on the agenda.

**Adjournment.** There being no further question, *Mr. Burton moved for adjournment. Mrs. Armstrong seconded the motion, and the meeting adjourned at approximately 4:16 p.m.*

May 22, 2002

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, May 22, 2002, with President Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, and Michael J. Thibodeaux. Mrs. Wanda Wright was absent. Also present were Robert E. Schiller, Ed.D., secretary, and Reginald Abrams, legal counsel. Mrs. Armstrong gave the invocation and led the Pledge of Allegiance.

(Eursla Hardy and Jerry Tim Brooks arrived at 4:35 p.m., Mike Powell arrived at 4:40 p.m. and Mildred Pugh arrived at 5 p.m.)

### **CONSIDERATION OF MINUTES OF THE APRIL 16, 2002 AND APRIL 24, 2002 CPSB MEETINGS**

*Mr. Milam moved, seconded by Mr. Thibodeaux, approval of the April 16, 2002 and April 24, 2002 CPSB meeting minutes. Vote on the motion carried unanimously.*

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

President Guin polled school board members and the superintendent for revisions to the proposed agenda. Mr. Guin stated that consent agenda items are 9, 10, 11-21, 27, 28. Items 23, 24, and 25 were removed from consent.

### **SPECIAL PRESENTATION(S)/RECOGNITION(S)**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions. The president and superintendent greeted and presented each honoree with a certificate of recognition for their outstanding accomplishment. Parents, school administrators, and other guests of the honorees were also recognized.

**LHSAA State Gymnastics Champions.** The 2002 Louisiana High School Athletic Association state gymnastics champions competed in competition in Baton Rouge in April. The captains of the teams are (girls) Lauren Sore and Jenny Bell and (boys) Johnny Platt and Jacob Dixon. The girls won the overall state championship for the 5<sup>th</sup> time in the past 7 years. The boys also won as state runnersup for the 6<sup>th</sup> year. The coach is Linda Clements and Mary Rounds is the principal at Caddo Magnet High School.

**Worldwide Cheerleading and Dance Champions.** Students from Walnut Hill Middle School competed in April at the Lakefront Arena at the University of New Orleans and won the championship in the middle school division. The team coach is Ms. Kristie King and Mr. Albert Hardison is the principal.

**2002 Pentathlon Team Champions.** The 2002 Pentathlon Championship Team (7<sup>th</sup> and 8<sup>th</sup> graders) were from Caddo Middle Magnet. Both the 7<sup>th</sup> and 8<sup>th</sup> graders received First Place, Super Quiz and overall ranking for the State of Louisiana. Brittany Holt represented the 7<sup>th</sup> grade team and Crystal Frazier represented the 8<sup>th</sup> grade team. Mrs. Kay Robinson is the principal at Caddo Middle Magnet.

**Regional and State Social Studies Fair Winners.** Caddo winners from various schools participated March 15 in the Region I Science and Engineering Fair. Ms. Anderson stated that the first half of the winners were recognized at last month's meeting and today winners in the Social Studies Fair were recognized. Schools recognized were (1) Forest Hill – Blake Roy (History on Bioterrorism) and Brianna Hall (first place in Division 1 and their project was on the manufacture of duct tape), and the principal is Sara Ebarb; Summerfield Elementary – Joni Wilson and Caroline Boley (first place in History) and the principal is Lane Hunnicut; A C Steere – Courtney Lane, and the principal is Dan Waters; Claiborne – Hannah Webb (placed 2<sup>nd</sup> in History and her project was World War II Pearl Harbor) and David Selman, Mrs. Betty Lawrence is the principal; Jack P. Timmons – Alex Walton (Archeology, “Ancient Mummies”), and Meredith Haynes is the principal; Judson (3 teams) Keshav Kooragayla (Video Game

Explosion), Shiva Kooragayla (Investing for the Future), Jonathan Paddie and Calvin Carver (Cry of the Wild), and Ms. Sandra Denmark is the principal; South Highlands – Andrew Murphy (1<sup>st</sup> place in Sociology “The Love of the Game”) and BreAuan Case (2<sup>nd</sup> place in Political Science, “Underground Railroad. The Story of Harriett Tubman”), and Pam Byrd is the principal; Arthur Circle – Jeffrey Putnam, Sally Cox is the principal; University Elementary – Amanda Foy (Harry Houdini) and Kierra Glenn (What Did Colonial Americans Eat?), and the principal is Charlotte Watson.

**We are the Future, Let’s Make It Tobacco Free Contest.** Winners in the We are the Future, Let’s Make It Tobacco Free Drug Education contest were Maggie Wu, Caddo Middle Magnet, for her poem “I Shall Never Forgive Him” and Chandria Grant, Green Oaks senior, for her poster “We are the Future, Make it Tobacco Free.” The principal at Caddo Middle Magnet is Ms. Kay Robinson and the principal at Green Oak Laboratory High School is Mary Nash Robinson.

**Louisiana Skills USA-VICA/Louisiana Skills USA-VICA Director’s Award.** High school students from the Caddo Career and Technology Center who represented Caddo Parish in the VICA competition in Baton Rouge in April were Amber Alexander (Dental Assisting); Derrick Hill (Advertising Design); Matthew Digrazia (Architectural Drafting); Crystal Hernandez (Job Interview); Jake Roper (Technical Drafting); An’Terria Speed (Treasurer); Shaunna Marquis (Opening and Closing Ceremonies and elected State VICA Reporter); Michelle Wynn (Opening and Closing Ceremonies); Christy Barr, Amanda Barker, and Amy Shirley (State Secretary for VICA). Caddo teachers receiving state VICA awards were Donald Vaughan (VICA State Director’s Award) and Debbie Bothel (Director’s Award). Mrs. Gayle Flowers is the principal of the Caddo Career and Technology Center.

**Center for Research, Region VII Service Center Award.** Linwood Middle School principal Beverly Johnson, received this award from the Center on Research and Learning, University of Kansas, for its exemplary and replicable “Strategic Plan”, that’s part of Linwood’s School Improvement Plan, by granting a Certificate of Commendation for the school. Tina Kendrick is the Director for the Region VII Service Center.

**Environmental Education Award.** Renae Chandler, teacher at South Highlands, was recognized as the 2002 Outstanding Educator for Project Learning Tree. Ms. Chandler will attend the National Project Learning Conference in June. Mrs. Pam Byrd is the principal at South Highlands.

**2002-2003 Creative Ticket – Schools of Excellence Award.** Ms. Anderson represented the Caddo School District at the Governor’s Arts Award reception. Eight individual and ten school awards were awarded throughout the State of Louisiana. Caddo Parish received 3 of those awards. The Creative Ticket – Schools of Excellence Award was presented to South Highlands Academic and Performing Arts School. Mrs. Penny Everage, teacher, and Mrs. Pam Byrd is the principal. Ms. Judy Ball Johnson, art teacher, and Mr. Randy Fair, drama teacher, Mrs. Sandra Ryan and Ms. Elaine Webb, music teachers received the awards.

**National School Change Award.** Shreve Island (Dr. Kerry Laster, principal, and members of her staff) received the 3<sup>rd</sup> annual National School Change award. Shreve Island is one of only 6 schools in the United States and the first in Louisiana to receive the award. The awards ceremony was held last week at the school, at which time Dr. Lew Smith, director for the Center for Educational Research and Leadership at Fordham University presented the award to the school. The school will now be a part of a national research project focusing on school change, and will receive \$5,000 to continue their school change projects.

**Recess.** The president called for a 15 minute recess at this time. The board reconvened at approximately 5:20 p.m.

Mr. Willie Burton recognized City Councilman Joe Shyne’s presence at the meeting today.

## **VISITORS**

Patty Warmack, representing the Deaf Education program, spoke in support of the special education program that Caddo presently has in that the deaf children are often overlooked. When first coming to Caddo, deaf students had to provide their own interpreter. Ms. Warmack

encouraged the board not to cut the deaf education program from the special education program and to continue to offer the best education possible for deaf children.

Cheyenne Rogers spoke in support of the deaf community and the person in the Special Education Department that had helped her through the years. Because of the needs of the person in the deaf community, she supported keeping current staff.

Hollace Womack, Deaf Action Center, spoke on behalf of the deaf community in support of the deaf children and their chances for the future and their needs in the classroom.

David Hylan, executive director of the Deaf Action Center, spoke in support of the special education department and the program in place that has met the needs of many deaf persons. Mr. Hylan complimented the high quality of staff and the service provided and encouraged the board to grant the staff what they may need in order to obtain needed certification.

Curtistine Earnest, speech language specialist, spoke in support of the instructional specialist for the speech language program being allowed to maintain their positions because they administer 80 positions and Caddo's program is the only program in Shreveport that follows students from teacher referral through to dismissal and it's necessary that they be knowledgeable in the disciplines of pupil appraisal, of IEP coordination and instruction, understanding the guidelines in a number of handbooks, and coming up with a workable solution that will adhere to the guidelines while maintaining proven competent and valuable personnel.

Julie Martin stated that because she has IEP meetings at the beginning and ending of each school year and her mother is also deaf and is in need of an interpreter at each of these meetings, it's very important that she have a specialist that is able to communicate with she and her mother about her schooling.

Lenora Schiller, hearing impaired, spoke in support of the special education program.

Julie Dickinson, employee in the special education department, spoke against the recent changes made in the special education department where those who have been supervising them are now not allowed to evaluate them for this year. Some therapists have yet to be evaluated this year and she was informed the morning of her evaluation, 15 minutes prior to the evaluation. She addressed the lack of consistency in the evaluation process of the past years.

Ms. Willie M. Myers spoke against the elementary expulsion center being located at Ingersoll Elementary and the fact that it is not working there, and requested that the program be removed from Ingersoll in the next school year.

John E. Settle, Jr. spoke of concerns expressed to him by parents from Shreve Island over the changes that are proposed for Shreve Island and concerns over things that are happening at Shreve Island. Relative to the bond issue, Mr. Settle spoke in favor of the proposed bond issue and encouraged the board to not rush to set the bond issue for July 20, but to take more time to carefully consider the projects to be included in the bond issue and that local counsel be secured to handle the bonds.

Rich Arnold spoke against the change proposed for North Caddo Magnet High School which would eliminate the block schedule and go back to a 7 period schedule. He stated that parents agree that something needs to be done to help change the test results at North Caddo, but disagree that block scheduling is the reason. They encouraged that a close look/research be done to address this matter and document valid data as it relates to block scheduling before a final decision is made. He shared copies of his comments with the board members.

Sheila Edwards, parent, spoke in favor of the change being proposed at North Caddo Magnet High School to revert the schedule at North Caddo back to the 7-period schedule. She believes that this change will be a good change in the best interest of the students.

Pat England, Caddo Association of Educators, addressed the board on concerns on agenda item #24 regarding the Personnel Evaluation Plan, and the process used for replacing members on this committee. Ms. England discussed the selection process of the steering committee members and the replacement of members that can no longer serve. Ms. England stated that the process for

replacing members according to the policy was not followed. Ms. England requested that the Board delay action on this item until it can be done in accordance with CPSB policy.

Priscilla Savannah, Caddo Association of Educators, announced that the CAE had received a \$10,000 grant from the national affiliate, the National Education Association, to help the new professional development schools, Midway and E B Williams Stoner Hill. The CAE had asked that these schools submit to them suggestions for the use of these funds, and \$10,000 has been given to E B Williams Stoner Hill to assist in buying computers and materials for their accelerated reading program. Ms. Savannah expressed CAE's support of the language in Policy GCJ, staff time schedules, and appreciation for getting staff's/employees' input in the process for recommending these revisions. Ms. Savannah introduced to the CPSB the members of the new Executive Board for the Caddo Association of Educators – Twyla Hines, President; Cynthia Henderson, President-Elect; Pat Barnhill, 2nd Area Vice President; Dr. Elizabeth Sullivan, Secretary; Patsy Jackson, 2<sup>nd</sup> Area Vice President; Kelly Rachenburger, Treasurer; and she also will continue on the board.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, shared with the board information from surveys of employees relating to salaries and benefits, especially as it relates to degrees, advanced training, specializations, etc., encouraging the board to consider employee concerns in each of the various employee areas when they are considering the budget for next year. She also urged the board to consider a sick leave bank for classified employees as they did for teachers.

### **CONFIRM THE CONSENT AGENDA**

The president reviewed the proposed consent agenda. *Mr. Powell moved, seconded by Ms. Armstrong, approval of the consent agenda. Vote on the motion carried unanimously.* The superintendent summarized the board's action and the following items were categorized as consent agenda.

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

**Personnel Recommendation(s).** The superintendent recommended and introduced Rebecca Watson as the newly appointed instructional coordinator at Southern Hills Elementary School.

**Requests for Leave.** The superintendent recommended approval of the following requests for leave.

Sabbatical/Study, Fall Semester, SY2002-2003

Alison C. Byrd, Special Programs Center

Sabbatical/Study, Fall and Spring Semesters, SY2002-2003

Theresa D. Arceneaux, Teacher, Ingersoll Elementary  
 Kelly K. Brewer, Teacher, Caddo Middle Career & Technology  
 Carole L. Hall, Teacher, Westwood Elementary  
 Mona R. Vienne, Teacher, C E Byrd High School  
 Leah K. Whitten, Teacher, Vivian Elementary/Middle School

Catastrophic Leave, February 19, 2002 – April 9, 2002

Sandra Sowell, Teacher, J S Clark Middle School

Catastrophic Leave, for 30 days beginning April 18, 2002

Lynda Daugherty, Teacher, Atkins Elementary

Catastrophic Leave, for 30 days beginning January 10, 2002

Douglas E. Smith, Teacher, Woodlawn High School

Rescind Sabbatical/Study, Fall and Spring Semesters, SY2002-2003

LaShona Lacy, teacher, Northside Elementary School

Leave Without Pay, April 15, 2002 – end of school year

Magdalene S. Travers, Food Service Technician, E B Williams Stoner Hill

Leave Without Pay, April 8, 2002 – April 19, 2002

Chenetta R. Brooks, Food Service Clerk, Eden Gardens Elementary

Leave Without Pay, May 1, 2002-August 1, 2002

Rounia Hill, Food Service Permanent Sub, Caddo Career Center

Leave Without Pay, April 11, 2002 (noon) – April 26, 2002

Shenita Bowers, Office Clerk, Caddo Middle Career & Technology

Leave Without Pay (extension), April 20 – July 1, 2002

Raymond Smith, Painter, Maintenance Department

Leave Without Pay, April 15-17, 2002

Zackie R. Giles, Bus Driver, University Elementary

Leave Without Pay, March 29, 2002 – until Doctor's release

Charles E. Terrell, Carpenter Helper, Maintenance Dept.

Leave Without Pay, May 20, 2002 – May 25, 2002

Murray Washington, Bus Driver, Transportation Dept.

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction reports relative to new hires, assignment changes, separations and resignations for certified and classified employees as included in the mailout.

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

**Approval of Bids.** Staff recommended approval of: (1) RipIT Computer for imaging system totaling \$28,500 as indicated on the bid tabulation sheet; (2) E-Sign totaling \$23,900 for electronic message board as indicated on the bid tabulation sheet; (3) Micro Bio-Medics totaling \$2,383.99; Unisource/Worldwide totaling \$1,289.26; and United Health Supplies totaling \$2,463.02 for first aid supplies as indicated on the bid tabulation sheet; (4) Comark Government Education totaling \$218.88; Computer Supplies totaling \$1,374.06; Dell Marketing totaling \$647.03; Govconnection totaling \$32,224.08; The Tree House totaling \$5,043.07 and Unisource/Worldwide totaling \$1,121.58 for computer supplies as indicated on the bid tabulation sheet; (5) Brodart totaling \$2,761.74; Demco, Inc. totaling \$158.00; Gaylord totaling \$493.04 and The Library Store totaling \$288.00 for library supplies as indicated on the bid tabulation sheet; (6) BSN Sports totaling \$5,121.73; Flaghouse totaling \$570.23; Green Sports totaling \$516.60; Grundmann's totaling \$1,312.52 and Sportmaster totaling \$408.95 for P.E. Supplies as indicated on the bid tabulation sheet; (7) Heafner Tire Group totaling \$12,230.00 for Tire Balancer as indicated on the bid tabulation sheet; (8) Unisource/Worldwide totaling \$2,262.00 and XPEDX totaling \$2,484.00 for Poly Can Liners as indicated on the bid tabulation sheet; (9) Carefree Janitorial totaling \$8,876.80; Unisource/Worldwide totaling \$18,417.20 and XPEDX totaling \$2,445.80 for Janitorial Supplies as indicated on the bid tabulation sheet; (10) Unisource/Worldwide totaling \$20,575 and Economical Janitorial totaling \$26,640.00 for janitorial paper supplies as indicated on the bid tabulation sheet; (11) G & S Filter Service totaling \$24,663.66 for HVAC filters as indicated on the bid tabulation sheet; (12) Stuart C. Irby



totaling \$7,420.00 for fluorescent ballasts as indicated on the bid tabulation sheet; and (13) Moser Corp. totaling \$11,737.00; Nelson Equipment totaling \$13,504.00; Rowley totaling \$136,187.52 and Vicro totaling \$55,044.40 for furniture and equipment as indicated on the bid tabulation sheet.

**Request for Sale/Lease – Agriculture & Grazing Lease on Walnut Hill Elementary/Middle School Grounds.** Staff recommended approval of the bid of Southside Radiator Works totaling \$565.00/year for the agricultural and grazing lease of 50 acres located on Walnut Hill Elementary/Middle School grounds as indicated on the bid tabulation sheet.

**Bids (Construction & Capital Projects).** Staff recommended approval of: (1) Project 2002-321A, Data and voice wiring at ten schools (Atkins, Barret, Caddo Heights, Central, Creswell, Ingersoll, Lakeshore, Northside, Newton Smith and Oak Park) be awarded to J. D. Electric for the sum total of \$417,210; (2) Project 2003-202, flooring removal (abatement) at various schools Part I and flooring replacement at various schools Part II (Fairfield, Huntington, Judson, Ingersoll, Lakeshore, Oil City, Ridgewood, Stoner Hill, University and Westwood), Part I be awarded to J Graves Insulation for the sum total of \$100,436 and Part II be awarded to B&J Floor Service for the sum total of \$180,633; (3) Project 2003-203, Carpet replacement at various sites (Barret, Broadmoor, C E Byrd, Huntington, Keithville, Lakeshore, Oil City and Ridgewood) be awarded to B&J Floor Service for the sum total of \$94,251; (4) Project 2003-206, South Highlands waterproof/repair 1<sup>st</sup> floor/basement, be awarded to Thomas & Parker Waterproofing for the sum total of \$49,999; (5) Project 2003-208, Captain Shreve 3<sup>rd</sup> Floor, Phase II, be awarded to GNB, Inc. for the sum total of \$157,989; (6) Project 2003-210 Asbestos Abatement, Three Year Plan (Hazardous Materials Abatement, three Year Plan) (Atkins, Caddo Magnet High, Eden Gardens, Hamilton Terrace, Hillsdale, Mooretown, Northside, Pine Grove, Summerfield, Timmons and Werner Park, be awarded to J. Graves Insulation for the sum total of \$29,157; (7) Project 2003-212, Broadmoor Roofing, Phase II, be awarded to John Gibbs Roof Systems for the sum total of \$112,101; (8) Staff is holding recommendation on project 2003-213, C E Byrd High School main building and auditorium, due to irregularities on all bids received and is presently seeking advice from legal counsel; (9) Project 2003-214, Fair Park Roof Business Center and Music Building, be awarded to John Gibbs Roof Systems for the sum total of \$36,456; (10) Project 2003-217, Lakeshore Roofing, Phase II, be awarded to Grosjean Contractors, Inc. for the sum total of \$95,500; (11) Project 2003-217A, Masonry repair on cafeteria roof at Lakeshore, be awarded to Richardson Masonry for the sum total of \$24,000; (12) Project 2003-221, Central replace front canopy, be awarded to Terry's Roofing for the sum total of \$57,550; (13) Project 2003-301Q, Cafeteria/kitchen air conditioning at Mooringsport and Ridgewood, be awarded to Garrett's Air Conditioning for the sum total of \$305,200; (14) Project 2003-303Q, Cafeteria/kitchen air conditioning at Central and Hamilton Terrace, be awarded to FitzGerald Contractors for the sum total of \$315,580; (15) Project 2003-306, Cafeteria/kitchen air conditioning at Herndon, be awarded to FitzGerald contractors for the sum total of \$191,000; (16) Project 2003-307, Cafeteria air conditioning at Caddo Magnet High and Caddo Career and Technology Center, be awarded to Garrett's Air Conditioning for the sum total of \$278,255; (17) Project 2003-308, cafeteria kitchen air conditioning at South Highlands and Youree Drive, be awarded to FitzGerald Contractors for the sum total of \$303,800; (18) Project 2003-320A, Fire alarms and fire safety at various schools (Blanchard, Donnie Bickham, Captain Shreve, Mooringsport, Ridgewood, Riverside, South Highlands, A C Steere and University) be awarded to Hughes Electric for the sum total of \$160,000; (19) Project 2003-320B, Fire alarms and fire safety (Caddo Career and Technology Center, Caddo Magnet High, Fairfield, Linear, Midway, Northside, Oak Park and Southern Hills) be awarded to Camus Electric for the sum total of \$489,247; (20) Project 2003-320C, Fire alarms and fire safety (Green Oaks, Judson, Huntington, Jack P. Timmons, Booker T. Washington) be awarded to J. D. Electric for the sum total of \$296,000; (21) Project 2003-32, replace kindergarten/library air conditioning at Arthur Circle, be awarded to Garret Air Conditioning for the sum total of \$70,522; (22) Staff is not recommending awarding of any bid on Project 2003-322, Replace Split Systems at Building 6 (Knight Street) due to budget restrictions; (23) Project 2003-402Q, Energy Conservation/Lighting Retrofit at Fair Park, Caddo Heights, and Cherokee Park, be awarded to Bob Davis Electric for the sum total of \$315,965; (24) Project 2003-403Q, Energy Conservation/Lighting Retrofit at Claiborne and Creswell, be awarded to Hope Contractors for the sum total of \$162,970; and (25) Project 2003-404Q, Energy Conservation Lighting Retrofit at Southern Hills and Timmons, be awarded to Bossier Electrical for the sum total of \$147,790.

**Agenda Item No. 11**

**Sales and Use Tax Commission 2002-2003 Budgets.** Staff recommended approval of the Sales and Use Tax Commission 2002-2003 Budgets as presented in the mailout.

**Agenda Item No. 12**

**Agreement for Medicaid Administrative Outreach Services.** Staff recommended approval of the agreement with Cost Management Services (CMS) Inc. for Medicaid outreach services as outlined in the mailout.

**Agenda Item No. 13**

**Bus Usage Agreement – Southern University – Shreveport National Youth Sports Program.** Staff recommended approval of the bus usage agreement with Southern University for the 2002 National Youth Sports Program as submitted in the mailout.

**Agenda Item No. 14**

**Bus Usage Agreement – Willis Knighton Health System Northwest LA AHEC-of-a-Summer Program.** Staff recommended approval of the bus usage agreement with Willis Knighton Health System of Northwest LA AHEC-of-a-Summer Program as submitted in the mailout.

**Agenda Item No. 15**

**Agreement with the Association for Community Training Summer TANF After School Study Program.** Staff recommended approval of the agreement with the Association for Community Training Summer TANF After School Study Program as submitted in the mailout.

**Agenda Item No. 16**

**One Year Extension of the Contract Between the CPSB and Kavanaugh Group/Pro Temps.** Staff recommended approval of the extension of a contract for one year, SY2002-2003, with Kavanaugh Group Temporary Service/Pro Temps USA.

**Agenda Item No. 18**

**McKinney-Vento Homeless Act Budget.** Staff recommended approval of the McKinney-Vento Grant Application for SY2002-03 as submitted in the mailout.

**Agenda Item No. 19**

**HUD Budget.** Staff recommended approval of the HUD Continuum of Care Homeless Assistance Program grant application for SY2002-03 as submitted in the mailout.

**Agenda Item No. 20**

**Consolidated Application for Federal Funds (Titles 1, 2, 3, 4, 5).** Staff recommended approval of the *No Child Left Behind* Consolidated Application for School Year 2002-2003 as submitted in the mailout.

**Agenda Item No. 21**

**Textbook Adoptions for Career and Technical Education.** Staff recommended approval of the textbook adoptions for the Caddo Parish Career and Technology Center as submitted in the mailout.

**Agenda Item No. 27**

**Character Links Program Sponsored by Blue Cross/Blue Shield of Louisiana for Students in Selected Elementary Schools.** Staff recommended approval of the Character Links Program

for implementation at selected elementary schools, as sponsored by Blue Cross/Blue Shield and other corporate donors.

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

**Extra Curricular Stipend Schedule for Head and Assistant Coaches, Sponsors and Assistant Sponsors.** An extra curricular stipend schedule for head coaches, assistant coaches, and sponsors as listed in the mailout was approved to go into effect School Year 2002-2003.

### **PARENTAL REVIEW COMMITTEE – PUPIL PROGRESSION PLAN**

Mr. Powell requested that Allen Seabaugh be added to the list presented to represent District 8. *Mr. Powell moved, seconded by Mr. Burton, that the board approve the 9 names presented to serve on the Parental Review Committee, Pupil Progression Plan. Motion carried unanimously.* Those names approved include District 1 – Darla Feibel; District 2 – Georgia Hicks; District 3 – Michelle Taylor; District 5 – Larine Pullen; District 7 – Lois B. Wilson; District 8 – Allen Seabaugh; District 9 – Kay Person; District 11 – Debbie Roeten; and District 12 – Vanessa Sattler.

### **SPECIAL EDUCATION STAFFING, JOB DESCRIPTIONS, CERTIFICATION, ETC.**

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, addressed the board relative to an employee that came to visit her and shared some information with her that she had supervisory experience on her certificate and had applied since the early 90s for positions and was consistently passed over. She brought to the board's attention that on the job description in 1993 it listed that one of the skills needed was a certificate in supervision, but the job description from 2001, doesn't show that it is necessary, but it's just a request. Ms. Lansdale asked of the board why the difference, did Federal and State guidelines change, was the person that did this incompetent, was there an oversight in putting the job description, was it written to include certain employees, but exclude others? She encouraged the board to investigate this – why a person who has the qualifications was looked over time and time again, why the job description changed, and make sure that before the board approves anything tonight that those job descriptions are in compliance with State and Federal guidelines?

Mr. Powell expressed that he was deeply concerned about what he has heard about what happened to these employees and other things that are coming out about things that perhaps had not been done right, but specifically about that we make sure that we treat fairly our employees. He stated that there are at least six names that are listed, and in wanting to get answers and understand how we got where we are and not violate their rights, asked the chair if in asking questions, should that be done in open or closed session for the protection of those employees? For clarity, President Guin asked Mr. Powell that before a motion was made did he wish to ask these questions or are these questions going to be centered around a motion he would make? Mr. Guin stated that he would prefer, based on his understanding of the policy, if he would make the motion and if an executive session is requested, then provision is made on the agenda for an executive session.

Mr. Burton called for a point of order and said an executive session dealing with personnel requires that 24-hour notification be given to those employees. President Guin responded that he understands that proper notification has been given.

Mr. Powell yielded the floor to Mr. Thibodeaux.

*Mr. Thibodeaux moved, seconded by Mr. Mims, that the board instruct the superintendent to apply to the state BESE Board for waivers and/or extensions allowing those special education employees who need supervision certification to remain in their jobs for one year at which time those who obtain the proper certification will remain in their positions. Those who wish may take another position within the system.* Mr. Thibodeaux stated that this would allow those who currently hold the positions to continue to hold it and they have one year in which to get the necessary hours they need for supervision certification, which he believed would be adequate time to do so. He further added that he doesn't believe that any of the courses to be taken would make any of these employees any better than what they are right now; but if the state requires the

certification, we don't have a whole lot of choice – we are not referring to qualification at all, but this has to do with certification; and if that is what is required by the State, this will give everyone the opportunity to do what's necessary. Mr. Mims stated that these employees have proven their loyalty to the Caddo Parish School System and the board should give them the opportunity to make the correction on their certification.

Mr. Powell asked for clarity on the motion and stated that he wants to make certain that the protection is there for the employees and asked if it was the maker of the motion's intent to seek that waiver from BESE and are we saying that if BESE says no are we simply saying that we are going to remove those employees or are there still other things that we can do?

Mr. Thibodeaux stated that the first and simplest thing to do is ask for a waiver or an extension and he believes that can be received, explaining how long these employees have been in their positions, and how the departments in some cases have been recognized by the State as exemplary. This lack of certification has been going on for years and Caddo has never been cited, but with new rules, we could now be at risk and this is what we need to find out.

Mr. Powell stated if BESE comes back and says no we can't, there may be some things Caddo can do short term to give those employees an opportunity of time. He further stated that as of right now, we have already shifted certain responsibility for evaluations to people who have certification, and could have done that and left those people where they were for the next year and then we don't need that from BESE. In other words, we met that certification requirement and then after a year, they would have that opportunity, and if they became certified at that time then we could refer back. He suggested that the board needs to hear more discussion on this matter and doesn't believe that because the system has operated in a certain way and we have people that have performed admirably, and we have not heard anything negative about these employees performance in these positions. He asked that the board address the problems we have in special ed and hopes that we don't have people that from day to day, week to week aren't sure what their job descriptions are, because that is no way to operate a department. In the short term, he expressed that he hoped the board would make some provision so that when we say these people have a year to take care of that, that we deal with that in a way, if BESE doesn't want to grant the waiver, but the reason we are operating legally is by having those responsibilities shifted to other people in special ed. It may not be the way to deal with it, but it may be the fairest way for our employees in our system, because it was the system's mistake, not the employees' mistake. He stated that in setting this agenda item, he told the superintendent that he wanted to know all the possibilities and if we can get a waiver. And, since we now know that we can at least get provisional certification, which is less a threshold than told before, but we do have employees that run from 3-15 hours to get the provisional certification, and his desire is that we find some way they can reasonably do that. Also, if we are able to find a way to give them one year to meet the new certification, is that one year enough time?

The superintendent stated that obtaining 15 credits is based upon course offering availability, time and obviously the specificity of the courses and that 15 credits are oftentimes earned within a year's time, while working.

Mr. Powell asked the superintendent that in case we could not get a waiver approved, as suggested by the motion on the floor, is there some way we can make an accommodation for the next year to be able to give people a fair opportunity to get the certification for the job that they have been amicably performing, but we are now going to say this is what's required?

The superintendent responded that the board would have to understand that it would also run the risk of individuals who are fully certified and eligible for those positions being denied an opportunity to fill a position for which they are fully certified, and would run the risk then of discrimination for those who are fully certified that are on staff already.

Mr. Powell inquired if those people had applied for the positions when those positions were filled? The superintendent answered yes and referred to the example given earlier.

Mr. Powell asked if a grievance was brought forward as a result of that as they normally would in the process or did this matter just come up because someone decided that they thought the certification was deficient and announced that these employees' jobs were open? The

superintendent stated that he was not aware of any grievance, but he was aware of a concern raised.

Mr. Powell stated that he was torn, because we have to be fair to our employees when the system makes a mistake; and he had not heard that the system had made a mistake for the past 21 years. And if there have been people who have come and gone that filled those positions amicably and who also didn't have certification. Mr. Powell expressed that the board has to find an accommodation to deal with this issue, a problem that the district created, without trampling our employees.

Mr. Burton stated that he had several concerns – one of which is if the idea of one year is enough time for the people to get certification. If a request is made to BESE, and we have to wait for them to answer, we could be in August when school starts and thus not allow time to apply for the fall semester. Maybe a year and a semester might be more appropriate. And also time to allow those needing certification and if the courses needed are available within the year timeframe.

Mr. Brooks shared his concern over how in the past that the Special Education Department was run like the special education personnel wanted to run it, directors did what they wanted to do and as a result we are dealing with this matter today. He shared that he knew of one employee who had certification for supervision in 1985 and had been overlooked time and time again for one of these positions. Mr. Brooks said that he supports Mr. Thibodeaux's motion because he does not want anyone to lose their job.

Dr. Hitchcock asked the maker of the motion what if the State Department turns down the request for the waiver/extension? Mr. Thibodeaux responded that he is not completely convinced that the requirement is for certification in supervision and that he has not seen that anywhere. The 2 documents read to the board both say that that is a preferred, both '93 and 2001 say preferred, they do not say that they must have it. But if the State says no, then Caddo would have to decide what it might do. If it's a matter that the State has us up against the wall, then rewriting the job descriptions so that someone who has the certification can do the evaluations might need to take place. Dr. Hitchcock asked that if the State says yes, then this motion provides for that alternative and if they say no, the superintendent would at that time report back to the board for the board to make a determination at that time. Mr. Thibodeaux expressed that even if the State says no, it is his hope that the board could find a situation that would allow these employees to operate as they now operate with one exception and that being the evaluation process.

Dr. Hitchcock also inquired of the superintendent correspondence from Special Education Director Dr. Jeanette Taylor to him, which talks about certification requirements, and if he was completely satisfied that the requirement for certification in supervision is absolutely there? The superintendent responded that in checking with the State Department that if an individual is in a position to supervise and evaluate staff, they must hold that certificate. He further stated that the whole issue revolves around being legally certified to perform the supervisory duties, you need to hold the appropriate certificate, which in the State of Louisiana is this particular administrative supervisory endorsement. Dr. Hitchcock asked the superintendent how this matter was brought to his attention, and causes the board to deal with this now? The superintendent responded that what causes us to deal with this is (1) there has been a lot of changes throughout the state with regard to issuing certification, such as temporary certificates can no longer be issued at the district level, (2) the district is evaluated on the levels of fully certified people we have in the schools in our district, (3) when we are evaluating people in accordance with our own Personnel Evaluation Plan, that people who are the evaluators have the appropriate certification, and (4) if indeed we are evaluating someone, as we have done in the past, and it goes forward to tenure charges, to the extent that the one who has done the documentation and evaluation is fully certified to do so, which has occurred, and it was determined that that was not the case.

Dr. Hitchcock further inquired as to how this particular instance today was brought to the superintendent's attention? Dr. Schiller stated that an internal review was conducted by the Director of positions within the department and came forward with identifying individuals whose job performance requires supervision and evaluation and who had been doing that admirably but are not fully certified to do that. In putting together our Personnel Evaluation Plan, it was a review to make certain that people are working within their levels of certification, because we

have to annually submit our certification reports to the State. Dr. Hitchcock made reference to comments made by a speaker in the visitors section relative to the haphazard way a process was initiated after the superintendent learned that there were people writing evaluations that were not certified, and asked the superintendent if he did in fact take steps to reassign the evaluation duties of those when this was learned? The superintendent responded that his directive to the director was to make sure that evaluations are performed and signed by properly certified people. Dr. Hitchcock asked wouldn't, based on that direction to the director, some adjustments been made, as far as who evaluates? Dr. Schiller stated that he would expect adjustments to assure that evaluations were completed appropriately by appropriately certified people.

Dr. Hitchcock asked John Dilworth, chief operating officer, if special education reported to him, to which he responded in the affirmative since January. Dr. Hitchcock asked Mr. Dilworth if he had any knowledge of revision in the evaluation process on fairly short notice to accommodate the directive made by the superintendent? Mr. Dilworth stated that he did and added that once staff learned the six individuals were not certified to conduct the evaluations, Dr. Taylor and he met and determined that it was needed to have someone who was knowledgeable of people's work that these six would be evaluating, and we asked principals, and they had to do multiple evaluations, if they (the principals) had knowledge of the employee's work throughout the year and the principals agreed to do that this year.

Dr. Hitchcock stated that the speaker in the visitors section stated that some of the people were not evaluated, and that if to the best of staff's knowledge did we get to everybody and did we get an evaluation by someone, according to Dr. Schiller, who had the proper certification? Mr. Dilworth stated that he personally contacted everyone who had to do multiple evaluations, and Dr. Taylor contacted everyone who had to do one evaluation, and he feels certain that the principals have done that. There were approximately 80 who had to be evaluated.

Dr. Hitchcock asked the superintendent that with the level of detail, the motion talks about an application to the State for an opinion, and presumes that if the State says yes, we would then give these employees a year to receive certification and be able to write evaluations; but if the State says no, then we are in a position where employees are in positions assigned to be evaluators that perhaps would participate in pre-evaluation conferences that then would not be able to evaluate and the board would be going through this process again, so what would the superintendent's opinion be? The superintendent responded that this would not be the way to conduct business. It physically was doable, but it would not help those evaluators or the employees and it would be his judgment that these employees get a waiver and be allowed to be evaluators. If they cannot get the waiver to be evaluators, then we owe it to those on our staff that are fully certified and capable of doing the job to be considered for the position.

Dr. Hitchcock referred again to the memo of May 16<sup>th</sup> in which options were discussed that might mitigate the effect on individuals. Dr. Schiller answered in the affirmative and that as part of the direction he asked each individual that should they not be certified, or if they chose not to pursue certification, what alternative position would be available with the least amount of impact financially and on the work year, or is he correct in his determination that the six cases cited for the board that 3 of the 6, that there were positions open which would require no difference in pay? Dr. Schiller responded that is correct. And for the other 3 positions/openings identified for them would result in a loss of pay of approximately \$1,000 a year? Dr. Schiller responded that is correct. So, if the board faces this right now, there are positions vacant that would minimize financially the impact for individuals that have been affected in this. If the motion on the floor passes, and suppose it takes a month or two to get the opinion of the State and suppose it is no, is there any guarantee that these positions would be open at that time, to which the Superintendent responded not unless we held off filling them until we received a response from the State. Dr. Hitchcock stated that if you have a position that you can go an extended time without filling, how bad is that position needed? Dr. Schiller responded that it is always best to fill a position with the most qualified person as soon as possible so that services are not interrupted. Dr. Hitchcock asked the superintendent if he had any idea how long it will take to get an answer if in accordance with the motion we ask in specific terms for an opinion, can we get it within 30-60 days? The superintendent responded that there is no reason to believe that it would not be accomplished in the month of June at the BESE meeting. There is a process by which you can make an appeal for a waiver that can be pushed through the review committee and the BESE Committee and then before the full BESE Board for a recommendation within a month period.

Dr. Hitchcock asked the superintendent if it was his opinion that if you appeal to BESE, do they have in fact the legal authority to grant such a waiver, to which the superintendent answered BESE does have that authority. Dr. Hitchcock asked the superintendent if he believes that we can get an answer in June and have specific direction from the board, would he keep these positions open for at least that period of time? The superintendent responded that he believed that would be prudent. Based on everything Dr. Hitchcock had asked of the superintendent and the staff, he asked the superintendent if he would share with the board his opinion on the motion on the floor? The superintendent stated that there is no harm in making a request for a waiver, but we can't set the condition on how long an employee can have to acquire the credits, that would be up to the State Board to set those conditions. The Caddo Parish School Board could make a request for a waiver, but it's the State Board's obligation that if they choose to grant a waiver, they would have to determine how long. You can only get a provision for a year and so the waiver will not go beyond the year and only the State Department can establish the condition of the waiver. Secondly, if some of the individuals affected choose to not pursue coursework whether or not they got the waiver, the position they would transfer into laterally, they would be put there immediately or at their request. Each of the individuals lacks between 18 and 34 credits for the full certification and some may not want to pursue the coursework and would want to move into other positions.

Dr. Hitchcock asked the superintendent what his action would be if the State does say no to the request for the waiver? The superintendent responded that his action would be to make open an opportunity for a fully certified employee to apply for a position for which we have a vacancy that is required by the State to hold certain certification and to counsel these employees not able to get a waiver or not willing to pursue coursework to take one of the jobs that would be most appropriate, and would advise the board of the State's decision so that an item can be placed on the agenda for the board to deal with the matter. If they say yes to a waiver, it would not require any further action of the board.

Dr. Hitchcock asked if provisional certification is a standard or do you have to ask for a waiver for that by itself? The superintendent stated that ordinarily the State will grant you provisional certification so long as one shows they are picking up 9 credits per year in order to sustain your provisional certification, working toward ultimately achieving full certification. Waiving provisions to be eligible for provisional certification is new ground and the superintendent stated that he cannot comment on what Louisiana will do. Dr. Hitchcock asked if there are employees with so many hours toward certification, would the State grant provisional certification? The superintendent responded that he believed that the State would look at the individual's transcript and see how many hours they have earned toward certification and would grant a waiver on an individual, not on a group/class of employees. Dr. Hitchcock asked if at the same time would the superintendent be asking for an opinion of could we keep these employees in the job and they would be given a time to work toward certification? The superintendent responded that we are asking for a waiver of the standards that are required to grant a provisional certificate.

The superintendent clarified that if the motion on the floor passes, he would put one package together and send it to the State and anticipate hearing an answer from the State within a month.

Mr. Milam requested from the memorandum from Dr. Taylor to the superintendent as stated in the 3<sup>rd</sup> paragraph a copy of the correspondence received where the Louisiana Department of Education (SDE) issued new certification regulations to Louisiana school districts. The superintendent stated that we received notification in February with regard to the issuance of temporary certificates, saying that the State would no longer allow the districts to issue temporary certificates and that has been one of the events that has triggered for where it has affected employees we have on temporary certificates. *Mr. Milam made an amendment to the motion, seconded by Mr. Powell, to substitute the time of one year to January 31, 2004.* Mr. Milam explained that the reason he wishes to substitute the one year for January 31, 2004, is that it would be at the end of an additional semester and would be approximately 1½ years. Mr. Powell encouraged that a very strong statement be made when this request goes to the State Department as to what we are dealing with, what we are trying to accomplish, and that if this passes, he wants the State to know that it is the Caddo Parish School Board that specifically asked for this to be done. Mr. Powell asked the superintendent if the employees affected are presently still receiving the same rank and pay that they had prior to this? The superintendent answered in the affirmative. Mr. Powell also asked if the intent from the maker of the motion was that this remain in tact until it is turned down and it comes back to the board; and if it is not

turned down until the end of the time? Mr. Thibodeaux answered that is correct. Mr. Powell also stated that Mr. Thibodeaux requested at the Executive Committee meeting that nothing else be done on these positions until the board had an opportunity to act and is assuming that was complied with. Dr. Schiller said that was correct. Mr. Powell stated the mailout material indicated the difference in the 30 hours needed for full certification and the 15 for provisional certification which could be granted only once. He stated that he believes this is a good compromise and a good healing approach for the system and we still have a lot of work to be done in special ed and we need to make an effort to get everyone on the same page and have the same understanding as to what the expectation is and what we are trying to achieve. He also added that he would be requesting a report in the next few months as to how we are progressing in doing a better job for the children in Caddo Parish.

Mrs. Pugh asked the superintendent if under the certification law, can the board recognize the fact that we are asking the State Department to allow us to do what we did with noncertified teachers and that the State said that we had to look well into 2 to 3 weeks prior to the opening of the school year before the system could hire on certified teachers to work the classroom. Mrs. Pugh said that she believes evidence will show that Caddo's problem and the State Department has made a decision not to compensate these persons, are we in a position to compensate these noncertified people that you are wanting to put into positions and if you have certified people in your system, the State law says that they should be considered and this is how the classrooms are stacked. She indicated her concern that the board is asking the superintendent to send a letter to Baton Rouge and she is of the opinion that the law is not on our side and we need to stop and realize where we are in our certification. Prior to 1964, anyone who evaluated a person in the classroom had to have certification and when one was placed in such a position they were given 3 opportunities within 3 summers to gain certification. There is a problem in the department and it is a problem that we have people evaluating people and those evaluations are not valid. If negotiating a hearing, there would be complications when looking at an evaluation and who evaluated whom and the name of the game is have your credentials in order. It will be proven that we have people in the Special Ed Department with certification and we have people in positions without certification and Caddo has been doing things in a way that precluded the problem and if funding is pulled from the department then we might better understand what's going on. We need to be sure where we go from here relative to policy and procedure.

Mr. Brooks expressed that the problems being experienced in the Special Education Department are not new, that certified employees have been looked over for years for positions. He asked the superintendent to go back and find out why some of those that have applied for positions have been turned down and to come up with a way we can keep these six employees.

Mrs. Armstrong asked if someone has certification of clinical competence from the American Speech Language Hearing Association and that national certification entitles you to supervise other speech pathologists, doesn't this have a place in our local certification policies and job descriptions, and, if someone is in the business of speech language and hearing supervision, then that would be a far more important certification than the supervision or city/parish school supervisor. This is a technical area in special ed so Mrs. Armstrong asked that the superintendent check credentials in that area and ask that the State board take this into consideration in the credentials of these employees that have specialized training, to see if this may offset some of the hours they need to earn in another area of supervision. Also, Mrs. Armstrong asked if 30 hours are now required for city/parish school supervisor? The superintendent stated that at least 30 are needed, according to the State bulletin that lists the standards. Mrs. Armstrong asked for clarity in dealing with specialties and if they have national certification and are noted as supervisors in those fields, what is the difference in those and the State standards for city/parish supervisors? The superintendent stated that the State is the one who sets the standards and they would be the ones to make the determination if some other professional certificate issued by another agency would be relevant and Louisiana does not unilaterally accept certifications on reciprocity from other states, so that would be up to the State. Mrs. Armstrong asked that the superintendent include all these employees certification in the information sent to the BESE Board. Mrs. Armstrong also requested that the record reflect that she had read the job descriptions for these special ed employees and because their job descriptions did not state that they had to have this particular certification, and we need to do everything we can to have these employees remain in their positions and support the motion with the substitute.



Dr. Hitchcock asked the superintendent for clarification on the proposed amendment which extends the request for the waiver and the fact that the superintendent had explained to the board that the local district cannot set the specifics of the waiver, but that BESE would have to do that, if we get approval of the year, but not the 1½ years as requested, then what would be done? The superintendent said that it would have to come back to the board for the board to determine if it wishes to request an additional waiver. Dr. Schiller stated that the standards indicate that a provisional certificate is valid for one year, renewal once unless lapsed, so it doesn't matter if the amendment with the extended time passes, he would just come back to the board for an additional waiver or whatever conditions BESE places on it.

**Recess.** The CPSB recessed for 10 minutes at approximately 7:15 p.m. and reconvened the meeting at approximately 7:45 p.m.

Mr. Burton called for the question, seconded by Mrs. Armstrong, on the amendment and the main motion. Motion carried unanimously.

*Vote on the amendment carried with Board member Dr. Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Mims, Brooks, Powell, Milam and Armstrong supporting the amendment. Board member Pugh abstained.*

Mr. Thibodeaux clarified that in his motion it did read that we are seeking a waiver and/or extension.

*Vote on the main motion as amended carried with Board members Guin, Hardy, Burton, Thibodeaux, Mims, Brooks, Powell, Milam, Armstrong and Dr. Hitchcock supporting the motion. Board member Mildred Pugh voted in opposition.*

## **FY2003 IDEA AND PRESCHOOL PART B APPLICATION**

Mr. Powell asked the superintendent in light of the action just taken by the Board if that at all impacted what was submitted in the mailout on Item number 23? The superintendent stated that the submission on this item carried with it an amended group of job descriptions to reflect the structure of the application. *Mr. Powell moved, seconded by Mr. Brooks, approval of the FY2003 IDEA and Preschool Part B application subject to any amendment and modification needed as a result of the board's action. Motion carried unanimously.*

## **SY2002-2003 PERSONNEL EVALUATION PLAN**

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, addressed the Board on the importance of having informed representation on the committee structuring the policy and concern over not being aware of who is on the committee and not receiving any information until after the process was completed. The board should structure this committee to meet in accordance with State law and asked that before the committee is allowed to meet again that the board review the process and selection and make changes to make sure that quality input is received in the formation of any policy. When a policy with significant changes that could produce dire consequences for employees due process needs to take place. If the intent of the policy is to rehabilitate quality instructors for the classroom, Ms. Lansdale asked that the Board consider allocating the needed resources to have a quality structured intensive assistance team.

*Dr. Hitchcock moved, seconded by Mr. Brooks, that action on the Personnel Evaluation Program be deferred until the committee can be reconstituted in accordance with Board policy and that the superintendent after the committee has been reconstituted bring it back to the board for action.*

Dr. Hitchcock asked the superintendent about the sentence in the policy that states if any of the present members representing these groups cannot continue to serve, the group represented will select a replacement and documentation shared with the board indicates that we may not have done that. The superintendent said that not in all cases was it followed. And, Dr. Hitchcock stated that is his reason for the motion and feels the board has an obligation to follow its own rules and if approved, it may send the message that the board is trying to rush something through that may not have the proper review by the constituency. Mr. Brooks said that in looking at the

evaluation form, he doesn't understand some of the changes, and he believes we have a good policy now.

Mr. Milam called for the question, seconded by Mr. Powell. Vote on the motion to end debate carried unanimously.

*Vote on the main motion carried with Board member Guin opposed and Board members Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Armstrong and Dr. Hitchcock supporting the motion.*

### **NORTH CADDO HIGH SCHOOL TO IMPLEMENT A SEVEN-PERIOD SCHEDULE FOR SY2002-2003**

*Mr. Burton moved, Mr. Powell seconded, approval of North Caddo Magnet High School and Southwood High School to implement a six or seven-period schedule for the 2003-04 school year and that staff work with the principals and incorporate involvement and input of the schools' staffs and communities to develop the best schedule, six or seven-period, for each school.*

Mr. Burton stated that he was concerned about ending the block schedule for North Caddo and that maybe an additional year might be needed in order to plan for the transition. Mr. Powell said that he had received several calls regarding this item and he believes that this motion would allow for some transition flexibility, but also acknowledges that we are taking steps to try and make improvements that have been identified, and it also allows the schools to receive input about the six or seven-hour schedules.

Dr. Hitchcock asked the superintendent if his recommendation was to move North Caddo this coming school year and Southwood the next school year? The superintendent stated that he had not made a recommendation relative to Southwood. With the question of a new principal coming in, he did not make a recommendation on Southwood at this time. Dr. Hitchcock asked if we did move forward with North Caddo this year, would we move forward with Southwood next year? The superintendent stated that in all probability we would have to look at test scores that we are getting in to see whether or not the downward slide has been corrected. Dr. Hitchcock asked if it was possible that the superintendent recommended to move North Caddo to a seven-period schedule and leave at Southwood a block schedule, is that possible? The superintendent said that he had not had the opportunity to view the data for Southwood, but every indicator is that such a schedule has not advanced the educational attainment of the schools. He has looked at the data for North Caddo, but would want to defer until the data is available to confirm what the results of the block schedule format indicate. The superintendent stated that he would also prefer waiting until a new principal is hired (for Southwood) and given an opportunity to determine the direction of the school and looking at the data trend first before making a recommendation relative to Southwood. The issue at Southwood has not been explored to the extent it has at North Caddo and thus the superintendent has no recommendation on Southwood at this time, but would have a recommendation for school year 2003-2004, preferring that no action be taken on Southwood at this time.

Dr. Hitchcock asked the superintendent what damage would be done by delaying action on North Caddo at this time? The superintendent stated that severe damage could be done, first the principal has made the request to move to a seven-period day, secondly, we are seeing a continued drop in the test scores at North Caddo, the school is not performing academically at the level that it should be performing, and to have these students for another year and to start another ninth grade class under this would not be serving these students best interest, because the data drives the issue. This program was put into effect in 1996 and you evaluate the programs to see if they are working. This school has not been successful under this program and when they are not performing at levels, we are obligated to take proactive measures to correct it; and if we don't, we are doing a disservice to those students in the program and those coming into the program.

Dr. Hitchcock inquired of the superintendent about the history of both schools relative to test scores. The superintendent responded that he did not have the data with him on Southwood, but going back 10 years at North Caddo, evidence is that there have been higher levels of achievement in the past, and it has gone down since the block program was implemented six years ago. Dr. Hitchcock inquired as to how a determination is made relative that block

scheduling is the reason for the decline in test scores, could it also be a number of other things that contribute to this? The superintendent stated that there are a number of issues and variables that affect a school's performance, primarily the one variable that you can correct and adjust is the level of instruction, the use and management of the time and the correlation of the time that is spent in actual teaching as opposed to students doing homework in the class. When looking at the amount of time in a block schedule that a student is taking courses and then ultimately when they are going to be tested by the state, oftentimes there is a lack of correlation between the course offering and when the student is tested on the material. The block scheduling was primarily aimed at large (2000+) high schools in order to minimize the administrative movement of the students, and it also intended that the longer period the teacher had to teach it would include various pedagogues and activities to fully engage the student. The research is very clear that it has worked to help minimize movement in the school of large student bodies, but there is no research that has demonstrated there is any academic improvement as a result. The superintendent said that if we continue in this posture, we are condemning students.

*Dr. Hitchcock moved, seconded by Mrs. Hardy, approval of the North Caddo Magnet High School seven-period schedule for SY2002-2003 as recommended by staff and submitted in the mailout.*

Dr. Hitchcock stated that he was not prepared to vote on Southwood and the original motion included Southwood and there has not been an analysis on that school. He believes that the superintendent has not done a thorough analysis on Southwood and he likes the block scheduling; but because he is not an educator, he trusts the superintendent's ability to evaluate programs and recommend to the board what, with the appropriate data to back it up, he believes is best for the students. Dr. Hitchcock stated that he looks forward to hearing the superintendents report to the board .

*Mr. Powell moved, seconded by Messrs. Brooks and Milam, that this item be delayed until the next Board meeting.* Mr. Powell stated that he is troubled by the amount of information that the superintendent has shared with the board about how 4 x 4 doesn't work and if we truly embrace that the concept is not working, how can we split hairs between schools? The superintendent has indicated that one of the problems with 4 x 4 is transfers and now we would eliminate one which would potentially cause transfer problems by leaving it at one school in the parish. He would prefer to deal with this holistically. We have a community that has spoken that is very concerned about immediately moving away from the 4 x 4; and if he were convinced by the information from the superintendent that 4 x 4 doesn't work, he doesn't understand why it doesn't work at North Caddo, but unsure about Southwood. There was a different principal at North Caddo and Southwood when these programs were implemented and he would prefer that they be looked at and analyzed and if 4 x 4 doesn't work, it's hard to justify doing some things for some schools and something different for others, especially when we are not hearing broadly from the North Caddo community that they want to move away from it, and he would be willing to move away from it if it is the right thing for children, but most of the research is out there from the country, not specifically from that school. Both schools have shown a decline in test scores; and even though the superintendent has not broken down the numbers at Southwood and one thing the original motion would have allowed him to do that. Mr. Powell would prefer that we take a broad look at this and not split hairs between schools and he is concerned when part of the rationale is that students are using part of that time to do homework and noninstructional activities and in his opinion that does not sound like a 4 x 4 problem, but a problem with what the teacher is doing in the classroom if they are doing a lot of noninstructional activities and just moving away from the scheduling won't change that. If we believe holistically that 4 x 4 is not going to work, let's move away from the 4 x 4, but not piecemeal, and don't do one thing at one school and something different at the other. Mr. Powell requested that we take a month, get some more information, a comparison of the two schools, if there is a rationale of one school over the other, let's do that and not just because the principals are changing at the school. In moving from 4 x 4 to the more conventional schedule, there is going to be a transition over a few year period time in order to work out the details.

Mr. Brooks stated that we need to take all things under consideration and we don't need to dismantle the program too quickly, and he would like to see the school remain in the program another 3 years.

Mrs. Pugh stated that in years past when a pilot program is in place, we get an evaluation of the program from the instructional staff responsible for that. We have not received a progress report or evaluation and the holistic approach for the parish is when we have a program in the parish, it appears we would take the same level of interest in being sure that it is educationally being carried out. Mrs. Pugh asked about the implementation of the math/science component in Southwood, it should be addressed with the board prior to so that the board would have an understanding about this component and the 4 x 4 at Southwood. In looking at the demographics, the parish is a unified unit, Caddo Parish Schools, in the parish; and therefore, she would like to have an evaluation from the instructional staff, from your instructional team, regarding the 4 x 4 as to the problems that have been identified within our district, what happened at North Caddo and can it be related to the population of students at Southwood and can it be shown why the program should stay in place, and believes that this item should be put on hold until an evaluation is done by the superintendent's team.

Mrs. Armstrong expressed concern about the comment regarding homework being done in the classroom, and if this is done so prolifically that it is impeding the 4 x 4, she agrees that this is an administrative problem, because teachers have a responsibility to be teaching during that period. If that is not going on, it sends a real negative signal and the administrative staff of that school needs to be held accountable for what is going on in the classroom, as well as the supervisory staff of that school. Mrs. Armstrong asked that the superintendent look into this. Regarding Southwood, Mrs. Armstrong would appreciate holding off on action for Southwood until a new principal is in place, in addition to looking at trends, but the new principal needs to be a part of the decisions made at that school.

At this point, Mr. Guin passed the gavel to First Vice President Burton to share comments with regard to this item. Mr. Guin stated that he was invited to a meeting with those interested parties in that community last week to hear and attempt to answer questions relative to this change. There were many issues/questions as to how students would be affected by making this change and a lot of the comments were concerns that he was not able to answer. If the motion passes to postpone, he would encourage the setting of a forum whereby qualified staff members could address the questions/concerns. The community was involved in the change to 4 x 4, but found out through the minutes and word of mouth that the board was considering changing from the 4 x 4. He believes that the superintendent and the principal and other staff have worked very hard on this but believes that the community was not sold and maybe this would be an opportunity to do that before the board takes action on this item.

*Mr. Burton made a motion, seconded by Mr. Powell, to call for the question on all amendments, substitute motions and the main motion. Motion to end debate carried with Dr. Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam and Armstrong supporting the motion.*

*Vote on the substitute motion by Powell/Brooks to delay this item until next month carried with Board members Pugh and Dr. Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Mims, Brooks, Powell, Milam and Armstrong supporting the motion.*

## **REVISED CPSB POLICIES**

*Mr. Burton moved, seconded by Mr. Powell, approval of Item number 26 Category A, postponement of Categories B, C, D (with the exception of D 28), and E and that item D28 be placed under Agenda Item 33 (Consideration of Modification to Staffing Formula for Middle and High Schools for SY2002-03).*

Mr. Burton stated that he still has some questions about some of the changes being proposed and he is still looking at these proposed policy changes; but because there were so many of them, believed that proper review should be made of the recommended changes before Board action. Mr. Powell stated that approving the 41 in Category A cuts the list in half and he encouraged a public work session to address some of the changes in the additional policies, since they are changes of substance, taking extra steps to get meaningful input from the employees when considering changes in policies that will affect them.

Mrs. Pugh stated that she has a concern as to why the board would have to act on policies that would not have changes, because they are already policies of the Caddo Parish School Board.

The president responded that this question was asked at the work session and the superintendent stated that when he was hired as superintendent, the board charged him to update the board policy manual and as he goes through them, he is updating the date that policy was last reviewed/revised. The policies in Category A reflect that information. Mrs. Pugh stated that at the bottom of the document it lists Adopted, Revised and gives the date, and her question is why is it necessary to put anything on these policies if they are already in place and this board is taking no action to amend anything? President Guin stated that Dr. Schiller reported that some of these policies show the last review/amendment in 1971 and if nothing else, his intent was to update when last reviewed.

Dr. Hitchcock asked if when this was last discussed, the superintendent shared that if the board did not take action on some of these policies it would cause some problems as far as the new school year, etc. In deferring action on Categories B, C, D and E, Dr. Hitchcock asked if any of those were critical and needed to be considered at tonight's meeting? The superintendent responded that postponement will preclude his doing anything with the faculty handbook that was discussed. Some things that are immediate are, for example, Item IGD which a board member asked for this policy to be addressed (Category 5, Policy IGD). Also, Policy GCBE is critical, because the policy currently in effect does not even address Memorial Day, in which there was a problem last year with some employees working and some not working.

Mr. Burton stated that the motion only puts this on the table and if someone wants to pull out a particular item, the motion allows them to do that. Dr. Hitchcock stated that since the motion is to postpone, unless he is on the prevailing side, it would be a problem for him to pull one of the policies, since it is a move to postpone to a definite time. Dr. Hitchcock stated that because we continue to delay things, we continue to get ourselves in a bind as far as the upcoming school year and because there are some things that need to be addressed, he would vote against postponing this item, and would anticipate trying to consider those the superintendent feels need addressing tonight.

Mr. Brooks encouraged holding a workshop that is open to the public, because the changes in these policies will affect many people. Mr. Brooks asked the superintendent to explain Category 5, Policy GCD, Hiring Former Board Members. The superintendent explained that under the current policy, it does not require board approval to hire a former board member. Under the proposed policy, fulltime employment of a former board member would require board approval.

Mr. Burton suggested that if there are items that the superintendent considers urgent, consideration might be given to placing it on the work session agenda.

Mr. Mims called for the question, seconded by Mr. Brooks. Vote on the motion to end debate carried with Board members Guin and Powell opposed. Board members Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Milam, Armstrong and Dr. Hitchcock supported the motion.

*Vote on the main motion carried with Board members Thibodeaux, Armstrong and Dr. Hitchcock opposed, and Board members Guin, Hardy, Burton, Pugh, Mims, Brooks, Powell and Milam supporting the motion.*

The president called for a five minute recess at approximately 8:38 and the meeting reconvened at approximately 8:45 p.m.

### **THREE YEAR CAPITAL IMPROVEMENT NEEDS PROGRAM FOR CADDO PARISH SCHOOLS**

*Mr. Milam moved, seconded by Mr. Powell, that the CPSB approve staff's recommendation regarding the Three Year Capital Needs Improvement Plan for Caddo Parish Schools with the 80% choice as opposed to 100% choice in the replacement of T Buildings.*

*Mr. Powell moved, seconded by Mr. Brooks, to amend the main motion by adding \$390,000 for Captain Shreve High School for a locker room, another auxiliary gymnasium facility, and that would be placed under the renovation portion of Mr. Milam's motion, and to add \$600,000 to acquire additional property for Captain Shreve High School and that would come under land acquisition.*

Mr. Powell stated that in looking over the items, there are needs at the schools and in trying to treat the schools equitably and deal with all the specific needs at the schools, and there was discussion back in the '97 bond issue about the needs at Captain Shreve High School, and parts of those were not included, and those needs still exist. He appreciates that the superintendent and staff have included an auxiliary gym in the list, because that is needed. But an auxiliary gym does not deal specifically with the other facility needs there for the gymnasium. Mr. Powell stated that the \$300,000 figure was discussed in 1997 and there was another high school that we put about \$300,000 in renovations for that purpose. This figure also includes an amount for inflation. Mr. Powell also stated that Captain Shreve is reaching a critical level with its land mass. In getting ready to put the new wing at Captain Shreve, it will have to be located on top of their outdoor basketball courts, because there is no other place for it. There is land near the campus that might accommodate and help us, but it may well take a considerable portion of that. Mr. Powell believes in going out for these needs, we do have some long term needs that need to be dealt with and this is an opportunity, and are comparable to the other projects included, to address these needs. Mr. Powell also added that in looking at the numbers, if you take the numbers that the superintendent presented and as stated in the original motion, and add the 2 projects to that amount, we are still under the \$62 million, which he understood that we could do without having any increase in tax if we stay in that range, and thus would ask for the board's consideration in the addition of these projects.

Mr. Brooks concurred with Mr. Powell's comments. Mr. Burton asked the superintendent if J S Clark's project is listed under capital projects, to which the superintendent answered yes.

Dr. Hitchcock noted that the revised list is different than the first list provided to the board, and asked the superintendent why the changes? The superintendent explained that staff sharpened the numbers, and looked more closely at some of the projects in terms of what comparability could be offered so that there is a consistency in the amount of money from project to project and school to school. By sharpening the numbers, it also freed up some money by also looking at if we are able to go forward immediately, we would be able to capture the advantage of the low interest rates. Every economic indicator is a 2% prime rate hike within 11 months,  $\frac{3}{4}$  interest rate hike within 8 months, and if we are able to go forward aggressively in July, we would be able to save a considerable amount of money and be able to put that money back into projects accordingly, which would allow us to lower some of our fee and inflation factors. The superintendent further stated that another factor is it gives a little time to prioritize the needs, go back and talk to individual principals and do an assessment as to where some of the projects are. The superintendent stated that what's presented today is basically about 90% of what was originally presented, but it also gave staff a chance to tighten up some of the numbers that were not specific and to redirect some money to multi-purpose rooms, as well as look at replicating at what we recently put in at Judson. The superintendent stated that he also did a crosswalk with previous propositions and particularly looking at Proposition #4 and every capital project that was planned or completed, and this allowed us to move some money out of what we proposed for renovations into some of the other new construction. Also, after discussing further with principals, we discovered that the need was not as was identified in '97.

Dr. Hitchcock asked the superintendent why the amendment on the floor was not in his recommendation? The superintendent stated that (1) only over the weekend was he aware of the fact of some land that might be available, so when the information was mailed to the board, this was not included, (2) in trying to keep the sums of money within the range projected for each areas, he had not contemplated that renovation. He stated that it's not that this is not his recommendation, but that it was Mr. Powell's recommendation, but he did say that regarding the acquisition of the land, if we are able to do that it would be a very good, long term investment, and he would concur with that decision. In looking at the bids that came in immediately before the meeting today, we will be able to capitalize on very competitive bids in the construction business now and be able to do more than we had contemplated being able to do when we set out the alternatives. This may also allow us to do more on our new wing construction at Captain Shreve, which is going to access an existing physical ed outdoor facility. Dr. Schiller said that he has walked through the facilities and that the locker rooms are well below par and for a school the size of Captain Shreve, this will have to be addressed in the future, and he does not object to the board considering this. Dr. Hitchcock also asked about undesirable locker rooms at other Caddo Parish high schools, like Huntington, Southwood, Fair Park, etc. Dr. Schiller said there are a number of locker room facilities that have not been adequately addressed for our students. Dr. Hitchcock also asked if there were real estate needs at other Caddo schools, to which the

superintendent responded that he did not know at this point, other than the four that have been identified. Dr. Hitchcock stated that not to question any board member's motive, but if this request comes solely from an individual board member and is an attempt to do something for a school in a board member's district, he would not only vote against the amendment, but also the whole thing, the call for the election and will use his best effort to defeat it. Dr. Hitchcock stated that he relies on the superintendent and staff to share with the board what is the most important issues for the schools, and he is concerned that the superintendent provided the board with 2 proposals and the revised proposal did not include the amendment on the floor. Does this amendment represent the superintendent's priority for the use of capital expenditures? The superintendent stated that the priorities he had established are in descending order and under new construction, the last priority established was land acquisition, so not knowing of the land availability there when the proposal was sent to the board, and when learning of it, he went and looked/walked the properties to see what was available. He did not make any change after that, nor did he know that it was going to be a recommendation; however, he can justify the need on the fact that where the new wing is planned to be cited, it will take away all of the outdoor physical ed facilities and it then also pushes right up against fields that are used. When something is land locked and land can be acquired for public purpose, not only can it be used for public service, but if the board chose not to use it, it becomes even more resaleable. Thus, the superintendent stated that he would concur if the board wanted to add this to the list, he could endorse it. Also, the superintendent stated that he had not had the opportunity to go through all the locker rooms, but would say from the ones he has been in, that our locker rooms are not in good condition, many are substandard, undersized, broken, etc. Where the priority would come (for locker rooms) would come under renovations. Dr. Hitchcock asked if the superintendent concurred with the revisions and the fact that adding the projects in the amendment, we still fall under the \$62 million? Dr. Schiller stated that in looking at the changes and the totals in each area, the new total would still be under the projected amount.

*Dr. Hitchcock moved, seconded by Mrs. Armstrong, to amend the amendment by deleting the amount of money and the reference to locker rooms and leaving the amendment in place for the acquisition of the land.*

Dr. Hitchcock stated that the superintendent is in a position where he cannot tell the board that this is the most pressing need, and we know that there are bad situations at other schools. And based on the superintendent's response relative to the land acquisition, he can support the amendment as it relates to the land acquisition.

Mr. Brooks stated the principals in the schools have sent in a list of their needs and he doesn't make deals with board members.

Mr. Powell asked the board to defeat Dr. Hitchcock's amendment because each board member has a vote on everything the board does. And, he asked that since the need is there, he asked that board members vote against Dr. Hitchcock's amendment. Captain Shreve serves other board members' districts and with the growth in that area, the need is there, and asked the board to support his amendment.

Mrs. Armstrong stated that she seconded Dr. Hitchcock's amendment, because she heartily agrees with the land acquisition, but is aware that there are other schools that do need upgrades in gyms with lockers and so forth, and feels that we need to determine how many other schools do need those same upgrades for lockers as identified by the superintendent at Shreve, and that we address that in another budgetary way.

The superintendent further addressed the concerns expressed over locker rooms at other schools that are in need of an upgrade. He stated that we have three categories of possible expenditures, (1) new construction, (2) building replacement, and (3) renovations, etc. The need for the district to go forward and provide the facilities that all our students can benefit from is absolutely critical, and there is room in the 3 separate proposals to accommodate the diversity at the table. The board could reason together to identify some of the money in this pot to accommodate the needs at a number of high schools for locker rooms and perhaps carve it out of something else in the list that will satisfy the collective needs and many of the children will benefit and we can move forward. Also, the superintendent asked the staff to quickly inventory high school locker rooms and how many need renovation as a top need. The staff responded that five have been identified that are severe, namely Huntington, Fair Park, Southwood, Captain Shreve and Byrd.

Dr. Schiller asked that the board consider earmarking a sum of money to accommodate those and to access that money from perhaps the t building replacement and move t building replacement down by \$1-1½ million.

Dr. Hitchcock thanked the superintendent for submitting these ideas to the board, but he would suggest that we not put one school by name in the call and count on the other 4 being taken care of. He also asked the superintendent about his priorities, because in the naming of one of the schools in District 12 for renovation of locker rooms, does he think it is a higher priority to eliminate temporary buildings? The superintendent stated that his highest priority is for the district to move forward aggressively and do as much good as we can, and in outlining his priorities in each of the areas, replacing 70% of t buildings instead of 80% will not have as much of a negative impact as would not being able to get the package endorsed by the board. Dr. Hitchcock asked if there is another way to address locker rooms? Dr. Schiller said that it may be possible to consider them in capital projects, but it would only be as money becomes available and down the road, and there is the risk of other projects being bumped further down on the list. Dr. Hitchcock asked staff to confirm that there were five schools, and one of those 5 is Captain Shreve, so the amount would be \$390,000 times the additional 4 schools, and would that amount \$1.6mm fall under the \$62mm? The superintendent said no it would not, but that something would have to come out. If you allow \$390,000, we are still under the \$62.5, but would need to access \$1.6mm and it would have to come out of another area. Dr. Hitchcock stated that he could support a motion to allocate money for all five schools and if we have to reduce the lowest priority to work that in.

Mr. Brooks called for the question, seconded by Mr. Burton, on all amendments. Vote on the motion to end debate passed with Board members Guin, Thibodeaux and Dr. Hitchcock opposed and Board members Hardy, Burton, Pugh, Mims, Brooks, Powell, Milam and Armstrong supporting the motion.

*Vote on the amendment to the amendment failed with Board members Thibodeaux, Armstrong and Dr. Hitchcock supporting the motion and Board members Guin, Hardy, Burton, Pugh, Mims, Brooks, Powell and Milam opposed.*

*Vote on the amendment to the main motion by Powell/Brooks passed with Board members Pugh, Armstrong and Dr. Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Mims, Brooks, Powell, and Milam supporting the amendment.*

*Mr. Thibodeaux moved, seconded by Mrs. Pugh, that up to 15% reduction in funding for the replacement of t buildings be used to renovate the locker rooms at Huntington, Southwood, Byrd and Fair Park High Schools. Mr. Thibodeaux said this is four of the five that were listed as priority and this would get the locker rooms done for those four and at the same time give us significant reduction in the t buildings. Mrs. Armstrong stated that she supports the amendment. Dr. Hitchcock asked the superintendent or staff if up to a 15% reduction in that number allow us enough to get under the \$62.5mm, to which the superintendent answered in the affirmative.*

Mr. Powell asked if some of the Title IX monies from the consent decree were used in redoing some of the locker rooms and at which high schools did we use some of this money? Mr. White, director of capital projects and new construction, responded that he could not respond with not having that information in front of him, but did not remember any high schools. Currently, staff is working at Ridgewood Middle School. Dr. Schiller responded that on page 7 of Proposition #4, it addresses the locker room renovations that were scheduled pending money. Mr. Festavan stated that Title IX money was spent at North Caddo, Northwood, and Booker T. Washington. Mr. Powell stated that he had the Proposition #4 items that were given by staff, but they really only included the items that the superintendent was comparing to now including them. Mr. Powell asked staff if there was any money approved by the board under Proposition #4 for any high school on the complete list? Mr. White stated that on his Proposition #4 list, he shows that there was athletic locker room renovations scheduled for Byrd High School and North Caddo, with Byrd being completed in the year 2000 and North Caddo is going on this summer. Mr. Powell asked how much was spent in the locker room renovation at Byrd in 2000? Mr. White did not have that information with him at the time. Mr. Powell stated that he remembered voting with Mr. Thibodeaux at that time to put \$300,000 under Proposition #4 specifically, and that there were 2 propositions that the board dealt with at that time, one was Proposition #2 and one was 4 for those locker rooms. In hearing about the awful condition at Byrd High School and we



have done that project, Mr. Powell expressed that he thought we had completed that project with the '97 bond issue and staff says that Byrd's locker room needs renovation. Mr. Powell asked if this was a separate locker room and what locker room was addressed with Title IX funds and the '97 bond issue. Staff reported that this money was for the girls' locker room, not the boys. Mr. Alan Carter, assistant principal at Byrd, was asked to respond to Mr. Powell's request about the locker rooms. Mr. Carter said that the girls locker room was redone with Title IX money, the boys pe locker room was also worked on, but Byrd has one locker room that houses a varsity football team (90-100 players), a baseball team (40-90 players), the track team and what was done earlier helped but there is still a need because of the crowded conditions of housing all the varsity sports in one locker room. Mr. Powell asked if there were any other schools on that list as severe that there is money allocated (Title IX or other source) to make improvements? Mr. Powell stated that under the previous superintendent the board was told that the high schools would be done under the consent decree (Title IX), and that we would follow up and do other schools with similar needs, and then around the time of the new superintendent or the year prior, we stopped funding those, specifically locker rooms, and he was told that Captain Shreve was going to have locker rooms renovated, but it still has not been done. Staff responded that they are not aware of any other money allocated for renovation of lockers at these schools.

The superintendent reported to the board that Mr. Thibodeaux's motion would permit adequate money to fund the locker room renovation projects and stay within the \$62.5mm cap.

Mr. Milam asked for clarification in the motion of the 15%, was that 15% off the 100% or 15% off the 80%? Mr. Thibodeaux stated that it was 15%, up to 15%, off the money that was put here for funding available for the replacement of 80% of the t buildings.

The superintendent stated that Mr. Thibodeaux's motion would bring the amount for t building replacement from \$13,800,000 down to \$11,800,000, and the \$2mm would be added to the area of renovations for Fair Park, Byrd, Southwood and Huntington. Actually, it will be closer to \$1.6mm added to the sum total under renovations, et.al., and subtracting \$1.6mm from the \$13.8mm. Dr. Schiller stated that the t building replacement summary would be \$12.2mm, and the parking, paving, renovation projects would be \$11,380,000. Adding the \$12.2mm and \$38,350,000 to the \$11,380,000 totals to \$61,930,000.

Mrs. Armstrong moved, seconded by Mr. Thibodeaux, to call for the question. The motion to end debate failed with Board members Guin, Thibodeaux, Pugh, Powell and Milam opposed and Board members Hardy, Burton, Mims, Brooks, Armstrong and Hitchcock supporting the motion.

*Mr. Milam moved, seconded by Mr. Powell, to amend the motion to make sure that all five schools receive the exact same amount of money (\$390,000).* Mr. Powell's amendment had passed at \$390,000 and he supports the need at these other schools, but feels it should be equal at all schools. Mr. Powell stated that when he asked earlier what the amount was for locker room renovation and the t building replacement, several different figures were given and he believes this motion would give a starting point, a frame of reference to start from.

Mrs. Armstrong called for the question, seconded by Mr. Burton. Vote on the motion to end debate carried with Mr. Guin opposed and Board members Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Armstrong and Dr. Hitchcock supporting the motion.

*Vote on the motion to amend carried unanimously.*

At this point, Mr. Guin relinquished the chair to address the board on Mr. Thibodeaux's amendment. Mr. Guin stated that the board just voted to take \$1.6mm out of t building replacement for renovation of locker rooms at 4 high schools. The board did not determine how and where those t building replacements were going to be taken – who is going to determine which ones will be cut from the 80% list that we have been looking at, will a committee be put together, would the board have input on it? The superintendent responded that everything will come to the board with justification as to which schools have the needs to replace and each year the board will determine which projects. The staff will continue to come to the board with a list of priority projects to consider each year and the board is the only one that can do that.

*Vote on Mr. Thibodeaux's amendment, as amended, carried unanimously.*

*Mrs. Pugh moved, seconded by Mr. Mims, to amend the motion and that the funding allocated for another building (multi purpose room) at Queensborough would go to air conditioning the Lakeshore auditorium. Vote on the amendment carried unanimously.*

*Vote on the main motion as amended carried unanimously.*

**REQUEST TO HOLD A SPECIAL ELECTION IN CADDO PARISH TO ISSUE GENERAL OBLIGATION BONDS AND TO RENEW EXISTING TAX MILLAGES**

*Mr. Milam moved, seconded by Mr. Powell, approval to hold a special election in Caddo Parish to issue general obligation bonds not exceeding \$61,580,000 and renewal of existing tax millages to be held on Saturday, July 20, 2002.*

Legal counsel stated that the resolutions calling for the election would need to be read into the record.

The president called for a 5 minute recess at approximately 10:10 p.m. and the board reconvened the meeting at approximately 10:22 p.m.

The superintendent read the resolution calling for the special election and propositions relative to the call as follows:

**The following resolution was offered by Mildred B. Pugh and seconded by Ginger Armstrong:**

**RESOLUTION**

A resolution ordering and calling a special election to be held in the Parishwide School District of Caddo Parish, Louisiana, to authorize the incurring of debt and issuance of bonds and the levy of special taxes therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

BE IT RESOLVED by the Parish School Board of the Parish of Caddo, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parishwide School District of Caddo Parish, Louisiana (the "District") and as the governing authority of the Parish of Caddo, State of Louisiana (the "Parish") for school purposes, that:

SECTION I. Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by Article VI, Sections 30, 32 and 33 of the Constitution of the State of Louisiana of 1974, Sub-Part A, Part III, Chapter 4, Title 39 of the Louisiana Revised Statutes of 1950, as amended, the applicable provisions of Chapter 5, Chapter 6-A and Chapter 6-B of the Louisiana Election Code, and other constitutional and statutory authority, a special election is hereby called and ordered to be held in the District on **SATURDAY, JULY 20, 2002**, between the hours of six o'clock (6:00) a.m., and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said election there shall be submitted to all registered voters qualified and entitled to vote at the said election under the Constitution and laws of this State and the Constitution of the United States, the following propositions, to-wit:

**CADDO PARISH SCHOOL BOARD PROPOSITIONS**

**PROPOSITION NO.1  
(BONDS)**

**SUMMARY: AUTHORITY TO ISSUE NOT EXCEEDING \$61,580,000 OF 20 YEAR GENERAL OBLIGATION BONDS FOR 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 SAID SCHOOL DISTRICT, AND ACQUIRING THE NECESSARY EQUIPMENT AND FURNISHINGS THEREFOR, AND INCLUDING, TO THE EXTENT FEASIBLE, THOSE SPECIFIC SCHOOL PROJECTS SET FORTH IN THE "THREE YEAR CAPITAL IMPROVEMENT NEEDS PROGRAM FOR CADDO**

PARISH SCHOOLS" APPROVED BY THE SCHOOL BOARD ON MAY 22, 2002, TITLE TO WHICH SHALL BE IN THE PUBLIC, SAID BONDS TO BE PAYABLE FROM AD VALOREM TAXES.

Shall the Parishwide School District of Caddo Parish, Louisiana (the "District"), incur debt and issue bonds not exceeding Sixty-One Million Five Hundred Eighty Thousand Dollars (\$61,580,000), to run twenty (20) years from date thereof, with interest at a rate not exceeding eight per centum (8%) per annum, 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, INCLUDING, TO THE EXTENT FEASIBLE, THOSE SPECIFIC SCHOOL PROJECTS SET FORTH IN THE "THREE YEAR CAPITAL IMPROVEMENT NEEDS PROGRAM FOR CADDO PARISH SCHOOLS" APPROVED BY THE SCHOOL BOARD ON MA Y 22, 2002, title to which shall be in the public; which bonds will be general obligations of the District and will be payable from ad valorem taxes to be levied and collected in the manner provided by Article VI, Section 33 of the Constitution of the State of Louisiana of 1974 and statutory authority supplemental thereto?

PROPOSITION NO.2  
(MILLAGE RENEWAL)

SUMMARY: 10-YEAR, 18.47 MILLS PROPERTY TAX RENEWAL FOR PROVIDING FUNDS FOR OPERATION, MAINTENANCE AND ADDITIONAL SUPPORT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN CADDO PARISH, LOUISIANA.

Shall the Parishwide School District of Caddo Parish, Louisiana, levy a eighteen and forty-seven hundredths (18.47) mills tax on all the property subject to taxation in the District for a period often (10) years, commencing with the year 2004 and ending with the year 2013, for the purpose of providing funds for operation, maintenance and additional support of public elementary and secondary schools in Caddo Parish, Louisiana?

PROPOSITION NO.3  
(MILLAGE RENEWAL)

SUMMARY: 10-YEAR, 7.40 MILLS PROPERTY TAX RENEWAL FOR ACQUIRING SITES FOR AND THE CONSTRUCTION AND IMPROVEMENT OF PUBLIC SCHOOL BUILDINGS AND OTHER PUBLIC SCHOOL F ACILITIES IN CADDO PARISH, LOUISIANA.

Shall the Parishwide School District of Caddo Parish, Louisiana, levy a seven and forty hundredths (7.40) mills tax on all the property subject to taxation in the District for a period often (10) years, commencing with the year 2004 and ending with the year 2013, for the purpose of acquiring sites for and the construction and improvement of public school buildings and other public school facilities in Caddo Parish, Louisiana?

PROPOSITION NO.4  
(MILLAGE RENEWAL)

SUMMARY: 10-YEAR, 12.16 MILLS PROPERTY TAX RENEWAL FOR PROVIDING ADDITIONAL SUPPORT TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN CADDO PARISH, INCLUDING THE ACQUISITION, REPLACEMENT AND MAINTENANCE OF MICROCOMPUTERS, BUSES, AIR CONDITIONERS, AND OTHER EQUIPMENT, AND FOR THE OPERATION AND MAINTENANCE OF THE PUBLIC SCHOOL SYSTEM OF CADDO PARISH, LOUISIANA.

Shall the Parishwide School District of Caddo Parish, Louisiana, levy a twelve and sixteen hundredths (12.16) mills tax on all the property subject to taxation in the District for a period often (10) years, commencing with the year 2005 and ending with the year 2014, for the purpose of providing additional support to public elementary and secondary schools in Caddo Parish, including the acquisition, replacement and maintenance of microcomputers, buses, air conditioners, and other equipment, and for the operation and maintenance of the public school system of Caddo Parish, Louisiana?

SECTION 2. Publication of Notice of Election. A Notice of Special Election shall be published in *The Caddo Citizen*, a weekly (Thursday) newspaper of general circulation within the District, published in Vivian, Louisiana, and being the official journal of the School Board and the District, once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the election, which Notice shall be substantially in the form attached hereto as "Exhibit A " and incorporated herein by reference the same as if it were set forth herein in full.

SECTION 3. Canvass. This Governing Authority shall meet at its regular meeting place, the Parish School Board Office, 1961 Midway Street, Shreveport, Louisiana, on **TUESDAY, AUGUST 6, 2002 at FOUR THIRTY O'CLOCK (4:30) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special election.

SECTION 4. Polling Places. The polling places set forth in the aforesaid Notice of Special Election are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law.

SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special election as herein provided, and shall make due returns of said election for the meeting of the Governing Authority to be held on Tuesday, August 6, 2002, as provided in Section 3 hereof. All registered voters in the District will be entitled to vote at the special election, and voting machines shall be used.

SECTION 6. Authorization of Officers. The Secretary of the Governing Authority is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said election, the necessary equipment, forms and other paraphernalia essential to the proper holding of said election and the President and/or Secretary of the Governing Authority are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the election, including but not limited to, appropriate submission to the Federal Department of Justice under Section 5 of the Federal Voting Rights Act of 1965, as amended.

SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Commissioner of Elections, the Clerk of Court and *Ex-Officio* Parish Custodian of Voting Machines of Caddo Parish and the Registrar of Voters of Caddo Parish, as notification of the special election, in order that each may prepare for said election and perform their respective functions as required by law.

SECTION 8. Application to State Bond Commission. Application is made to the State Bond Commission for consent and authority to hold the special election as herein provided, and in the event said election carries for further consent and authority to issue, sell and deliver the Bonds, and to levy said special taxes provided for therein. A certified copy of this resolution shall be forwarded to the State Bond Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application.

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

YEAS: Phillip Guin, Eursla Hardy, Willie D. Burton, Michael Thibodeaux, Mildred B. Pugh, Alvin Mims, Jerry Tim Brooks, Mike Powell, III, Mark Milam, Ginger Armstrong and Dr. Miles Hitchcock.

NAYS: None.

ABSENT: Wanda Wright.

And the resolution was declared adopted on this, the 22nd day of May, 2002.

/s/Robert E. Schiller, Ed.D.  
Secretary

/s/ Phillip R. Guin  
President

**EXHIBIT "A"**

NOTICE OF SPECIAL ELECTION

Pursuant to the provisions of a resolution adopted by the Parish School Board of the Parish of Caddo, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parishwide School District of Caddo Parish, Louisiana (the "District"), on May 22, 2002, NOTICE IS HEREBY GIVEN that a special election will be held within the District on **SATURDAY, JULY 20, 2002**, and that at the said election there will be submitted to all registered voters in the District qualified and entitled to vote at the said election under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following propositions, to-wit:

**PROPOSITION NO. 1  
(BONDS)**

SUMMARY: AUTHORITY TO ISSUE NOT EXCEEDING \$61,580,000 OF 20 YEAR GENERAL OBLIGATION BONDS FOR 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 SAID SCHOOL DISTRICT, AND ACQUIRING THE NECESSARY EQUIPMENT AND FURNISHINGS THEREFOR, AND INCLUDING, TO THE EXTENT FEASIBLE, THOSE SPECIFIC SCHOOL PROJECTS SET FORTH IN THE "THREE YEAR CAPITAL IMPROVEMENT NEEDS PROGRAM FOR CADDO PARISH SCHOOLS" APPROVED BY THE SCHOOL BOARD ON MAY 22, 2002, TITLE TO WHICH SHALL BE IN THE PUBLIC, SAID BONDS TO BE PAYABLE FROM AD VALOREM TAXES.

Shall the Parishwide School District of Caddo Parish, Louisiana (the "District"), incur debt and issue bonds not exceeding Sixty-One Million Five Hundred Eighty Thousand Dollars (\$61,580,000), to run twenty (20) years from date thereof, with interest at a rate not exceeding eight per centum (8%) per annum, 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, INCLUDING, TO THE EXTENT FEASIBLE, THOSE SPECIFIC SCHOOL PROJECTS SET FORTH IN THE "THREE YEAR CAPITAL IMPROVEMENT NEEDS PROGRAM FOR CADDO PARISH SCHOOLS" APPROVED BY THE SCHOOL BOARD ON MAY 22, 2002, title to which shall be in the public; which bonds will be general obligations of the District and will be payable from ad valorem taxes to be levied and collected in the manner provided by Article VI, Section 33 of the Constitution of the State of Louisiana of 1974 and statutory authority supplemental thereto?

**PROPOSITION NO.2  
(MILLAGE RENEWAL)**

SUMMARY: 10- YEAR, 18.47 MILLS PROPERTY TAX RENEWAL FOR PROVIDING FUNDS FOR OPERATION, MAINTENANCE AND ADDITIONAL SUPPORT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN CADDO PARISH, LOUISIANA.

Shall the Parishwide School District of. Caddo Parish, Louisiana, levy a eighteen and forty-seven hundredths ( 18.47) mills tax on all the property subject to taxation in the District for a period often (10) years, commencing with the year 2004 and ending with the year 2013, for the purpose

of providing funds for operation, maintenance and additional support of public elementary and secondary schools in Caddo Parish, Louisiana?

**PROPOSITION NO.3  
(MILLAGE RENEWAL)**

**SUMMARY: 10-YEAR, 7.40 MILLS PROPERTY TAX RENEWAL FOR ACQUIRING SITES FOR AND THE CONSTRUCTION AND IMPROVEMENT OF PUBLIC SCHOOL BUILDINGS AND OTHER PUBLIC SCHOOL FACILITIES IN CADDO PARISH, LOUISIANA.**

Shall the Parishwide School District of Caddo Parish, Louisiana, levy a seven and forty hundredths (7.40) mills tax on all the property subject to taxation in the District for a period often (10) years, commencing with the year 2004 and ending with the year 2013, for the purpose of acquiring sites for and the construction and improvement of public school buildings and other public school facilities in Caddo Parish, Louisiana?

**PROPOSITION NO.4  
(MILLAGE RENEWAL)**

**SUMMARY: 10-YEAR, 12.16 MILLS PROPERTY TAX RENEWAL FOR PROVIDING ADDITIONAL SUPPORT TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN CADDO PARISH, INCLUDING THE ACQUISITION, REPLACEMENT AND MAINTENANCE OF MICROCOMPUTERS, BUSES, AIR CONDITIONERS, AND OTHER EQUIPMENT, AND FOR THE OPERATION AND MAINTENANCE OF THE PUBLIC SCHOOL SYSTEM OF CADDO PARISH, LOUISIANA.**

Shall the Parishwide School District of Caddo Parish, Louisiana, levy a twelve and sixteen hundredths ( 12.16) mills tax on all the property subject to taxation in the District for a period often (10) years, commencing with the year 2005 and ending with the year 2014, for the purpose of providing additional support to public elementary and secondary schools in Caddo Parish, including the acquisition, replacement and maintenance of microcomputers, buses, air conditioners, and other equipment, and for the operation and maintenance of the public school system of Caddo Parish, Louisiana?

The said special election will be held at the following polling places situated within the District, which polls will open at six o'clock (6:00) a.m., and close at eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, to-wit:

**POLLING PLACES**

Precinct	Location
001	Northside Elementary -School, 1950 Northside Rd., Shreveport
002	Lakeview United Methodist Church, 1950 S. Lakeshore Dr., Shreveport
003	Bethune Middle School, 4331 Henry Street, Shreveport
004	St. Stephens Lutheran Church, 840 Kingston Rd., Shreveport
005A	Cherokee Park Elementary School, 2010 Algonquin Trail, Shreveport
005B	Cherokee Park Elementary School, 2010 Algonquin Trail, Shreveport
006	Stoner Hill Elementary Lab School, 2127 C E Galloway Blvd., Shreveport
007	Knights of Columbus Hall. 220 East Stephenson St., Shreveport
008	Shreve City Baptist Church, 2810 Knight Street, Shreveport
009	Shreve Island Elementary, 836 Sewanee Place, Shreveport

- 010 A.C. Steere Elementary, 4002 Youree Drive, Shreveport
- 011A Arthur Circle Elementary School, 261 Arthur Street, Shreveport
- 011B Arthur Circle Elementary School, 261 Arthur Street, Shreveport
- 012 Broadmoor Middle Lab School, 441 Atlantic Ave., Shreveport
- 013A Broadmoor Middle Lab School, 441 Atlantic Ave., Shreveport
- 013B Broadmoor Middle Lab School, 441 Atlantic Ave., Shreveport
- 014 Knights of Columbus Hall, 220 East Stephenson St., Shreveport
- 015 Caddo Parish Health Unit, 1035 Creswell Ave., Shreveport
- 016 Haynes Avenue Baptist Church, 610 Haynes Ave, Shreveport
- 017 Caddo Parish Health Unit, 1035 Creswell Ave., Shreveport
- 020 Byrd High School Learning Center, 700 Kings Highway, Shreveport
- 021 Pierremont Mall, 4801 Line Avenue, Shreveport
- 022A Pierremont Mall, 4801 Line Avenue, Shreveport
- 022B Pierremont Mall, 4801 Line Avenue, Shreveport
- 023 Pierremont Mall, 4801 Line Avenue, Shreveport
- 024 South Highlands Elementary School, 831 Erie Street, Shreveport
- 025A Werner Park Elementary School, 2715 Corbitt St-Hearne Ave. Ent., Shreveport
- 025B Werner Park Elementary School, 2715 Corbitt St-Hearne Ave. Ent., Shreveport
- 026 Betty Virginia Park Rec. Bldg., 4010 Line Avenue, Shreveport
- 027 Mall St. Vincent Avenue, Shreveport
- 029 Old City Court Building, 1234 Texas Ave., Shreveport
- 030A Atkins Branch Shreve Mem. Library, 2709 Hassett Ave., Shreveport
- 030B Atkins Branch Shreve Mem. Library, 2709 Hassett Ave., Shreveport
- 031 Galilee Baptist Church, 1500 Pierre Avenue, Shreveport
- 032 Mall St. Vincent, 1133 St. Vincent Avenue, Shreveport
- 034A Caddo Heights Elementary School, 1702 Corbitt St., Shreveport
- 034B Caddo Heights Elementary School, 1702 Corbitt St., Shreveport
- 035 Linwood Middle School, 401 W. 70<sup>th</sup> Street, Shreveport
- 036A Sunset Acres, Elementary School, 6514 Canal Blvd., Shreveport
- 036B Sunset Acres, Elementary School, 6514 Canal Blvd., Shreveport
- 037 Fair Park High School Gym, 3222 Greenwood Rd., Shreveport
- 038 Hollywood Middle School, 6310 Clift Ave., Shreveport
- 039 Our Lady of the Blessed Sacrament, 2932 Murphy Street, Shreveport
- 040 Ingersoll Elementary School, 401 North Holzman St., Shreveport
- 041 Lakeshore Elementary School, 1807 San Jacinto Ave., Shreveport

- 044 Shreveport Job Corps Center, 2800 West College Street, Shreveport
- 045A Lakeshore Elementary School, 1807 San Jacinto Ave., Shreveport
- 045B Lakeshore Elementary School, 1807 San Jacinto Ave., Shreveport
- 046 Fair Park High School, 3222 Greenwood Rd., Shreveport
- 048 Haynes Avenue Baptist Church, 610 Haynes Avenue, Shreveport
- 049A Youree Drive Middle School, 6008 Youree Drive, Shreveport
- 049B Youree Drive Middle School, 6008 Youree Drive, Shreveport
- 050 Caddo Middle Magnet School, 7635 Cornelious Lane, Shreveport
- 051A 81<sup>st</sup> Street ECE Center, 8108 Fairfield Ave., Shreveport
- 051B 81<sup>st</sup> Street ECE Center, 8108 Fairfield Ave., Shreveport
- 052 Woodlawn High School, 7340 Wyngate Blvd, Shreveport
- 054 Judson Street Elementary School, 3809 Judson Street, Shreveport
- 055 Hillsdale Elem. School, 3860 Hutchinson Street, Shreveport
- 056A University Elem. School, 9900 Smitherman Drive, Shreveport
- 056B University Elem. School, 9900 Smitherman Drive, Shreveport
- 057 Pine Grove Elem. School, 1700 Caldwell Street, Shreveport
- 058 Caddo Heights Elem. School, 1702 Corbitt Street, Shreveport
- 059 Linwood Middle School, 401 West 70<sup>th</sup> Street, Shreveport
- 060 Morning Star Baptist Church, 5340 Jewella, Shreveport
- 061 Mooretown ECE Center, 3913 Powell Street, Shreveport
- 064 Stoner Hill Elementary Lab School, 2127 C E Galloway Blvd, Shreveport
- 067 West Shreveport Elem., 2100 Weinstock Street, Shreveport
- 068 Shreve Memorial Library, 8303 Line Avenue, Shreveport
- 069 Westwood Elementary School, 7325 Jewella Ave., Shreveport
- 070 Westwood Elementary School, 7325 Jewella Ave., Shreveport
- 071 J.S. Clark Middle School, 351 Hearne Avenue, Shreveport
- 072 Baptist Student Center, LSU-S, 8701 Youree Drive, Shreveport
- 073A David Raines Center, 2325 David Raines Rd., Shreveport
- 073B David Raines Center, 2325 David Raines Rd., Shreveport
- 075 Shreve Memorial Library, 8303 Line Avenue, Shreveport
- 076A University Elementary School, 9900 Smitherman Drive, Shreveport



076B University Elementary School, 9900 Smitherman Drive, Shreveport

077A Holy Trinity Lutheran Church, 8895 Youree Drive, Shreveport

077B Holy Trinity Lutheran Church, 8895 Youree Drive, Shreveport

078 Calvary Baptist Church, 9333 Linwood Avenue, Shreveport

079 Calvary Baptist Church, 9333 Linwood Avenue, Shreveport

080 Mooretown ECE Center, 3913 Powell St., Shreveport

081 Newton Smith Elementary School, 3000 Martin Luther King Jr. Dr, Shreveport

082 North Highlands Elem. School, 885 Poleman Road, Shreveport

083A Ford Park Baptist Church, 5755 Yarbrough Rd., Shreveport

083B Ford Park Baptist Church, 5755 Yarbrough Rd., Shreveport

084 Western Hills Baptist Church, 4153 Pines Rd., Shreveport

085A Huntington High School, 6801 Raspberry, Shreveport

085B Huntington High School, 6801 Raspberry, Shreveport

086 Oak Park Elem. School, 4941 McDaniel Dr., Shreveport

087 Huntington High School, 6801 Raspberry, Shreveport

088A Shreveport Bible Church, 4761 Bert Kouns Industrial Loop, Shreveport

088B Shreveport Bible Church, 4761 Bert Kouns Industrial Loop, Shreveport

089A Summerfield Elem., School, 3131 Ardis Taylor Dr., Shreveport

089B Summerfield Elem., School, 3131 Ardis Taylor Dr., Shreveport

089C Summerfield Elem., School, 3131 Ardis Taylor Dr., Shreveport

090A Summer Grove Elem. School, 2955 Bert Kouns Industrial Loop, Shreveport

090B Summer Grove Elem. School, 2955 Bert Kouns Industrial Loop, Shreveport

091A Ridgewood Middle School, 2001 Ridgewood Dr., Shreveport

091B Ridgewood Middle School, 2001 Ridgewood Dr., Shreveport

092 Forest Hills Elem. School, 2005 Francais Drive, Shreveport

093 Southern Hills Elem, School, 9075 Kingston Road, Shreveport

094A Summerfield Estates, 9133 Baird Road, Shreveport

094B Summerfield Estates, 9133 Baird Road, Shreveport

095A S. Caddo Shreve Memorial Library, 9701 Baird Road, Shreveport

095B S. Caddo Shreve Memorial Library, 9701 Baird Road, Shreveport

0097B Ellerbe Road United Methodist Church, 10130 Ellerbe Church Road, Shreveport

- 098 Mall St. Vincent, 1133 St. Vincent Avenue, Shreveport
- 099 Stoner Hill Elementary Lab School, 2127 C E Galloway Blvd., Shreveport
- 122A The Police/Fire Academy, 6440 Greenwood Road, Shreveport
- 122B The Police/Fire Academy, 6440 Greenwood Road, Shreveport
- 123A Grawood Christian School, 10420 Grawood School Rd., Shreveport
- 123B Grawood Christian School, 10420 Grawood School Rd., Shreveport
- 124 Grawood Christian School, 10420 Grawood School Rd., Shreveport
- 125 Keithville Elem/Middle School, 12201 Mansfield Rd., Shreveport
- 126 Caddo Fire District Number 6, 10377 Linwood Avenue, Shreveport
- 127 LSU Pecan Station, 10300 Harts Island Rd., Shreveport
- 128A Ellerbe Road United Methodist Church, 10130 Ellerbe Church Rd, Shreveport
- 128B Ellerbe Road United Methodist Church, 10130 Ellerbe Church Rd, Shreveport
- 129 Dixie Garden Assembly Hall, 4760 Dixie Garden Drive, Shreveport
- 132A Caddo Fire District No. 4, Central Station, 8240 Colquitt Rd., Keithville
- 132B Caddo Fire District No. 4, Central Station, 8240 Colquitt Rd., Keithville
- 133 Calvary Pentecostal Church, 6811 Woolworth Road, Shreveport
- 134 Caddo Fire District No. 3 Substation No. 4, 2745 Jolly Napier Rd., Shreveport
- 135 Lakeview Baptist Church, 4520 Tacoma Blvd, Shreveport
- 136A Blanchard Elementary School, 402 Birch Ave, Blanchard
- 136B Blanchard Elementary School, 402 Birch Ave., Blanchard
- 137A Northwood High School, 5030 Old Mooringsport Rd., Shreveport
- 137B Northwood High School, 5030 Old Mooringsport Rd., Shreveport
- 138A Donnie Bickham Middle School, 7240 Old Mooringsport Road, Shreveport
- 138B Donnie Bickham Middle School, 7240 Old Mooringsport Road, Shreveport
- 139 Mooringsport Community Center, 603 Latimer Street, Mooringsport
- 140 Caddo Fire District No. 7, Substation 4, 312 Gray Street, Belcher
- 141 Caddo Fire District No. 7, Substation 4, 312 Gray Street, Belcher
- 142 Oil City Community Center, 310 Savage St., Oil City
- 143 North Caddo High School, 201 Airport Dr., Vivian
- 144 North Caddo High School, 201 Airport Dr., Vivian
- 146 Deep South Gift Shop, U.S. Highway 71, Mira
- 147 Village Hall, 10093 Main Street, Rodessa
- 149 Village Hall, 10093 Main Street, Rodessa



committee meeting, Mr. Powell had requested that the recommendation come from both and Mr. Guin confirmed that the recommendation came from both (superintendent and board counsel). Mr. Abrams shared with the board his assessment of the bid proposals presented and that he felt confident any of the firms qualified to do the work and that he supported the recommendation of the firm Foley and Judell as bond counsel.

Mr. Powell stated that the board counsel stated that one firm did not provide a resolution and asked if all the firms were asked to submit the same thing. Mr. Abrams answered that he was not a part of the process in requesting proposals, but only reviewed them. Mr. Powell wanted to be clear that we are not penalizing firms for not providing something that they were not asked to provide. Mr. Powell asked for some idea dollar wise and the significance of the 10-20% difference, and can staff give the board some idea of what has been spent in the past? Dr. Schiller said that the fee schedule, the experience of the firm, and looking at the lowest amount and recognizing the firm that offered the lowest bid had no knowledge of our school system, and the firm partnering with them had no experience in this area were all taken into consideration. Mr. Powell asked that only one of these firms submitted an interest in this area when the board was seeking bids and proposals for legal services, and the board chose not to fill that at the time. Mr. Powell thought it was relevant that for many years Foley, Judell did everything in this area of the state and for whatever reason, many governmental bodies have moved away from them, and we did pay them 90% the last time. Mr. Powell asked if when doing this in the past did not our board attorney work with Foley and Judell on these matters, and asked if our board attorney did not need to be involved in this, and if we have a problem in this is matter is there some one locally we need to refer to or will we have to contact New Orleans? Mr. Wreyford responded to Mr. Powell's request for an idea of how much the difference is, stating that in using a \$50 mm bond issue as an example, because the attorney general's fee structure is based on each issue and a percentage, but the difference in 70% and 60% would be about \$5,000. Mr. Wreyford said there is a fee for each issue and the total difference could possibly be \$8-\$10,000 on the four issues over the next several years. Mr. Powell stated that he is concerned about not including people here locally and thus cannot support the recommendation.

*Vote on the motion carried with Board members Powell and Burton opposed, and Board members Guin, Hardy, Thibodeaux, Pugh, Brooks, Milam, Armstrong and Dr. Hitchcock supporting the motion. Mr. Mims abstained.*

The following is a copy of the official resolution approved by the CPSB:

The following resolution was offered by Ginger Armstrong and seconded by Michael Thibodeaux

#### RESOLUTION

A resolution providing for the employment of bond counsel, designating their fee and providing for the payment thereof, and providing for other matters in connection therewith.

WHEREAS, the Caddo Parish School Board proposes to submit to the voters a proposal to authorize the issuance of additional Parishwide general obligation bonds; and

WHEREAS, this Parish School Board, after due deliberation, deems it necessary to protect the public interest and finds a real necessity exists for the employment of special counsel to perform legal and co-ordinate professional work with respect to the issuance and sale of the bonds; and

WHEREAS, the firm of Foley & Judell, L.L.P., specializes in this type of legal work and is nationally recognized therein;

WHEREAS, Foley & Judell has already rendered substantial assistance to School Board staff with respect to the proposed bonds, including, but not limited to, assisting in the development of the financing plan, preparation of resolutions pertaining to the election call and approval of projects and preparation of the ballot proposals;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board of the Parish of Caddo, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parishwide School District of Caddo Parish, Louisiana (the "District"):

SECTION 1. A real necessity is hereby found for the employment of special counsel in connection with the issuance of the aforesaid bonds, and accordingly Foley & Judell, L.L.P., Bond Counsel, is hereby employed and requested to do and perform comprehensive legal and coordinate professional work with respect to the issuance of the aforesaid bonds of the District for the purposes stated herein above. Said Bond Counsel shall prepare and submit to this to this Governing Authority for adoption all of the proceedings incidental to the authorization, issuance, sale and delivery of each series of the bonds, shall counsel and advise this Governing Authority as to the issuance and sale of the bonds, and shall furnish their opinion covering the legality of the issuance thereof. The fee of special bond counsel in connection with the issuance of each series of the aforesaid bonds of the District shall not exceed 70% of the maximum fee allowed by the Attorney Generals fee guidelines for comprehensive legal and coordinate professional services in the issuance of general obligation bonds, based on the amount of each series of bonds actually issued, sold, delivered and paid for, plus "out-of-pocket" expenses. Bond Counsel fees may be paid from the proceeds of said bonds and shall be contingent upon the issuance, sale and delivery of said bonds. Pursuant to instructions from the Secretary of the Governing Authority, Foley & Judell, L.L.P. shall also assist in the preparation of an official statement containing detailed and comprehensive financial and statistical data required with respect to the sale of the aforesaid bonds; and the costs of the preparation and printing of each official statement may be paid from the proceeds of the issue for which it has been prepared. Said official statement shall be submitted to such nationally recognized bond rating service or services as may be recommended by Bond Counsel, together with a request that an appropriate rating be assigned. Payment for all ratings shall be made by the Secretary, upon presentation of appropriate statements from the particular rating services furnishing the ratings.

SECTION 2. A certified copy of this resolution shall be submitted to the Attorney General of the State of Louisiana for his written approval of said employment and of the fee herein designated, and the Secretary is hereby empowered and directed to make payment to said Bond Counsel in payment of the fee herein provided for under the conditions herein enumerated.

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

**YEAS: Phillip Guin, Eursla Hardy, Michael Thibodeaux, Mildred B. Pugh, Jerry Tim Brooks, Mark Milam, Ginger Armstrong and Dr. Miles Hitchcock.**

NAYS: Mike Powell, III and Willie Burton.

ABSTAINING: Alvin Mims.

ABSENT: Wanda Wright.

And the resolution was declared adopted on this, the 22nd day of May, 2002.

/s/ Robert S. Schiller, Ed.D.  
Secretary

/s/ Phillip R. Guin  
President

**CONSIDERATION OF MODIFICATIONS OF THE ATTENDANCE BOUNDARY FOR THE NEW SCHOOL IN SOUTHEAST CADDO PARISH TO RESTORE ELLERBE ROAD ESTATES TO UNIVERSITY ELEMENTARY**

*Mr. Powell moved, seconded by Mr. Thibodeaux, approval of modifications of the attendance boundary for the new school in Southeast Caddo Parish to restore Ellerbe Road Estates to University Elementary and more specifically to move the boundary to the one indicated in the mailout. Mr. Powell stated that he believes it is very prudent as the board discusses the new school that we are talking about a new school that anticipates growth, and additionally, we balance changes we make in those boundaries with the children that are at the existing school University. This still means that departure from University when the new school is built under the numbers previously provided by the superintendent, it would open about 79-80 new slots for growth. In discussions about the numbers for the new school, the number of 500 was discussed and we were looking at building a school for 500 and he asked that the board support this so that we are very clear about the boundary of the new school when we go to the public. Dr. Hitchcock asked the superintendent if this was his recommendation, to which the superintendent answered no, it was a board member's motion. Dr. Hitchcock asked the superintendent if he sticks by the original recommendation made to the board with regard to this new school? The superintendent stated yes at this time. *Vote on the motion carried with Board members Pugh, Armstrong, and Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Brooks, Powell and Milam supporting the motion. Mr. Mims abstained.**

**CONSIDERATION OF MODIFICATION TO STAFFING FORMULA FOR MIDDLE AND HIGH SCHOOLS FOR SY2002-03**

Mr. Guin reminded board members that based on earlier action by the board, Item #26, D.28, which is professional staff assignments, will also be considered in the item.

*Mr. Powell moved, seconded by Mr. Brooks, that the sentence added to the revised policy that says staffing for first grade would be allowable at 22:1 due to budgetary constraints be deleted such that we have the preceding sentence still in tact that says 20:1 guarantee and secondly, that as we calculate the staffing needs at the middle school and high school that we include in the count for the purpose of determining regular education teachers in the formula, special ed children who are included in classrooms at that middle school and high school 50% or more of the time. Mr. Powell stated that he desires the policy to be clear, since after active debate last year the board decided to make more of an assurance at first grade, after which a reading task force recommended critical emphasis on first grade and to ensure 20:1 or less ratio at first grade. The recommendation from the superintendent of the insertion of a sentence of 22:1 basically is counter to what the board did last year. Mr. Powell stated that when the board makes a decision and acts and when it acts as a body, there should be some continuity to that. Secondly, dealing with the special ed, the superintendent had provided some numbers as to what it will cost and he believes that if we are going to have integrity in the staffing formula that if we have children in the regular classroom 50% or more of the time that to not count them as part of the regular formula is disingenuous. Mr. Powell stated that as we go into the budget for next year it is important that we have real numbers and that we set priorities and he believes that this is a priority. We dealt with elementary last year and need to do the same for middle and high school.*

Mr. Brooks concurred with Mr. Powell's comments. Dr. Hitchcock asked the superintendent about no changes for allocations for principals, enrichment teacher, coordinators or counselors at any level. The superintendent answered that was correct. Dr. Hitchcock asked the superintendent if Policy GCA and GCI cover the same thing, as someone mentioned that these policies were the same thing. The superintendent stated that is not the case, that Policy GCI is a different policy entirely and does not attend to the school staffing formula. Dr. Hitchcock requested clarification from President Guin as to the motion on the floor since no reference to a policy was made in the motion. Mr. Guin stated that his understanding based on the motion passed that we are dealing with Item #33 dealing with modification to the staffing formula for middle and high school for 2002-03 and Item D.28, which is GCI professional staff assignments. For clarification, the motion on the floor is GCA. Dr. Hitchcock stated that a board member made a motion to change the wording of a sentence in bold and what he was reading from was Policy GCA. Dr. Hitchcock asked the superintendent what happens when you have a large school, such as a large K-8 school in west Caddo Parish, that doesn't have enough room for an additional first grade class in order to go to 20:1? The superintendent stated that last year when the board approved the 20:1 ratio there was also a proviso in there allowing for space availability in the event there was an enrollment issue and that was what he was trying to capture here in this policy, because there are instances where we do not have enough classrooms and so to be able to allow the range as pointed out because of inadequate space or the enrollment doesn't justify it, the overflow to 22 is what the essence was last year. Dr. Hitchcock stated that mention was also made to budget constraints, and asked if the superintendent was seeking any type of exemption for budgetary constraints? The superintendent answered no. Dr. Hitchcock asked if the wording in Policy GCA in bold is exactly what was passed last year and if the motion passes, what would he do? The superintendent stated that it would mean that some classes would have to be cut and class sizes increased at a different grade level unless other buildings (ie t buildings) were made available.

*Dr. Hitchcock moved to amend the motion, seconded by Mr. Thibodeaux, that we delete the reference to the bold area for first grade (and it specifically says in the event of inadequate space or enrollment) and leave the remainder of the motion intact.* Dr. Hitchcock stated that his purpose in this amendment is to offer the staff some latitude as far as that we are absolutely out of space; and if we find where a school has not staffed at a 20:1 ratio and space limitation is not an issue, then the board would look to the superintendent for accountability.

Mr. Powell said that the problem with the space is not what concerns him, it doesn't just say inadequate space, it says inadequate space or enrollments, and he is concerned about the implications and he is looking for clarity. *Mr. Powell offered a substitute amendment that the portion that is struck out would be "or enrollments" (in both locations in the policy). Vote on the substitute amendment carried unanimously. Vote on the main motion as amended carried unanimously.*

Dr. Hitchcock called for a point of order in that Mr. Powell's motion would be a substitute motion to which board counsel ruled that was correct, it was a substitute motion.

Dr. Hitchcock asked the superintendent as to what numbers are being used for enrollment for next year? The superintendent stated that April numbers are being used. The superintendent stated that in Policy GCA, the school staffing formula, that he is suggesting to the board that the pure allocation by gross numbers creates problems for us to be able to adequately staff the schools with reasonable class sizes, and he provided to the board evidence of what staff has worked through as work sheets and what the class sizes would look like with a comparison between the staffing allocation on the existing policy and the number of teachers needed in order to staff at these class sizes. Also, it may be fine for budgetary purposes to do an allocation of 20:1 and 22 and 24, etc. but when it comes to scheduling, it makes the principals have to load up on certain classes in order to assure they are offering other courses and he tried to demonstrate to the board that if we can set up class size ranges as proposed, then we can assure that math classes, English classes, etc. would have class sizes within the ranges set, not at the expense of other classes being loaded up to 35-38 or courses being cut. Also, if approved, we would be able to allocate general and/or grant funds in order to allow for these class size ranges. Variances below the 17 or the high mark must be approved.

Mr. Powell stated that he does not have a problem with the additional allocation, but wants to make sure that the ratios have not changed from last year, but we are saying we want to add

additional staffing at certain schools where there are problems that occur even within the allotment that the board did last year. He wanted to be clear that from the information presented in the ranges, that we are not cutting any positions, and the superintendent said that is correct.

*Mr. Powell moved, seconded by Mr. Mims, that the Board adopt Policy GCA as presented by the superintendent with the one change of changing the word Grand funds to Grant funds.*

Mr. Mims requested that he would not like to see any middle school or high school staffs cut at this time. The superintendent said that under the current allocation formula, that is what is happening; but if the board passes this motion, he can load into the high schools and middle schools the staffing necessary to deliver the programs. Passage of this policy would allow staff the flexibility to assure those teachers and assure that we have good class sizes in the core subjects. For clarification, Mr. Powell stated that his motion incorporated the change at the high school, middle school level for inclusion of the special ed students and also the modification on the deletion of the “or enrollments.” His motion is to adopt that policy with those changes and with the other change of “grand” to “grant” funds. *Vote on the motion carried unanimously.*

## **SUPERINTENDENT’S REPORTS**

The superintendent stated that reports provided include updates on the construction projects, a report on the elementary expulsion center and that staff will be bringing to the board a proposal at the next board work session to address this issue, and also a report on the implementation of school uniform policies.

*Mr. Burton moved, seconded by Mr. Thibodeaux, to accept the superintendent’s reports to the board.*

Mr. Powell stated that he had not seen the report on the uniform policy implementation and asked the superintendent if different schools are doing different procedures. The superintendent stated that is correct. Mr. Powell said there is not mention as to if this is good, bad or indifferent. The superintendent stated that procedures will be developed for presentation to the board at the next meeting to uniformly implement this policy for next year. Mr. Powell inquired as to the principals interpretation and response to how often the surveys are done. Mr. Walker, Area I Executive Director, responded to Mr. Powell’s questions and the need for clearing up the policy for future implementation and parishwide uniformity in implementation of the policy. *Vote on the motion carried with Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, and Armstrong supporting the motion. Dr. Hitchcock was absent for the vote.*

## **UNFINISHED BUSINESS**

*Mr. Thibodeaux moved, seconded by Mr. Milam, that the Board reconsider Item #24, Personnel Evaluation Plan.* Mr. Thibodeaux asked the superintendent to share with the board the importance of consideration of the item at this meeting. The superintendent stated that he has scheduled for all principals, assistant principals, instructional coordinators at the elementary, middle and high school levels starting next week, 5 hours each, training and inservice in terms of implementing the Personnel Evaluation Plan. Without the Board’s approval of the Plan, that can not happen, and with their contracts expiring in two weeks, there will not be another opportunity to provide the training and we will not be able to move forward with implementing the plan because it has not been approved. The superintendent stated that he does not disagree with the fact that when some people left the committee that it should have been handled differently than it was, and if in deed, the board does not want to act on it and wait until next month, we will lose the window of opportunity for training. The superintendent suggested that a workable solution might have been that the board could have approved the plan, directed the superintendent to add the appropriate numbers of people to the committee, have them review the plan in June and bring back any possible changes at the June meeting, and this would have not stopped moving forward with the inservice. *Vote on the motion to reconsider passed with Board members Pugh, Mims, Brooks, Powell and Dr. Hitchcock opposed, and Board members Guin, Hardy, Burton, Thibodeaux, Milam and Armstrong supporting the motion.*

The board president called for a five minute recess at approximately 11:35 and the meeting reconvened at approximately 11:40 p.m.



*Mr. Thibodeaux moved, seconded by Mr. Milam, approval of the SY2002-2003 Personnel Evaluation Plan.* Mr. Powell stated that he understands what has been created, but stressed the importance of following policy. He felt that the superintendent can inservice his employees as he determines, but we need to uphold following policy, since we were told that the policy was not followed, and the Board discussed two weeks ago about getting proper input in this Plan, and he is concerned about the message it would send if we support not following our own policy and not getting meaningful input from our employees.

Dr. Hitchcock expressed that he does not like going against the superintendent's recommendation, but he cannot support a recommendation in which board policy was not followed, and secondly, the audience that was here earlier and had a vested interest in this item was no longer here and he objects to taking an action publicly and then later reconsidering the item and those interested are not available.

Mr. Guin asked legal counsel if, based on the comments made with regard to (1) reconsideration and the fact that the superintendent is pleading for a reconsideration to allow him to put together a review committee and come back to the board in June, and (2) how this request relates to the comments made by Board member Hitchcock relative to violating our own policy. Mr. Abrams stated that if you move forward in violation of your own policy, you can be assured that a grievance will follow.

The superintendent stated that he needs direction from the board as the policy language states that at a minimum the committee will include one member representing each of the following employee positions, elementary school teachers (there was one), middle school teachers (there was one), high school teachers ... it goes on, groups. There were 15 people that met for 5 months representing these groups, and there is nothing that says CAE or CFT. It also says that if any present members representing any of these groups can no longer serve, the group will select a replacement. He further stated that the new staff members that staff this committee asked for nominations from principals, teachers, and others. The superintendent can appoint additional members to the committee as needed to provide that the committee has equal representation. After he learned of the problem, he called and surveyed all the middle and high school principals to affirm those they had representing them, to which they all unanimously did. It comes down to one high school teacher that wasn't selected and he is uncertain as to which group that is, or what the definition of that group is. The superintendent stated that he had sat down with the representatives of the two employee groups and even changed some of the language at their recommendation.

Dr. Hitchcock stated that it was clear that on page 3 of the policy it lists groups and says these will be represented and the sentence that follows says the group will replace members for vacancies, and knowing that we will be challenged for violating our own policy, he cannot support the recommendation.

Mr. Brooks called for the question, seconded by Mr. Mims. Vote on the motion to end debate carried unanimously.

*Vote on the motion failed with Board members Guin, Thibodeaux and Milam supporting the motion and Board members Hardy, Burton, Pugh, Mims, Brooks, Powell, Armstrong and Hitchcock opposed.*

Mr. Guin stated that he would work with the superintendent to expedite bringing something back to the board.

## **ANNOUNCEMENTS AND REQUESTS**

Mr. Milam requested that staff advertise in the paper on the weekend so more people would be aware about the sale of t buildings.

Mr. Brooks stated that at the last board meeting he asked the superintendent to bring back a policy on stress and he requested that work continue in bringing this information to the board.

Mr. Brooks brought to the board's attention information on a "whistleblower" policy as provided by board member Wright. The board president responded that the board attorney has been provided this information on disc to research.

Mr. Powell asked that the superintendent check into rumors he is hearing that work crews at Arthur Circle will be reassigned to another school when school is out, leaving Arthur Circle before the work is completed.

Mr. Powell also asked for a status on filling the position of Secretary to the Board in Ms. Finister's retirement, and asked that the superintendent keep the board advised as to progress in this matter. Mr. Guin stated that the superintendent has received 197 applications for this position and is in the process of screening and beginning interviews.

Ms. Hardy stated that since Ms. Finister is not present at the meeting, she will get the gift on behalf of the board to her.

Dr. Hitchcock asked if a meeting is called, he will have jury duty the week of June 10<sup>th</sup>, and that the board president consider that in scheduling any additional meetings. Also, Dr. Hitchcock requested that the superintendent consider conducting a thorough review/audit/examination (maybe even by an outside agency) of the Special Education Department and present to the board some opportunities that will satisfy some of the concerns shared by the board for a long time.

Dr. Hitchcock also requested that the superintendent and staff provide him with the staffing information for the middle and high schools as was done in a summary sheet for the elementary schools.

Mr. Brooks asked that the superintendent ensure that the deaf population in our system continues to have the assistance they need.

Mrs. Armstrong stated that at the work session she understood the advertising for the six special education positions would be removed from the bulletin board, and she now understands that they are again posted. She asked the superintendent to have these removed from the board.

## **EXECUTIVE SESSION**

*Mr. Brooks moved, seconded by Mr. Burton, that the board go into Executive Session for 10-20 minutes for the purpose of hearing a student's expulsion placement appeal. Motion to go into executive session carried unanimously.*

Mr. Mims left the meeting at approximately 12:32 a.m.

The board went back into open session at approximately 1:05 a.m.

*Mrs. Armstrong moved, seconded by Mr. Brooks, that the Caddo Parish School Board deny the appeal to readmit Lisa Kellogg to C E Byrd High School for the start of SY2002-2003, but reconsider the appeal for readmission to Byrd for the 2<sup>nd</sup> semester of SY2002-2003 provided the student has demonstrated success at Hamilton Terrace during the 1<sup>st</sup> semester, has maintained evidence of good citizenship and attendance at Hamilton Terrace; has demonstrated continuing consistent drug counseling; and has a demonstrated record of negative, random drug tests.*

*Dr. Hitchcock moved, seconded by Mr. Milam, that the main motion be amended to deny the appeal to readmit Lisa Kellogg to C E Byrd High School for the start of SY2002-2003, but reconsider the appeal for readmission to her neighborhood school (Huntington) for the 2<sup>nd</sup> semester of SY2002-2003 provided the student has demonstrated success at Hamilton Terrace during the 1<sup>st</sup> semester, has maintained evidence of good citizenship and attendance at Hamilton Terrace; has demonstrated continuing consistent drug counseling; and has a demonstrated record of negative, random drug tests.*

*Mr. Brooks moved, seconded by Mr. Burton, to cut off debate. Vote on the motion to end debate carried unanimously.*

*Vote on the amended motion by Hitchcock/Milam failed with Board members Hardy, Burton, Thibodeaux, Brooks and Armstrong opposed. Board members supporting the amended motion were Guin, Pugh, Powell, Milam and Hitchcock.*

*Vote on the main motion failed with Board members Guin, Pugh, Powell, Milam, and Hitchcock opposed; and Board members Hardy, Burton, Thibodeaux, Brooks and Armstrong supporting the motion.*

The superintendent brought to the Board's attention an error in his recommendation that the student appeal for readmission to Byrd be reconsidered for the 2<sup>nd</sup> semester, and because Ms. Kellogg was attending the magnet portion of Byrd and Byrd is not her neighborhood school, according to CPSB policy, Ms. Kellogg would not be permitted to return to Byrd.

*Mr. Powell moved, seconded by Mr. Milam, to approve the superintendent's recommendation with the change of allowing the student to return to her neighborhood school (Huntington) for the 2<sup>nd</sup> semester of SY2002-2003 provided the student has demonstrated success at Hamilton Terrace during the 1<sup>st</sup> semester, has maintained evidence of good citizenship and attendance at Hamilton Terrace; has demonstrated continuing consistent drug counseling; and has a demonstrated record of negative, random drug tests. Vote on the motion failed with Board members Hardy, Burton, Thibodeaux, Brooks and Armstrong opposed, and Board members Guin, Pugh, Powell, Milam and Armstrong supporting the motion.*

*Mr. Powell made a motion, seconded by Mr. Burton, to adopt the superintendent's recommendation with the following change "that the Board reconsider the appeal for readmission in the Fall of 2002 provided that the student has demonstrated success at Hamilton Terrace during the 1<sup>st</sup> semester, has maintained evidence of good citizenship and attendance at Hamilton Terrace; has demonstrated continuing consistent drug counseling; and has a demonstrated record of negative, random drug tests. Vote on the motion carried with Board members Hardy, Thibodeaux, Armstrong and Hitchcock opposed, and Board members Guin, Burton, Pugh, Brooks, Powell, and Milam supporting the motion.*

The board attorney added that a copy of all supporting materials regarding the appeal must be maintained on file.

**Adjournment.** There being no further business, the meeting adjourned at approximately 1:30 a.m.

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Robert E. Schiller, Ed.D., Secretary

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Phillip R. Guin, President

**June 4, 2002**

The **Executive Committee** of 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 Tuesday, June 4, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh and Michael J. Thibodeaux. Also present were Secretary Robert E. Schiller, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Mims gave the invocation and led in the Pledge of Allegiance.

### **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE JUNE 18, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the June 18, 2002 CPSB meeting and discussion followed as summarized.

**Public Hearings.** The superintendent stated that as required by law we will hold three public hearings on (1) the Child Nutrition Programs Budget, (2) the proposed 2002-2003 General Fund Budget, and (3) the proposed Millage Rates for Tax Year 2002.

**Personnel Transactions Report.** The superintendent brought to the board's attention that there will be some renewals of administrative contracts for the board's consideration.

**Bids.** The superintendent stated that in the list of bids for the board's approval, we have verification that the one bid that was proposed and challenged for the roofing at Byrd, the attorney has given an opinion that it complies with all legal contractual requirements and that we should accept the bid as the lowest responsible bid and formally reject the protest.

Mr. Burton asked the superintendent if there was a formula for the amount of M & S supplies that each school receives; and if new programs are going to be introduced at a school, is there an exception for that school to get more supplies? The superintendent responded that it is based on the school population, and is in the budget of \$13.90 per student. Mr. Wreyford explained that the agenda item regarding M & S is the system's annual spring bid for supplies and materials to get school going in the fall. The superintendent stated there is an exception given to schools initiating new programs, i.e. Mooretown this coming year.

**Child Nutrition Programs Budget.** The superintendent presented a memorandum outlining the format for the budget along with the budget for the board's review and consideration.

**2002-2003 General Fund Budget.** The superintendent reminded the board that there will be a work session today following the Executive Committee meeting on the proposed 2002-2003 General Fund Budget that is being presented to the board for approval at the June 18<sup>th</sup> meeting.

**Special Revenue Funds Budgets.** The superintendent stated that staff is presently reviewing all fiscal year grants to ensure whether or not the board needs to bring forward any approvals and if so, these will be on the June 18<sup>th</sup> agenda.

**Millage Rates.** The superintendent stated that agenda items # 17, 18 and 19 are standard requirements at this time of the year prior to the tax year to adopt adjusted millage rates (renewal of our millage rates for next year), and to adopt the millage rates after reassessment and roll forward, and also to adopt any other authorized millage or taxes (basically our bond and interest tax mills).

**Appointment of Official Journal.** The superintendent stated that staff will have a recommendation for the board's consideration at the June 18<sup>th</sup> meeting. He stated that annually at this time the board makes a determination as to which journal will serve as the board's official record.

**SY2002-2003 Personnel Evaluation Plan.** The superintendent stated that as requested, staff has reconstituted the steering committee for the Personnel Evaluation Plan (PEP) and a meeting will be set with this committee. A copy of the proposed PEP has been sent out to the committee, and

the superintendent will be bringing to the board a memo and any suggested changes/adjustments to the PEP that the committee believes are in order for the board's approval.

**Approval of North Caddo High School to Implement a Seven-Period Schedule for SY2002-2003.** The superintendent stated that at the last board meeting, after discussion and a request for additional information, the board delayed this board item until the next month (June). The superintendent presented some additional information/data comparing the amount of time teachers have contact with pupils in the block schedule vs. contact time on a seven-period schedule (7900 minutes for block schedule v. 8900 in 7-day period), IOWA/GEE testing in March and the fact that students on block have had 8 weeks (3600 minutes) of instruction and on 7-period day schedule have had 6400 minutes (3000 more minutes of instruction) prior to testing. On the block schedule, those students who complete a core subject in first semester and take the test in March, have not studied that subject for eight (8) weeks. The superintendent added that the seven-period schedule will offer students more opportunities for students struggling to meet graduation requirements to be able to take those courses on time throughout the four years. In looking at staffing, the superintendent stated that there are two fewer teachers needed for the 7-period day than for the block schedule. The superintendent provided for the board's review a copy of test scores for both North Caddo and Southwood for the past 5 years (since block schedule was implemented), comparing Louisiana scores of the GEE and the IOWAs, state scores, parish scores and these two high schools. He also provided a copy of an article which looks at block scheduling and indicates there is no correlation between block schedule and academics.

Mr. Powell stated that information provided is on both schools, however, the recommendation from the superintendent does not include Southwood. He stated that at the board meeting, there was a motion by Mr. Burton that included both schools, and that item was postponed. If the research/data shows that 4 x 4 doesn't work and has a detrimental effect, and the fewer minutes of instruction time, wouldn't this be the same for both schools? Mr. Powell expressed that he hoped the board would be consistent in its consideration of this item in that if it's not good or working at one school and we leave it at one school, the message that we might be sending. The superintendent stated that, as he understands it, the motion was to delay the item, and the item that was on the agenda was "the implementation of a seven-period day at North Caddo". Thus, what he has done is delayed that item and reposted it on the agenda and did not initiate a new item for Southwood.

Mr. Powell stated that the main motion that was made included both schools, and because the superintendent stated that he had not had opportunity to look at Southwood, the board postponed, and requested additional information on Southwood, so that the board would not be making the decision about one school, when Caddo has the program at 2 schools. He added that we have research that indicates it doesn't work, we have test scores that we are concerned about, and now test scores at Southwood, and the board has not addressed if it will treat the two schools differently. Since the board had a motion that included both schools, and a request was made for both schools, he believes that we need to take a holistic approach in response to this item.

Mrs. Pugh concurred with the comments made by Mr. Powell and added that the board has an obligation to the total parish. The board accepted and approved a program based on what staff supplied to the board; and for the parish to have a holistic approach, the board needs to be able to respond to constituents what the program is like at Southwood, the difference in the two, and why we can't discontinue both instead of one. Mrs. Pugh expressed that if we do keep the program in one school, the parents need to know why.

The superintendent responded that the board can make the decision to keep both programs or do away with both programs, but pointed out that the research and the information provided on the block scheduling is an administrative advantage for very large high schools and it may be administratively more appropriate for Southwood than for North Caddo. Also, the test scores at Southwood do not show in all subject areas the declines shown at North Caddo. Thus the test scores are not the driver. The superintendent added that he does not believe that the 4 x 4 is an educational advantage for any high school; however, we have not done the due diligence of looking at the full picture at Southwood as we have done at North Caddo. He does not believe that the 4 x 4 schedule is going to be successful academically for any length of time at Southwood, but he is not at the point where he can say he has talked to the principal, staff, et.al about some of the areas about Southwood.

Mrs. Pugh asked if in instituting this decision, the board would give implementation time; and this is an issue that is on the agenda at the end of the school year rather than at the end of the first semester or beginning of the 2<sup>nd</sup> semester, which would have allowed an opportunity for administrators and parents to have thought and planning time. Considering the change at this time creates a problem for her to support the issue and encouraged the board to give the matter serious consideration.

Mr. Burton concurred with the timing and secondly, the motion that was made to institute the 4 x 4 for one more year at North Caddo and Southwood to be consistent and his understanding that this is what was postponed. The superintendent stated that the motion was to postpone *the item* not the motion, and read the motion. Clarification was sought from board counsel as to the interpretation of what was postponed. Board counsel stated that the motion was what was postponed, the motion on the floor. The superintendent also read a substitute motion that was on the floor at the board meeting at the time the motion was made to *delay the item*, thus everything behind the motion to postpone (main motion and substitutes) is what it referred to. Mr. Burton stated that he cannot support approval at this time and encouraged the superintendent to go back and look at the 4 x 4 and try and implement the seven period schedule next year.

Mrs. Armstrong expressed her appreciation to the superintendent for the information provided and that regarding Southwood, we need to be concerned that Southwood will be a school in transition with a new principal in place and to make this change at this time would not be appropriate for the coming school year.

Mr. Brooks asked President Guin his feeling on this proposal, to which Mr. Guin shared his support of the superintendent's recommendation and the information he has provided, but at the same time he also is considering the input received from his constituents. He further added that there are options available to the board that he could support either way, one being delaying both schools until year 2, and one being to implement the change at one school in year one and the other school in year 2. But, what he does not feel comfortable in doing at this time is in addressing his constituents, telling them the board is going to eliminate it at North Caddo, but we are not going to discuss Southwood for another year.

Mr. Thibodeaux stated there are some other things that need to be taken into consideration, and forgetting about the article, if you compare Louisiana scores in language arts, English, math, written composition, science, and social studies to North Caddo in 2000, the scores at North Caddo stink. But if you compare Southwood, and they normally are equal to or better; one thing we are not considering is that a class at North Caddo in a particular year might be overall a weaker class that year and Southwood might be a stronger class that particular year. The numbers show that it is somewhat successful at Southwood, but that it is very unsuccessful at North Caddo, and that could be the population, the administration of the program, or other reasons, but that's our job to find out what it is. In considering this, we need to compare apples to apples.

Dr. Hitchcock pointed out to the board that in looking at the calculation difference between 1999 and 2000 for both North Caddo and Southwood, English/Language Arts went down 12% at North Caddo and 2% at Southwood, Math went down 11% at North Caddo, and Math went up dramatically at Southwood, written composition went down 1% at North Caddo, but went up at Southwood, science went down 7% at North Caddo, but up dramatically (10%) at Southwood, social studies went down 1% at North Caddo and 1% at Southwood. If the board looks at the trends, there is a different picture. The superintendent reported to the board that in concert with the school-based administrator and his and his staff's best judgment, he is ready to make a recommendation on one. The scores indicate that the other school might be benefiting. He acknowledged the differences between the 2 schools and supports the superintendent's recommendation. Additionally, the way the agenda item is styled and our requirement to publish an agenda before a board meeting to comply with open meetings law, the wording of the agenda as it reads now, an action involving Southwood High School would be out of order. The board's counsel advised that the agenda item would need to be changed to include both (schools) or yes, the board would be out of order. Dr. Hitchcock expressed that it is his intent to support the recommendation of the superintendent with regard to North Caddo for the reasons the superintendent shared; but he is not prepared to vote one way or the other on Southwood until such time that the superintendent comes to the board with a recommendation that he and the

school-based staff have done a thorough review of it too. Dr. Hitchcock encouraged the Executive Committee to limit the discussion to the agenda item or modify the agenda item to include both schools, and if the board wishes to deal with both schools, then it would be legal.

Mr. Guin asked of board counsel if, based on Dr. Hitchcock's comments, if the board needed to cease discussion of Southwood. The legal counsel responded that they could discuss Southwood. Mr. Guin asked the superintendent if there was anyone on staff that could address the benefits of a seven-hour schedule vs. a six-hour schedule, because all other high schools in the parish are on a six-hour schedule. The superintendent stated that the principal did an evaluation of both a six and seven-hour schedule and after review, it was concluded that the seven-hour schedule would offer the students the schedule, the course diversity, the course selections, the teacher preparation period and scheduling options needed. Mr. Hearron added that it is a smoother transition from 4 x 4, because of the opportunity to still have the position of having more electives. The principal brought this up with him in the beginning of the year and she felt that her students would receive more instruction and this would be advantageous in making the transition from 4 x 4. Apparently, students would be receiving more instructional time in the seven-period day; and also, on the block schedule, North Caddo can only offer English IV at the last term in a 4 x 4 schedule, in their fourth year, which puts a lot of pressure on a senior. If they don't pass English IV in that last semester of the last term, then they cannot graduate. North Caddo doesn't have the population to offer those subjects every time, nor the staffing to offer all the electives. Mr. Guin asked staff if a student has attained all requirement for TOPS and going into their senior year, and the only thing they need is the foreign language and can take both within a year on the block schedule; if the change is made, are there any waivers for those students that will not be able to get both foreign languages in one year if they go back to the seven period schedule. Staff responded that those courses are also offered through the Virtual High School of Louisiana and consequently, the equipment is on site where students can access the extended learning time through this program. Mr. Guin stated that he and the superintendent have discussed this matter extensively that this change is very much needed to boost test scores; but there are additional problems and concerns at the school needing to be addressed in order to remedy the problems at North Caddo.

Mrs. Pugh asked what involvement the School Improvement Committee had in this process. Mr. Hearron stated that Ken Wood met several times with the principal and staff and the concern was expressed that the community did not have input in this process. Mrs. Pugh stated that we are creating a community problem when we fail to get community input before a decision is made.

Mr. Brooks expressed his concern that we need to do this right; we need to go back and include all in the process.

**Revised CPSB Policies.** The superintendent stated that the following policies are being presented to the board for action on June 18<sup>th</sup>: Category 2 are policies that are being recommended for deletion. Category 3 is two new policies being recommended. Policy GCBB which has to do with compensation for teachers having received national certification and the practice the board has in place of paying \$1,000 to those teachers who have received national certification. Mr. Powell asked the superintendent, (1) is there a particular reason that we are not putting more than \$1,000 in a one time stipend, and (2) wouldn't it be our hope to give those teachers with national certification an incentive to stay with Caddo by possibly placing an annual compensation in the budget for this stipend in recognition of this achievement. The superintendent stated that yes it could be done. It was initiated out of a limited donation fund and not the general fund budget. In order to accommodate those stipends, as well as other things paid out of that donation fund, the board would need to make it recurring. At this time, there are possibly five teachers with this certification. Mr. Powell asked if the superintendent could provide him with the up side and the down side for making it recurring or increasing the one time amount up from \$1,000. If the board seeks to adopt this as a new policy, Mr. Powell stated that he would possibly like to adopt along with it a policy that would carry on this incentive. The superintendent stated that the only down side is money. The up side is that this should be ongoing. Mr. Powell said that he would like to look at it, and if the budget has to be adjusted, then that could be done; since he would like to offer such an incentive for this achievement. The superintendent stated that he is just putting before the board what their practice currently is in the form of a policy, and he will do whatever the board wishes. Mr. Powell inquired of the superintendent that at the time the board began practicing awarding this incentive, wasn't there additional monies available to those receiving national certification. The superintendent

responded that there is a \$5,000 stipend from the state, which is a one-time stipend. Mr. Powell said that he would perhaps make a motion when the board considers the policy to make it recurring.

Mr. Mims asked the superintendent to follow up on national certification for our counselors and are we in a position to recognize them for their achievement. The superintendent stated that this program was instituted over the past seven years and is a program that is a specialized regimented review and portfolio of preparation for teachers; and he is not sure about the national certification is for counselors.

Mrs. Pugh asked that in order to become a continuous participant, is there a period where you go for recertification; because she doesn't believe that once certified, a person is always certified. It will be important that someone monitor this. Mrs. Pugh added that she would like to use a term other than compensation, such as "merit" based on their certification.

Mr. Powell stated that he would not have a problem with changing the wording to make it clear that the \$1,000 a year stipend would be contingent upon maintaining that certification. The point is that we need to award them.

The superintendent stated that a new policy, BDDC (Agenda Preparation and Dissemination of Materials to the Public) is being recommended and asked legal counsel to address this item. Mr. Abrams stated that the president asked board counsel to come up with a policy as to what charge, if a charge, should be made to the public for receiving the monthly board mailouts. Based on the expense for providing this information, Mr. Abrams expounded on this item by saying that the board must provide to the public at a minimum the agenda for the meeting. Basically, this policy would allow for the agenda to be distributed to the public free of cost unless someone asks that it be mailed or faxed long distance, which would be done and charged accordingly. The actual cost of per page duplication is 10 cents. Adoption of this policy would change the method by which board information is provided to the media and to other persons and groups that have been receiving this material every time the board gets it. He also added that if a person does not wish to pay for the support documentation, then the staff would have available at its offices a full set of the information for inspection. The 10 cents a page will be for the entire packet, not having someone separate and pull out certain pages/documents. If they wish this, that cost would have to be figured differently.

Mrs. Pugh expressed that she believes in looking at the list of the numbers of persons receiving the mailout information that staff needs to review and clean up that list periodically, deleting those people on the list that may no longer need to be receiving this information. She added that there are some public people that are helping us to market our school system and it is necessary that they receive copies of information, and also make it available to those who do not have access to the Internet. She encouraged staff to look at that list and advise board members as to who is on that list.

Mr. Powell asked the superintendent about Item C.22 (GCBC), and deleting the language about maternity leave, he wishes to make sure that we are not deleting a benefit to our employees when we delete this language. The superintendent explained that this is the Employee Teachers Retirement contributions policy. Mr. Wreyford stated that the reference is to as long as the teacher is on paid maternity leave, her benefit is not affected. Mr. Powell stated that when he compares the existing policy with the new policy, he saw where the language of *maternity leave* was struck out and he is trying to make sure that the implication is not that we are deleting a benefit. Mr. Wreyford responded that we are not deleting a benefit. Mr. Powell asked then why delete the words. Mr. Wreyford stated that many years ago, there was a practice that when teachers were on unpaid maternity leave, the board actually continued paying employer contributions when that employee was not actually receiving a salary. That process was terminated over 20 years ago, and this is to catch up the policy with the procedure change made that long ago. Mr. Powell said then we are saying that it's not longer *unpaid* but *paid*. Mr. Wreyford explained that part of the time on maternity leave is using sick leave, and that is paid maternity leave, and retirement benefits are continuing as long as you are on paid leave. The unpaid maternity leave is not a part of the sick leave; therefore no benefit is accruing and this simply changes the policy to reflect that practice. Under the language of the prior policy, Mr. Powell asked Mr. Wreyford if he was saying that we did not pay, for leaves without pay, under the present policy, even though we were paying for maternity leave, we actually were not. The



superintendent stated that 30 years ago when employees were on leave without pay, the board could consider and pay the retirement system even though the individual was not on salary and what is being said is that this has not limited or changed any benefits, but it brings the policy in line with the practice and the law. Mr. Powell asked if there was an instance with our current policy where we could have someone on maternity leave that is not paid. Mr. Wreyford said yes if they are off on maternity leave beyond the period of disability and then it would be unpaid leave. Mr. Powell said based on that doesn't our current policy language say that we are paying their retirement contribution if they fit into the category? Mr. Wreyford stated that many years ago that process was permitted and cited an example that a teacher is on unpaid leave and her employer continues to pay her employer contribution and then she will put in her employee contribution, and the retirement system would accept those contributions even though she is not at work and retirement credit was not being earned. Mr. Powell again indicated that he wants to make sure if the board makes this change that the implication is not that people that were under this policy up until the change is made had a right under the policy to have those contributions paid by us when they were on unpaid maternity. Mr. Wreyford said we are not differentiating any longer between sick leave and maternity leave. If you are on paid maternity leave, you are using your sick days. It makes no difference if one is out for child birth or for the flu, you are using sick days, you are being paid and you are getting retirement credit for that. So there is no need to mention *maternity leave* in this policy. Under the existing policy as it reads now, Mr. Powell asked, doesn't it speak to unpaid leave, leave without pay? The superintendent answered yes. In the current policy when we say someone is on leave without pay and on maternity, we are paying their contribution, and once we adopt this policy, we will no longer be doing that. The current policy says *it is permitted*, but what we are saying is that it hasn't been done for over 20-25 years. Mr. Powell asked so what we are saying is that our policy offers a benefit that we have not been offering our employees? The superintendent stated that it offers *an opportunity for a benefit*. Mr. Powell asked an opportunity for who? The superintendent answered for the employer to provide a benefit to an employee. The superintendent stated that the current policy permits the retirement system to charge the board for payment of employer's contributions when employees are on authorized leave without pay. The staff is trying to limit this to only those who are on military leave. If the board wishes to leave it as is (the current policy), it would allow you to provide the benefit, if they choose, to anyone who is on leave without pay.

Mr. Powell believes that we are, in approving this policy, eliminating a potential benefit, and he doesn't appreciate when he reads the existing policy, didn't look at it that if the board decided they wanted to pay the benefit for some and not others, and there may be some employees that didn't even realize there was the possible benefit in place for them that they may have been eligible for and some of them didn't get. Mr. Powell again expressed that he still has a concern that by making this change that we are eliminating a benefit, or potential benefit, for our employees. Mr. Powell also asked that the word paid military leave is used in the new change and asked the significance of the word *paid*. The superintendent responded that this refers to what our current practice is for someone on military leave, Caddo has a practice that the individual's pay is being continued to offset the difference between his military pay and current pay here and this offers the continuation of the contribution to the retirement system to recognize that. Mr. Powell asked if without that, would we be paying them less than their full salary potentially because of the offset of their pay, and that would reduce our contribution to the retirement? Mr. Wreyford stated that it was to ensure that those on military leave that are still being paid are still getting their full, instead of reduced, retirement credit.

Under C.31. Athletics Formula, Mr. Powell stated that he understands that the higher stipend was deleted because that was the change of going from jr. high/high to middle school/high. He asked if the last change was in 1980 and we established at that time that the allotment was \$1700, is \$1700 sufficient today? The superintendent answered no and the reason that has not been looked at is budgetary. Mr. Powell asked if anyone had looked at the numbers based on last year's allotment as to how many of these allotments were provided and requested that staff look at that and provide that information to the board.

Under the Residence Rule, D.6 (IGD), Mr. Powell said that the board asked staff to look at this and asked if a child is home schooled up until the 10<sup>th</sup> or 11<sup>th</sup> grade and seeks entry into the school system, does this say that anyone who has been home schooled, unless they are seeking entry into their neighborhood school, that they are sitting out a year. Mr. Dilworth explained that the revision in this policy doesn't address home school because the Louisiana High School Athletic Association puts out a manual of rules and regulations and when reviewing our policy

there were some inconsistencies. In looking at what other districts do, a determination was made to stay away from addressing so many different situations, because we believe it's best to refer to the manual put out by LHSAA. We did address those things in our policy which we frequently have to address, such as transfers, and LHSAA does acknowledge M to M transfers and also magnet and dual enrollment schools, which are ones that we get a lot of questions about. Mr. Powell asked staff if there is a way we can include language that there may be other situations beyond these that may be permissible under LSHAA, because we cannot ignore the fact that we do have a number of children that are home schooled until high school. In such cases, there is an answer for those about ineligibility, for example entering a magnet at 10<sup>th</sup> or 11<sup>th</sup> grade and wanting to play sports. The staff answered that they can answer that question, it is addressed in the policy.

**Recess.** The board president called for a recess at approximately 6:00 p.m. and the meeting reconvened at approximately 6:25 p.m.

Mr. Brooks asked the superintendent to explain the proposed revisions to Policy GBA (Affirmative Action). The superintendent explained that these changes, as suggested by the attorney, are being recommended to bring the policy into compliance with the law. Mr. Abrams asked which attorney was he referring to, and the superintendent responded Mr. Sutherland. Mr. Abrams stated that he had not reviewed the policy and the rationale for the changes and would like to have some additional time to look at the changes being made before the board meets on the 18<sup>th</sup>.

Mr. Brooks also asked the superintendent to allude to Policy GCD, Hiring Former Board Members. The superintendent stated that two changes are noted, (1) the law changed from 12 months to 2 years and this change brings the policy in compliance with law that requires that a former board member may not be considered for employment until 2 years have lapsed after his service, and (2) the fulltime employment of a former board member *should* have board approval being changed to *shall* have board approval.

Mrs. Armstrong asked that in Policy GCBD (Number C.25), would the superintendent consider adding to "the superintendent may grant use of accumulated sick leave for an emergency involving the death or very serious illness of..." the list of family members son-in-law and daughter-in-law. Mr. Guin reminded board members that these are proposed changes in policy being recommended by the superintendent and if any board member wishes to amend the policy, that would have to be done at the board meeting, if the superintendent does not revise the proposed changes already presented. Also Mrs. Armstrong asked if in Policy D.3 (GCBE), the superintendent would consider where the policy states less than 10 years of service, an employee would have fixed (10 days per year) vacation days and 11 plus years of service would have 15 days per year, and in addition where it says the earning of vacation will be based on the equivalent "shall be creditable" would like to have it changed to "the beginning of each calendar year" so that the employees can plan for vacations as they do in industry. The superintendent stated that he inquired about a couple of these matters and there are times when employees will begin their employment and not complete a full year. When an employee accrues .83 a day a month of vacation, as opposed to getting those days up front and taking those days and leaving and the board does not have a recovery for that. Mrs. Armstrong also stated that she would like to see the policy where after one year of service, you would be eligible for 10 days of vacation, until you are finished with the 10<sup>th</sup> year, granted up front. If the employee works less than a year, the employee's final pay check would be docked for those days taken.

The superintendent asked for clarification on making the requested changes, to which the board president stated that changes cannot be done at this Executive Committee meeting. That the superintendent could take these suggested changes into consideration to change the policy changes he is presenting to the board or not and then the board could address any amendments at the full board meeting on the 18<sup>th</sup>.

Mrs. Pugh asked if when the recommended policy changes come to the board, they should come as the superintendent's recommendation and then if board members wish to amend, they can do so at the board meeting. The board president stated that is correct.

Mr. Mims addressed C.24 (Policy GCBD) and asked the superintendent if we are addressing all Federal laws whereby teachers and all our employees on maternity leave in that particular move.

Some teachers/employees in this system are treated differently and he wants to make sure that we are taking all Federal laws into consideration in these changes. The superintendent responded that there are extensive policies in the board policy manual on leave, maternity leave, and that is not under consideration here, they have already been reviewed. The superintendent stated that he will go back and review all those policies again. Also, Mr. Mims asked the superintendent to contact the teacher retirement system and determine what other people in the retirement system and what type of leaves they are offering (contribution) their employees. He wishes to be consistent in our policies.

Dr. Hitchcock offered descent to what a previous speaker discussed regarding D.3, as it is his observation that what is being offered by the superintendent is exactly the way industry does it. Dr. Hitchcock says that the plan being proposed by the superintendent allows new employees some time off in the first year and he also asked that if the superintendent considers any of the suggested changes, that the board counsel review the legality of paying back vacation time that was in fact part of policy, because there are some very strict laws in the state of Louisiana about what happens with the final paychecks for employees. He encouraged the superintendent to not change the recommendations being presented to the board.

**Elementary Alternative School Proposal.** The superintendent outlined four issues being presented for the board's consideration and direction for staff. Dr. Schiller stated that we have been approached about our interest in selling, through a "quit claim" process, the property to the state and if indeed the board is interested in pursuing this real estate matter, the board would be asked to authorize the staff to proceed with such an exploration and potential chance for sale. He added that he would place on the agenda for the board's consideration the authorization for the superintendent to facilitate whatever is necessary to move forward on this transfer sale of property. The second issue for the board's consideration is an issue of program. The superintendent stated that we all recognize that there are students in the elementary grades that are low achievers, have been retained multiple times, have failed one or more sections of the LEAP 21 one or more times, are academically at risk by means of the IOWA test, poorly motivated, over age, may or may not be disruptive to the other students, may or may not be age appropriate in the setting. He stated that we are missing an opportunity to provide services to these students in the normal education environment because it is very difficult for a handful of students to be offered a true alternative education in the context of their elementary school. In an effort to address an area that the board has requested in what can we do for children whose needs are not being met, the program being presented for the board's consideration will offer opportunities to do that early on in providing assistance. This effort was made to create something for at risk students ages 8-13. We are presently looking at a population of 200-250 students, a teacher:student ratio of 1:12, building a group of teachers working on a personalized, individualized program for each child, a program that would focus not only on literacy skills, but life skills, social skills, parental involvement. The program would be designed to be self contained for the length of time it takes the child to progress satisfactorily into another learning environment, at home or be the permanent placement for the child's elementary grades, a "baby" CAPT. We would hope this program would help these students get back on track toward earning their high school diplomas and go back into the regular mainstream if at all possible.

He further stated that there are two facilities currently available to house such a program, Hendrix and Alexander. The staff and the superintendent believe that the Alexander facility would be most appropriate. The superintendent further explained some of the extended programs that would be offered to the students attending. He explained that if the board likes the program presented, he would then be requesting that the board authorize the staff to initiate the development to the next step. The next step would be to petition the State Department for approval and all the waivers. This would be a separate school with its own identification number, its own school performance score which would also have a positive impact on our neighborhood schools, because the children who would attend would not be a part of that school's future performance scores. The children would be there anywhere from one semester to a full year to possibly the entire elementary time. It would be by age appropriate and academic social need, not by grade. If the board approves moving forward with the program, the superintendent stated that he and the staff will pull together monies available and will put together a budget that can support this. A student coming to this school from another school would bring with him the funds allotted for that student.

Mr. Brooks stated that he supports this program, it is needed and commends the superintendent for this proposal and will ask the board to support it.

Mrs. Pugh asked the superintendent that in light of the concept, how will this impact the population at Ingersoll, and have we pulled our resources for one program in place that is not working. She also inquired about the refunding of Hollywood, since the board started a new program at Hollywood last year, is there funding in the budget for that program for next year. Mrs. Pugh wants to make sure that if the board approves something that there are funds to support it.

The superintendent outlined a third initiative, an elementary school for elementary students that have been expelled. We do not have a separate site for elementary students that have been expelled and we cannot put an 8 year old on the street, but we have had an expulsion program in a wing at Ingersoll that has served approximately 100 students. There are also children that have been classified as not being able to function properly in the regular elementary school environment. Since the program at Ingersoll has not been successful, he is presenting an initiative to house an elementary expulsion center as well as the children unable to be in the normal education environment at a separate facility for those 145 children. The funding and staff are in place to support this. The programs are staffed according to the numbers that drive the program. There is a principal position vacant, aides, etc.

Mr. Burton thanked the superintendent for this effort and for his addressing the problems in the expulsion program being at Ingersoll and it not being successful there. Mrs. Hardy expressed her appreciation to the superintendent for this proposal for an elementary school with this concept, as this is a very much needed program to help these children with needs wherever it may be housed.

The superintendent asked the board to take affirmative actions to authorize the staff to facilitate the property transfer sale, to authorize the superintendent to initiate such an alternative elementary school for literacy and life skills and to authorize to initiate an alternative elementary school for students with special needs and to bring back to the board in July the finalized plans for the board's consideration. Approval on the 18<sup>th</sup> would give the superintendent and staff the authorization to move forward and put finishing touches on the proposal to bring back to the board in July.

**Agreement – Right Step Academy of Excellence (Charter School).** The superintendent stated that this is a continuation of a service being provided for the upcoming year.

**Legal Services Expenses.** Mr. Thibodeaux stated that he will be providing motions in the mailout based on information which he requested from staff as to legal expenses to date compared to legal expenses at the same time a year ago. He noted that some changes need to be made in order to get control of the legal expenses as we are over by \$60,000 already. Mr. Thibodeaux said he understands that the superintendent is no longer approving bills for board legal services and there is no one on staff confirming the statements being submitted for payment. Mr. Thibodeaux further explained that the motions he will be bringing to the board will state that attorney bills turned in will have a system to verify the hours and then be reviewed by the attorney and approved by the superintendent and board president for payment. Mr. Thibodeaux stated that the second motion he intends to bring to the board will request that the board attorney report directly to the superintendent except in those instances where the board directs the attorney otherwise.

Mr. Brooks referenced a printout of legal expenses for 1998-2000 and the amount of \$1.8 million, and stated that there have been cases that the system has been dealing with too long. The board attorney is the person that should deal with the hours for payment from each of the attorneys, not the superintendent nor Mr. Wreyford. Mr. Powell referenced the action taken by the board when approving legal services in that the board counsel shall monitor the legal billings by the legal counsels and that the superintendent and his designated staff shall be administrative liaisons to all attorneys other than general counsel to the board. The board action also provided that services would be billed monthly and a copy of billings would go to board counsel and it wasn't intended that the billings would be to the legal counsel, it was going to be monitored by legal counsel. Mr. Powell stated that he doesn't understand how this board action has been interpreted that the superintendent cannot look at or approve legal bills of attorneys other than general counsel to the board, nor how all the bills are being sent to the president, that's not what

was said in the motion. If general counsel reviewed the bills and saw something out of line, he was to bring it to the superintendent's attention. From time to time, it may be necessary to tweak this in order for it to work, but in regards to the amounts, last fall we increased Mr. Sutherland's rate from \$85 to \$140, and staff said that it would not effect the budget that much. Mr. Powell said that maybe the increase is because we had a huge increase last fall, before we looked at legal services. The system had a lot of claims to handle and an effort is being made to clear those up in the next 6 months. There are going to be some transitional expenses, but he believes that we need to take a holistic view and there have been a number of changes in recent months, but after a certain amount of time, we could see a decrease as some of these matters are settled.

Mr. Milam asked for clarification in that legal expenses does not include settlement amounts. The superintendent said that is correct.

Mr. Thibodeaux asked the superintendent to share his understanding as to how the legal services, day to day process for handling are taking place now. The superintendent stated that legal counsel has a direct line of supervision to the Caddo Parish School Board so all his bills go to the Caddo Parish School Board (to the board president). All other legal bills go to the finance director by the 7<sup>th</sup> of each month for expenses the previous month. The general counsel monitors those because he is the one that is assigning the work. When finance receives all the legal billings, they are submitted to the board president, who submits them to general counsel for review before he approves them for payment.

The board president said that he and the superintendent will meet and review the action of the board relative to legal services so that a determination can be made as to the need for a motion regarding this matter.

Mr. Thibodeaux asked for clarification on the statement made by a board member about legal expenses for a two year period totaling \$1.8 million. Mr. Wreyford responded that he had in the past prepared a report on legal expenses covering a period of approximately 5 years that totaled approximately \$1 million. Mr. Brooks stated that he has such a report and will be bringing a copy back to Mr. Wreyford. Mr. Wreyford said that he would research the past reports as requested to verify this amount.

Mr. Brooks said that our general counsel needs to have the same restraint that the former general counsel had and not put any stipulations on him.

Mr. Guin stated that Mr. Abrams as general counsel does review every legal service statement that is submitted and said that he (Mr. Guin) does not feel that he has the expertise to monitor legal billings for general counsel, but that he and the superintendent will meet and report back to the board in two weeks, and will work with legal counsel on this matter.

#### **ADDITIONS TO THE AGENDA**

Mr. Burton requested a report under Superintendent's Report on the number of graduates in each school vs. the number of seniors that did not pass the graduate exit exam, by school.

Mrs. Pugh requested a report under Superintendent's report on the means that Kavanaugh has in place for paying our substitutes in a timely manner.

Mr. Mims requested a report on how the fund balance for 2001-02 is used.

**Consent Agenda.** The president recommended that items 12-19, 21, 23-25 be categorized as consent agenda. *Mr. Burton moved, seconded by Mrs. Armstrong, that the proposed agenda and consent agenda be adopted as submitted. Vote on the motion carried unanimously.*

Mr. Powell asked for clarification on the wording of agenda item #22, will it be left as it is or will it be changed based on the question of legality as it is worded now and being able to address both schools. Discussion was held on the fact that the motion to postpone cannot be changed and the main motion and the substitute motion are still on the floor. Mr. Powell stated that board counsel as already stated that the motion on the floor is out of order as it relates to the wording of the agenda item. Legal counsel stated that if the board wishes to address Southwood, another item would need to be placed on the agenda, and the motion to delay the item until next month

refers to the item that was on the agenda. If the board desires to address Southwood, another item needs to be placed on the agenda in order to give the proper public notification. Mr. Burton stated that his motion will be directed to North Caddo, and if the board has an agenda item relative to 4 x 4, Southwood could be discussed. Dr. Hitchcock stated that if the item were worded "Evaluation and Modification of 4 x 4 Programs in Caddo Parish", then the board could discuss both schools. As the item is listed now, it's directed to one school. Mr. Burton stated that the item at last month's meeting is identical to the way it's listed on this month's agenda; and the motion made including both school's must have been out of order and should have been corrected then. Mr. Burton added that he does not plan on adding to the agenda concerning Southwood.

Mr. Burton asked if we could rightly place on the consent agenda the budgets prior to the public hearings being held, and *moved to reconsider the proposed consent agenda and remove items 14-19 from consent. Motion carried by Mrs. Armstrong and carried unanimously.*

*Mr. Burton moved, seconded by Mrs. Armstrong to adopt the proposed agenda and consent agenda (items 12, 13, 21, and 23-25). Motion carried unanimously.*

The president presented the agenda to the public and invited input on the proposed items.

**North Caddo Proposal.** Ms. Missy McCatherine, 9419 Louisiana Hwy 170 in Vivian, parent of an incoming freshman at North Caddo, expressed her concern about the changes being discussed for North Caddo to remove the block schedule and return to a seven period. She invited the superintendent and board members to attend a forum on June 11<sup>th</sup> at 6:30 p.m. at North Caddo High School and bring information that would answer the many questions that the parents have about this change. The people in the community are agreeable to do whatever it takes to get higher test scores, but want to be informed, they want to be a part of the process as they were when the change was made to 4 x 4, and they do not want to feel like something is being crammed down their throats without their input.

**CPSB Policies.** Twyla Hines, president of the Caddo Association of Educators, stated that the CAE's concern is Policy GCJ (Also ID) and where it states "in times of emergency", the CAE would like to see that defined, and also asked for a copy of the Steering Committee to review the 2002-2003 Personnel Evaluation Plan and how and when they were selected.

**Personnel Evaluation Plan.** Priscilla Savannah, Executive Committee member of the Caddo Association of Educators, urged board members to not approve the proposed Personnel Evaluation Plan as the plan refers to certain forms that are not included in the PEP, and there are some discrepancies in the forms used and definition of "areas" and "evidence" as used in the forms. She urged board members to review the evaluation forms that evaluators are writing the evaluations on.

**Child Nutrition Programs Budget.** Jackie Lansdale, president of the Caddo Federation of Teachers and Support Personnel, asked if there is a Federal guideline on the custodial obligation as a board to provide children lunches (those that are not under free or reduced lunches) who forget to bring lunch money or the parents do not give them lunch money. She asked if the board can actually deny those children a lunch, because of Federal guidelines, as there is a Federal guideline that you cannot refuse a child a lunch once they enter your facility.

**CPSB Policies.** Also, Mrs. Landale referred to Policy GCBD and that she is excited to hear what the board is doing here and stated that teachers do now receive \$5,000 per year for 10 years and can recertify after 10 years for additional monies and the opportunity to have that is in permanent funds. Mrs. Lansdale also reported that the legislature just passed a \$5,000 a year award for those that have received the national certification for counselors. Regarding Policy GCBC, under the Family Medical Leave Act (FMLA), an employee does not have the opportunity to pay their own benefits. Policy GCI (Professional Staff Assignments), when transferring employees based on the best needs for the school, Mrs. Lansdale asked if due process has been left out in this policy and would like to discuss this with the superintendent.

Mr. Burton asked if he too could receive the information in response to the request for school lunch for children forgetting their lunch money.

Mr. Mims inquired as to the scheduling at North Caddo and is it based on the 4 x 4 schedule or on the proposed new schedule or is it being held up. The superintendent stated that the principal is in charge of the scheduling and staff has not held up the process. Mr. Mims is concerned that at the end of the year the students have a schedule for next year based on the 4 x 4, and if the board changes this, it could create a lot of problems by messing up the schedule.

Mr. Brooks asked the superintendent to review the policies Ms. Savannah made reference to and report his findings to the board.

**Adjournment.** There being no further business, *Mr. Burton moved for adjournment, seconded by Mrs. Armstrong, at approximately 7:57 p.m. The motion carried unanimously.*

**June 18, 2002**

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 Tuesday, June 18, 2002, with President Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux, and Wanda Wright. Mr. Mark Milam was absent. Also present were Robert E. Schiller, Ed.D., secretary, and Reginald Abrams, legal counsel. Dr. Hitchcock gave the invocation and led the Pledge of Allegiance.

**CONSIDERATION OF MINUTES OF THE MAY 22, 2002 AND JUNE 4, 2002 CPSB MEETINGS**

*Mr. Powell moved, seconded by Mr. Burton, adoption of the minutes as presented by staff to include the two revised pages placed at board members stations. Vote on the motion carried unanimously.*

**SPECIAL PRESENTATION(S)/RECOGNITION(S)**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions. The president and superintendent greeted and presented each honoree present with a certificate/gift for their outstanding accomplishment. Families and guests of the honorees were also recognized.

**2002 Governor's Arts Education Award.** Mr. Henry Price, art supervisor k-12, was recognized as the 2002 Governor's Arts Education Award winner. The Governor's award was presented to Mr. Price on May 1<sup>st</sup> in Baton Rouge.

**2002 Caddo Parish School Board Retirees.** The following classified CPSB retirees were recognized for the years of service to children and the Caddo Parish School Board: Eddie Pearl Arthur, Viola Ashley, Rosie Ashton, Mattie Austin, Deanna Backes, Carnell Barrett, Betty Behan, Frances Bledsoe, Richard Bolin, Elizabeth Bowman, Willie Braden, Jennifer Bradford, Lula Bradford, Jean Brooks, Judy Brown, Sharon Buckland, Ethel Burks, Jesse Burns, oris Butts, Mary Cason, Mable Claiborne, Essie Coleman, Frances Cooper, Vincent Codarin, Virginia Day, Johnnie Diggs, Barbara Dodson, Virginia Evans, Gloria Finister, Cora Ford, Otis Freeman, Lucille Furlow, Elaine George, Jerrie Gines, Dorothy Green, Linda Green, Thelma Harris, Vera Head, Ethel Henderson, LaRue Hicks, Rounia Hill, Lee Ann Holcomb, Vickie Hullaby, Penny Ivie, Lorene Jackson, Maude James, Brenda Johnson, Daisy Johnson, Monroe Johnson, Sue Jones, Jessie Juergens, Wilton Kilpatrick, Neely Lafranier, Nathaniel Lewis, Amelia Loftin, Bennie London, Etta Marston, Blanche McCall, Doris McCall, Dorothy McClure, Joyce McCoy, Arlena McDay, Barbara McGee, Peter Metoyer Jr., Eddie Mae Montgomery, Dessie Moore, Sandra Nichols, Prudence O'Neal, Katherine Pierce, Annanias Plater, Jessie Porter, Margie Procell, Earl Prothro, Silas Pruitt Jr., Janis Ray, Margaret Reynolds, Naomi Rushing, Brenda Russell, Douglas Sepulvado, Mary Sepulvado, Lula Smith, Gaynell Smith, Jennis Speed, Barbara Stalcup, Shron Stone, Bobilene Susman, Sarah Sweet, Donnie Thomas, Dora Thomas, Linda Tillman, Glenda Toups, Jim Turner, Lois Walker, Lucille Washington, Mercedes Washington, JoAnn Welch, Jerry Weldon, Carla White, Betty Whittington, Shirley Wilkins, Barbara Williams, Rose Williams,, Amos Winbush, Joyce Windham, Ruth Wingfield, Sandra Wright, and Linda Zimmerman.

The following certified employees were recognized for their years of service to children and the Caddo Parish School Board: Gerald Adams, Gary Lynne Allen, Rebecca Alost, Pearlie Ansley, Cynethia Atkins, Peggy Autrey, Josephine Baker, Judy Barro, Olivia Belle, Dorothy Blackston, Jo Ann Bogues, Myrtis Bolds, Linda Bordelon, Janice Box, Christine Brown, Deborah Brown, Mattie Brown, Charlotte Bryson, Sara Byrd, Margaret Carmouche, Lucian Cloud, Jannie Collins, Robert Conway, Alta Cryer, Saralou Cunningham, Brenda Davenport, Carol Davis, Ethel Davis, Valmarie Davis, Vera Davison, Mary DeNoon, Irene Dixon, Evelyn Douglas, Peggy Eberhardt, Ellen Edwards, William Fair III, Harlyn Fein, Sallye Ford, Aaron Frazier, David French, Katherine Garceau, Sherry Gasway, Lossie Gibson, Stephen Gibson, Dorothy Gilliam, Claudie Givens, Helen Grant, Augustine Grassi, Sharon Griffin, Dolores Hackler, Linda Hammond, Ollie Hardy, Bennie Harrison, Bonita Hearne, Carl Hill, Letitia Hoaas, Bertha Hollins, James Horton,



Suanne Huddleston, Harold Hunt, Susie Jefferson, Gloria Johnson, Patricia Johnson, Willie Johnson, Clemestine Jones, Odis Jones, Bobbie Kellum, Mary Kingham, Donna Kirkpatrick, Kathryn Kreymer, Janis Kugle, Patricia Laborde, Barbara Lathon, Cynthia Lindenmayer, Patricia Lindsey, Jerry Lockard, Mary Lord, Linda Lynn, Deborah Macy, Sue Martin, Ruby McDonald, Isaac Mitchell, Patsy Mitchell, Barbara Monk, Lisa Moreland, Vicki Nelson, Sandra Oglethorpe, Norma Paris, Elaine Parker, William Petty Jr., Sally Peyton, Mary Pinkerton, Carrie Player, Connie Pope, Bobby Potter, Magaline Quarles, Georgia Rawlings, Alden Reeves, Ellen Reynolds, Mary Robbins, Kathleen Robichaud, Barbara Rowe, Marilyn Sartor, Barbara Schlidt, Barbara Semon, Sharron Settlemire, Nellie Simmons, Clarmont Skillingstad, Alma Steward, C D Stinson, Ruth Strozier, Willis Tabor, Hixie Taylor, Gail Thompson, Tommy Traveler, Elinor Turner, Billie VanHoose, Melba Weaver, Betty Westmoreland, Marsha Whitford, Martha Williams, Mary Williams, Burney Yancy and Jamie Young.

**Recess.** The president called for a 10 minute recess at 5:15 p.m. and the board reconvened the meeting at 5:35 p.m.

**Public Hearings.** The president announced that public hearings would be held on agenda items 14, 15 and 17.

#### **PUBLIC HEARING – 2002-2003 CHILD NUTRITION PROGRAMS BUDGET**

The president declared the hearing on the 2002-2003 Child Nutrition Programs budget open, and there being no speakers, the hearing was closed.

#### **PUBLIC HEARING – 2002-2003 GENERAL FUND BUDGET**

The president declared the hearing open on the 2002-2003 General Fund Budget and the following speakers addressed the Caddo Parish School Board.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, addressed concerns in the proposed budget and encouraged the board to review the proposed budget and place priority on using any additional resources for salaries, for employees, and for basic needs for employees.

Pat England, Caddo Association of Educators, referred the board to page 5 in the proposed General Fund budget and shared some concerns. Ms. England stated that the actual figures for 2000-2001 reflect that Caddo took in \$259 million and spent \$258 million, the 2001-02 budget reflects that it is anticipated by June 30<sup>th</sup>, Caddo will show \$265 million in revenues and expenditures totaling \$7 million above that figure, and the proposed 2002-03 budget reflects that Caddo will have \$268,522,000 in revenues, and expenditures will be \$7 million above that figure. Ms. England addressed the fact that no one is predicting an increase in the sales and property taxes, nor MFP monies; and if there is not an increase, where will the school system be this time next year, even when it is time to give step increments to employees. She encouraged the board to take a close look at the budget being presented for board approval today.

There being no additional speakers, the president determined the hearing closed.

#### **PUBLIC HEARING – MILLAGE RATES FOR TAX YEAR 2002**

The president declared the hearing on the millage rates for tax year 2002 open. There being no speakers, the president determined the hearing closed.

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

The president reviewed the proposed consent agenda and the following were named as consent agenda items 12, 13 (with the exception of 13.C.2.), 14, 16-19, 23 (with the exception of 23.B.1., 23.B.2., 23.D.3. and 23.D.6.), 24-25.

#### **VISITORS**

John Hayter, attorney for John Gibbs Roof System, Inc., addressed the board regarding roofing bids for C E Byrd High School and encouraged the board to reject the bid recommending the

Longview contractor and support local business by accepting the low bid from John Gibbs Roof System for the reroofing project at C E Byrd High School.

Donna Curry, *The Times*, shared with the Caddo Parish School Board statistics, cost and circulation, relative to *The Times* and encouraged the CPSB to name *The Times* as its official journal.

Nicole Strickland, a student at North Caddo Magnet High School, shared with the board her opinion relative to the proposed change in schedule at North Caddo High School and how students will be affected. She encouraged the board to keep the block schedule in tact at North Caddo.

Sheila Edwards, parent, stated that she has an 8<sup>th</sup> grader that will begin attending North Caddo Magnet High School in the fall (2002) and asked the board, if they do not support changing the schedule at North Caddo from block to a standard 7-period day, to take the necessary steps to make needed changes to improve the program at North Caddo.

Rich Arnold, parent, addressed the board on the proposed change in schedule at North Caddo High School and encouraged the board to keep the block schedule in place at North Caddo until a needs assessment is conducted and it is determined that this change is warranted. Mr. Arnold stated that the parents and students wish to assist in the needs assessment at North Caddo, and based on the findings, are committed to assist further in developing strategies to improve the school's output.

Missy McCatherine, parent, stated that the parents and community have not been involved in the proposed change from the block schedule to the 7-period schedule for North Caddo Magnet High School and encouraged the board to not make the change at this time and to make an effort to meet with the community and parents to discuss the proposed changes and options for making positive changes for the school.

Sheila Edwards, employee, asked the board to consider moving the parent center from Hosston to Vivian, where she assured the board that there was a great need and the parent center would be used.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, addressed the board relative to salaries for employees and encouraged each board member to talk to their legislator about this important need.

## **CONFIRM THE CONSENT AGENDA**

*On motion by Mr. Burton, seconded by Mr. Powell, the board unanimously approved items 12, 13 (with the exception of 13.C.2.), 14, 16-19, 23 (with the exception of 23.B.1. and 23.B.2., 23.D.3. and 23.D.6), 24-25 as the consent agenda.* The superintendent summarized the board's action and the following items categorized as the consent agenda.

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

**Personnel Recommendations.** The superintendent recommended that Carla Moore be appointed principal of Barret Elementary School, that Larine Pullen be appointed principal of Westwood Elementary School, that Dr. Leon Hays be appointed principal of Southwood High School, that Patricia DeRosia be named Instructional Coordinator at Eighty-First Street ECE Center, that Angelina Rice be appointed Elementary Supervisor of English Language Arts for the Caddo Parish School Board, that Charles T. Smith be appointed Director of School Plant, that Larry Anderson be appointed Supervisor of Attendance and Child Welfare, and that Jeff Hudson be appointed the Purchasing Agent for the Caddo Parish School Board.

**Requests for Leave.** The superintendent recommended approval of the following requests for leave.

Sabbatical Leave/Study, Fall and Spring Semesters, SY2002-2003

Roseta R. Johnson, Supervisor of Child Welfare/Attendance

Susan F. Stinson, Teacher, Southwood High School

Catastrophic Leave, 5/13/02 through 5/23/02

Rachel Byrd, Teacher, Lakeshore Elementary

Leave Without Pay, Fall and Spring Semesters, SY2002-2003

Betty Aaron, Teacher, Hillsdale Elementary

Leave Without Pay, August 10, 2002 – December 31, 2002

Brenda L. Hammett, Teacher Aide, North Highlands Elementary

Leave Without Pay, July 30, 2002 - May 30, 2003

Carla A. Preiss, Office Clerk, Arthur Circle Elementary

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotional Appointment Contract for a New Counselor.** None were presented.

**Renewals of Administrative Contracts.** Staff recommended approval renewal of administrative contracts for the following employees: Diane Atkins, Barbara Campbell, Carla Moore, Gretchen Boggs, Mary Wilson and Rosemary Woodard.

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

**Approval of Bids.** Staff recommended that the following bids be approved as submitted in the mailout: (1) school buses for the Transportation Department for \$1,000,000, (2) digital duplicator supplies for all schools for a total of \$20,000, (3) periodicals for all schools for a total of \$60,000, (4) M & S paper supplies for all schools at a total of \$200,000, (5) M & S teaching supplies for all schools for 2002-2003 at a cost of \$80,000, (6) M & S classroom supplies for all schools for 2002-2003 at a cost of \$80,000, (7) M & S office supplies for all schools for a total of \$90,000, (8) M & S Printing forms, stationery and envelopes for all schools for a total of \$15,000, (9) milk and dairy products for the Child Nutrition program for 2002-2003 for a total of \$1,950,000, (10) fruit juice for 2002-2003 Child Nutrition Program at a cost of \$560,000, (11) bread and bread products for the Child Nutrition Program for a total of \$230,000, and (12) M & S art supplies for all schools for 2002-2003 for a total of \$10,000 as indicated on the bid tabulation sheet.

**Sale/Lease of George P. Hendrix.** Staff recommended that the bid by Soldiers of Compassion Outreach Ministry, Inc. be rejected as indicated on the bid tabulation sheet.

**Approval of Bids (Construction & Capital Projects).** Staff recommended that the (1) Project 2001-101 (Classroom Wing Addition at Captain Shreve) be awarded to Sandifer Building and Design for the sum of \$1,165,000, (2) that Project 2003-215 (Caddo Middle Magnet School Roof Music Building) be awarded to Chester Pitts Construction for the sum total of \$49,487, (4) Project 2003-216 (Green Oaks Roof ROTC Building) be awarded to A-Tech Inc. for the sum total of \$37,000, (5) Project 2003-218 (Woodlawn Roof ROTC Building) be awarded to Curtis McKinley for the sum total of \$38,760, and Project 2003-405Q (Energy Conservation/Lighting Retrofit at J S Clark and Woodlawn) be rebid as only one bid was received and the bid exceeded the budgeted amount.

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

**Approval of 2002-2003 Child Nutrition Programs Budget.** Staff recommended approval of the 2002-2003 Child Nutrition Programs Budget as presented in the mailout.

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

**Approval of Special Revenue Funds Budgets.** Staff recommended approval of the Special Revenue Funds Budgets as submitted in the mailout.

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

**Adoption of the Adjusted Millage Rates for the Tax Year 2002.** Staff recommended adoption of the Adjusted Millage Rates for the Tax Year 2002 as submitted in the mailout.

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

**Adoption of the Adjusted Millage Rates after Reassessment & Roll Forward the Millage to Rates not to Exceed the Prior Year's Maximum Millage for the Tax Year 2002.** Staff recommended that the board approve the adjusted millage rates after reassessment and roll forward of the millage to rates not to exceed the prior year's maximum millage for the tax year 2002 as submitted in the mailout.

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

**Adoption of Other Authorized Millage or Taxes.** Staff recommended that the board approve to adopt other authorized millages or taxes as included in the mailout.

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

**Approval of Revised CPSB Policies.** Staff recommended deletion of CPSB Policies AFE/IM (School Self Evaluations), GBCB-R (Dress – Pantsuits), GBD (Board-Staff Communications), GCD (Reading Courses) and IFD (Reading Courses) as submitted in the mailout.

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

**Approval of Revised CPSB Policies.** Staff recommended approval of proposed revisions to the following CPSB Policies as submitted in the mailout: ABA-E (Title I Parental Involvement), AD (Educational Philosophy-School District Goals and Objectives), AE (Goal Setting), AE (Goals/Objectives), AF (Accountability), AFC (Evaluation of Professional Staff), AFC-R (Annual Notification for Superintendent's Evaluation), AFG (Use of Independent Evaluations), AGA (Recognition of Seniors at Graduation), CGB (Adult Education), CM (Superintendent's Annual Report), DIE (Audits), DJF (Band Uniforms), DJD (Local Purchasing), EB (Safety Program), EBB (Accidents/Sickness Children), ECB (Animals and Vehicles), ECF (Energy Conservation Management), GBC (Nepotism), GBA (Affirmative Action), GCA (New Administrative Positions), GCBC (Employer's Teacher Retirement Contributions), GCBD (Elected Officials at Meetings), GCBD (Leaves Without Pay), GCBD (Sick Leaves/Emergencies – Teachers), GCBD (Accumulation of Sick Leave), GCBD-R (Reporting of Absences), GCI (Professional Staff Assignments), IE (Organization of Instruction), IFA (Curriculum Research), DB (Athletics Formula), and GBM (Grievances).

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

**Approval of Revised CPSB Policies.** The board approved major revisions to CPSB Policies GCD (Hiring Former Board Members), IKFB/AGA (Graduation Exercises), GCJ (Administrative/Supervisor Personnel), GCJ (Professional Staff Time Schedules-Teachers), and FEC (Facilities Development Plans and Specifications) as recommended by staff and submitted in the mailout.

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

**Consideration of Elementary Alternative Schools Proposals.** The board authorized the superintendent and legal counsel to pursue the transfer/sale of the property known as Caddo Exceptional School and to provide the Caddo Parish School Board with updates of the process as recommended by staff and submitted in the mailout.

The board authorized the superintendent to re-bid George P. Hendrix for sale or lease as recommended by staff and submitted in the mailout.

The board authorized the superintendent to apply to BESE for the appropriate waivers for an alternative elementary school as recommended by staff and submitted in the mailout.

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

**Agreement – Right Step Academy of Excellence (Charter School).** The board approved the agreement with Right Step Academy of Excellence (Charter School) as recommended by staff and submitted in the mailout.

### **C E BYRD HIGH SCHOOL ROOF MAIN BUILDING AND AUDITORIUM, PROJECT 2003-213**

The superintendent presented the recommendation from staff with regard to C E Byrd High School Roofing of the Main Building and Auditorium Project 2003-213, to reject the protest filed by John Gibbs Roofing System, declare that Curtis McKinley bid substantially complies with all legal and contractual requirements, and accept the Curtis McKinley bid for the sum total of \$378,000 as the lowest responsible bid.

*A motion was made by Mr. Brooks, seconded by Mr. Powell, that the Caddo Parish School Board accept the base bid of John Gibbs Roof Systems for reroofing C E Byrd High School.*

Mr. Brooks encouraged board members to support this motion and award the bid to the local company of John Gibbs Roof Systems. Mr. Powell stated that he supports Mr. Brooks' motion and pointed out that Gibbs was actually the low bid for the base bid, and that he is uncomfortable when there is an alternate tagged on and that the recommendation is for the low bid on the alternate, as well as having a bid being recommended that is irregular. He said that the board has an obligation to make certain that things are done right, and in the past when there were small problems, the board has thrown them out. He added that when we have the lowest bidder on the base bid, and that bid is a local company, we need to support that local company and keep the money spent local.

The president asked for a point of clarification on the motion and if the motion is to accept the base bid only or accept the base bid and the alternate? Mr. Brooks stated that his motion is to accept the base bid. Dr. Hitchcock noted that this is not the superintendent's recommendation and asked the superintendent to share his reasoning for the recommendation he made to the board. The superintendent responded that the basis for his recommendation is predicated on the extensive research and letter developed by the attorney in advising what actions to take in order to handle this matter accordingly and the staff's recommendation is in accordance with what counsel has advised. Dr. Hitchcock asked the superintendent to summarize for the record what his understanding is of the recommendation from the attorney. The superintendent referred to board counsel to respond, as the board counsel is the one that has worked with the attorney. Board counsel Reggie Abrams stated that the recommendation comes from Mr. Maury Hicks who was asked to look at the particular bids that were submitted. From his review of the bid documents and the erasures that were not initialed, he determined they were not substantial and believed that the board could go forward with the lowest bid, which included the base and the alternate. Dr. Hitchcock asked board counsel about using the term *could* rather than *should*, and his opinion on the motion on the floor regarding bid laws and requirements for bids. Mr. Abrams stated that there is a new statute referred to in the opinion and there has not really been any court action to discuss that particular meaning of the statute. The opinion is that in discretion of the school board going forward with the bid, the main concern is if we declare all the other bids irregular, then it will set a precedent as far as erasures and someone else may come in and protest that the bid was not assigned to the appropriate low bidder, without any discrepancies. However, the motion before the board concerns actually the base bid, and he has not had the opportunity to review the documents. There were no problems with the base bid, and there should be no problem accepting just the base bid. Dr. Hitchcock asked board counsel was it his opinion that the board will not be in conflict with the bid laws of the State of Louisiana? Mr. Abrams responded that if you accept the base bid, he did not believe there would be a problem.

Mrs. Pugh inquired if there were new personnel in the department handling bids, who's responsible for oversight/opening of the bids, to which Mr. Festavan responded Mr. White is responsible. Mrs. Pugh asked if at any other time, have we had bid proposals with erasures and evidence of any irregularities in the print or number work. Mr. White answered this is the first time he has noticed this problem. Mrs. Pugh added that in background work with minorities in bidding, a contract that has erasures or marks with no initials, or use of liquid paper, is not acceptable. Mrs. Pugh asked staff if the board was being asked to approve something that was in violation or is this acceptable practice; because all of those bids should be thrown out, and the board should not have been asked to vote on this. Mr. White explained that the erasures were in the original format and corrected in ink by the contractor prior to his submitting the form. At this point, a legal opinion was requested as to whether it was an error of substance or form. Mrs. Pugh stated that staff is the one present when these bids are opened and sees if the bids are correct and in order, and it is the staff that must give the board clear oversight on these bids. It is her opinion that we should do this right and send a message that we want clean paper and it has to be done right.

Mr. Thibodeaux asked if the alternate would have to be rebid or would it be offered to the lowest bidder as it stands? It was pointed out that the motion does not include the alternate, but the president stated that the recommendation does include the alternate and that is relevant to the question at hand. The president asked board counsel as to whether or not the alternate would have to be rebid or not, based on the motion on the floor. Mr. Abrams responded that the motion on the floor deals strictly with the base bid, and as a point of clarification as to whether or not the board intends to go forward with the base bid and rebid the alternate, he believes that it is germane because of the fact that if the board looks at the project, there is a significant increase in cost offered between all the others, so it is o.k. to discuss it. Mr. Thibodeaux stated this still does not answer his question of if we accept the motion on the floor to accept the base bid of John Gibbs Roof Systems, will we rebid the alternate part of the bid or will we offer the alternate part of the bid to the lowest bidder as it now stands, which would be the company out of Longview? Mr. Guin stated that the motion on the floor deals only with the base bid and if the board approves the motion on the floor, then the alternate would have to come back to the board. Mr. Thibodeaux stated this is important because if we accept the base bid, we may hold up the project waiting on the alternate project (to replace some of the air conditioning venting) to be rebid. Staff explained that the alternate is to replace supports of existing duct work on the roof, and the roofing project will not be held up while the alternate is being rebid.

*Vote on the motion carried with board members Guin, Pugh and Dr. Hitchcock opposed, and board members Hardy, Burton, Thibodeaux, Mims, Brooks, Powell, Wright and Armstrong supporting the motion.*

## **APPROVAL OF 2002-2003 GENERAL FUND BUDGET**

*A motion was made by Mr. Powell, seconded by Mr. Thibodeaux, to approve the 2002-2003 General Fund budget as recommended by staff and submitted in the mailout.*

Mr. Thibodeaux stated that his main concern is what he heard from the floor today. If the board were now looking at the 2003-04 budget without substantial cuts, would we be showing a \$5-6 million deficit, including all of our reserve funds. Mr. Thibodeaux asked the superintendent what his plans were for meeting this (2002-03) budget and not have a \$5 million plus deficit next year that would warrant cuts. The superintendent responded that as shared with the board in the budget process and in communications to the board, the line share of the budget, and the reason for the expenditures exceeding the revenues is because of staffing and raises previously given, which added millions of dollars to the staffing cost. When we have a budget that has almost 88% of it tied into staffing and related costs, that is the only area to be able to look at. The board has added good programs, good staffing formulas, good additions to our schools, but reality is this is an expensive proposition; and staff has to build a budget according to the policies of the board and the staffing formula is a board policy. Not knowing of any increase in revenues, if this budget is passed, the board will have to possibly look at making some serious cuts next year at this time and those cuts could possibly be in the area of staffing. The superintendent added that districts all over the country are facing this same thing, having to cut back on programs and purchases. This year we either make cuts now or as we go into the new fiscal year, begin looking at cuts. Mr. Thibodeaux asked the superintendent if he believes the budget presented

today is the budget the board needs to adopt for 2002-03, to which the superintendent answered *yes*.

Mr. Brooks shared his concern in the budget and predictions. He said the board needs to go back and take a look at it before voting on it and that he cannot support it. Mr. Mims stated that when he requested the information that the superintendent included in the packet, this is exactly what he was looking at; and that as we look at this budget, we need to remember that we are charged with educating boys and girls and making sure that our employees have a secure job. This budget does not indicate that and until we get some source of increase in tax revenues, the board needs to take a close look at funds needed to support the programs in Caddo Parish, and we don't need to run the school system in the red.

The superintendent responded that it is not true that this school system is being run in the red and he would be very happy to entertain from board members where in the budget they wish to cut \$7 million, and asked for help from the board as to changes the board may wish to make in the budget, change in the board's policies, etc. We can have the programs and the staff, or the board can tell the staff where they wish to make these cuts.

*Mr. Thibodeaux moved, seconded by Mr. Burton, that the board hold a special called meeting for the purpose of reviewing potential cuts for the proposed 2002-2003 general fund budget. Mr. Thibodeaux stated that much of what is in the budget is what the board put in it, and the board needs to meet and discuss it because this is something that needs to be done by the end of the month.*

The president announced that the superintendent will be on vacation for 2 weeks. Mr. Thibodeaux stated that it is just very hard to approve a budget knowing that we are in trouble for next year. Mr. Thibodeaux withdrew his motion for a special called meeting and Mr. Burton withdrew his second.

*Mr. Thibodeaux made an amendment to the motion on the floor that staff come back to the board in July to begin to discuss up to a 4% cut in the budget and that the superintendent would give the board his priority list of up to 4% in cuts for the board to deal with. Mrs. Wright seconded the motion.*

Mr. Brooks said that it is going to be hard to approve a budget and begin laying off people, and if we go back 2 years, the board has added a lot of programs and positions, and the board needs to look at this before cutting people. Mrs. Pugh asked that the superintendent peruse the budget and provide the board with a list of non recurring expenses and an analysis of the projection of possible reductions.

Mr. Powell stated that it is his appreciation that the amendment would allow the board to approve a budget for 2002-2003, but it speaks loudly to the fact that while this budget will not be in the red next year, there are concerns for the following year. By starting the dialogue in July and starting to work, the board will be proactively prepared for the occurrences that will come next year. He stated that the public needs to be aware that the budget the board is looking at is a balanced budget, and does have a surplus of \$2.65 million above what the projected expenditures will be. Mr. Powell stated that he supports the amendment because he believes it is important that we do not wait until the last minute to address this matter, but have the foresight to look down the road and be proactive in addressing it.

*Vote on the amendment carried with board members Brooks and Dr. Hitchcock opposed. Board members supporting the motion were Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Powell, Wright and Armstrong. Vote on the main motion, as amended, carried with Mr. Brooks opposed and Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Powell, Wright, Armstrong and Dr. Hitchcock supporting the motion.*

#### **APPROVAL OF APPOINTMENT OF OFFICIAL JOURNAL**

*Mr. Brooks made a motion, seconded by Mrs. Hardy, that the Caddo Parish School Board appoint the Caddo Citizen and the Shreveport Sun as the official printer.*

Mr. Brooks said that these two were the least and we need to support them. Mrs. Hardy agreed with Mr. Brooks' comments.

*Mr. Powell made a substitute motion, seconded by Mr. Thibodeaux, that the Caddo Parish School Board approve as the official journal the Shreveport Times as recommended by the superintendent.* Mr. Powell stated that he is concerned about saving money and from what he heard in the numbers presented, approving *The Times* as the official journal is a way to save money. Mr. Powell asked the superintendent if it was true that because of the other advertising that the Caddo Parish School Board does, and the difference in the rates, that we actually save money over the year by going with *The Times*? The superintendent answered that was correct, and that because of the extensive advertising that we do, because of the publication of the minutes and the publication of meetings, the sum total is that it's less costly to have *The Times* as the official journal than the other newspapers. Mr. Powell stated that in talking about cutting expenses, this is a way that we can cut cost, and encouraged board members to support the motion. Mr. Brooks said that the *Caddo Citizen* has done this for the past 2 years and we need to support them.

*Vote on the substitute motion carried with board members Guin, Burton and Brooks opposed. Board members supporting the motion were Hardy, Thibodeaux, Powell, Wright, Armstrong and Dr. Hitchcock. Mr. Mims abstained and Mrs. Pugh was absent for the vote.*

**Recess.** The president called for a 10-minute break at approximately 7:15 p.m. and the meeting reconvened at approximately 7:30 p.m.

#### **APPROVAL OF THE SY2002-2003 PERSONNEL EVALUATION PLAN**

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, brought to the board's attention paragraph 2.0 (staff involvement in the Personnel Evaluation Program) and the fact that this item has been delayed because there had not been any employee input involving the employee organizations. She added that recognizing that it is the purview of the school board to establish the steering committee and that the superintendent recommend that this is done every February 1, would like to have some assurance as to how the employee organizations will have some type of representation on this committee.

Pat England, Caddo Association of Educators, referred also to the revision in paragraph 2.0 in the second paragraph where the language includes a change where the board, like it does on other board committees, will annually appoint individuals to that committee. She encouraged the board to appoint individuals to that committee so that every member would not be replaced every year, but that members would be rotated off so that the committee is not entirely new each year.

The superintendent commented that his communication to the board covered the item and the matter discussed, his recommendation to the board is to give the board purview of being able to appoint individuals annually to the committee. He added that he has met with representatives of the employee groups and would concur that it would be in the best interest that there would be consideration that the committee is broadly representative and that there is continuity from year to year of the committee. The superintendent extended his appreciation to the president of CAE, Ms. England and Ms. Lansdale for the amount of time they had spent with him in addressing this item.

Mr. Burton stated that in addressing the comments made by Ms. England, we could implement a procedure where the members of the committee were assigned on a rotation basis, similar to the Sex Education Committee, Parental Review Committee, etc. and asked that appropriate language to reflect this be incorporated in the plan.

*Mr. Burton made a motion, seconded by Mr. Powell, that the Caddo Parish School Board approve the SY2002-2003 Personnel Evaluation Plan with the inclusion of two-year staggered terms for odd and even years.* Mr. Powell stated that he believes that the needed attention has been given to this item and that the staggered terms has worked on other committees, and he appreciates the work that has been done on it. *Vote on the motion carried unanimously.*

#### **APPROVAL OF NORTH CADDO HIGH SCHOOL TO IMPLEMENT A SEVEN-PERIOD SCHEDULE FOR SY2002-2003**



The superintendent stated that staff's recommendation to the board is that the board consider the recommendation being made to implement a seven-period schedule. Mr. Thibodeaux asked if the schedule presented to the board by the principal, showing 350 minutes instead of 360, would be adjusted to make up the necessary minutes?. The superintendent answered *yes*. *Dr. Hitchcock moved approval of North Caddo High School to implement a seven period schedule for the school year 2002-2003 as recommended by staff. Motion died for lack of a second.*

*Mr. Powell moved, seconded by Mr. Burton, that before July 31, 2002 initiate a process including community participation to evaluate the needs at North Caddo High School and to seek proactive options for school improvements.* Mr. Powell stated that the needs for improvement at the school are evident, and it's difficult to make those improvements in the posture that we currently are in, especially in light of what it takes to make change immediately for the next school year. He added that the timing is unfortunate, but it is important to note that people from North Caddo have come to the board and stated they need improvements and are willing to try some things, but he believes that the action before the board will be too quick an action without looking at the issue holistically. The motion being offered will initiate the process of including the community, and improvements and changes can be implemented next school year. Mrs. Wright spoke in support of the motion on the floor as students at North Caddo already have their schedules in place for next year based on the block schedule and they have not been given the opportunity to do that based on a change in the schedule. Mr. Mims asked the maker of the motion if it was the intent of the motion that nothing would be done this school year, but we will look forward to doing something the following year. Mr. Powell said that is correct. He added that there is no motion on the floor now to consider a change to a seven-period schedule, but hopefully this motion will begin to move in a direction that will involve the community's participation in considering change needed to offer improvement at North Caddo. *Vote on the motion carried unanimously.*

## **APPROVAL OF REVISED CPSB POLICIES**

**23.B.1. – GCBB (Compensation for Teachers Receiving National Certification).** The superintendent stated that in light of the dialogue at the work session, he had made and recommended to the board that the word *compensation* be changed to *stipend* and in answer to the question as to the funds coming from budget or donated funds, he is recommending that it will be identified as solely coming from the general fund budget.

*Mr. Powell moved to approve Policy GCBB (Professional Staff Stipend for Teachers Receiving National Certification) as recommended by the superintendent in the mailout with the following exceptions: that "shall be paid a one time stipend" be changed to say "shall be paid an annual stipend", and after "teaching standards", add the sentence "The annual stipend shall continue to be paid annually as long as the teacher teaches in Caddo Parish fulltime and maintains his or her national certification." The motion was seconded by Mr. Burton.*

Mr. Powell extended his appreciation to the staff for the work they have done. He understands that the state has a stipend that carries year to year and teachers could have that whether they are in Caddo, DeSoto, or Bossier Parish; and it is important as a system that we do something. The superintendent stated at the work session that this will not create a change in our general fund budget, because it is a small amount (\$5,000). His main intent is to change it to an annual stipend and he did add in the provision that if they do not get the renewal, the stipend will discontinue, and he believes this is an incentive to the teachers to maintain their certification. The superintendent did remind the board that this adds a recurring cost to the budget. *Vote on the motion carried unanimously.*

## **23.B.2. – BDDC (Agenda Preparation and Dissemination).**

Pat England, CAE, stated that prior to this meeting she had never heard that providing information to the public relative to board meetings was cost prohibitive. She addressed the policy as it relates to disenfranchising the body from the public who supports you and the need for this to be looked at very carefully. For those who get the packet, receiving the packet only 24 hours before a meeting, does not allow enough time to review the items being discussed. Mrs. England asked for clarification on packets being placed in branch libraries of the Shreve Memorial Library system for public review. She stated that for the board to take any action

particularly at this time that removes the public from what the board is doing and inviting their participation, places them at an extreme disadvantage. She encouraged the board to reconsider how they distribute the packets of information, and revisit the list as to whether there may be organizations on the list that never attend the meetings.

The president asked board counsel if the policy reads that in order to get a packet, one would be required to request it at least 24 hours before the meeting and not as the speaker said that they could not get the information until 24 hours in advance of the meeting? Mr. Abrams said that is correct, it means that because of the open meetings law, we must give 24 hour notice, but if someone requests a packet, they can get it at the time it is provided to the board. Mr. Guin said that the only thing we cannot do is guarantee that the delivery of the packet is the most current, because of changes that are made. It's just a matter that those requesting a packet need to do so 24 hours in advance of getting it.

*Mr. Burton moved, seconded by Mr. Thibodeaux the approval of Policy BDDC as submitted in the mailout.* Mr. Powell asked if he was correct in that staff is taking steps to look at additional ways to get that information out, including posting it on the web site? The superintendent answered that is correct. Mr. Powell also asked if since we provide the information to the public libraries, if staff could also work with the libraries to get their cooperation to bookmark the information so that it would be easily accessible to those interested. These things would help eliminate some of the cost, but yet make the information accessible to the public. *Vote on the motion carried unanimously.*

### **Item 23.D.3. GCBE (Holidays and Vacations).**

Mr. Guin relinquished the chair to First Vice President Burton in order to address this agenda item. *Mr. Guin moved, seconded by Mr. Brooks, that the Caddo Parish School Board approve the professional staff leaves and absences, holiday and vacation days (File GCBE/GDBE) as in the mailout with the following exceptions: (1) under July 4<sup>th</sup>, add the wording that when July 4<sup>th</sup> falls on Thursday, the following Friday will also be awarded as time off, and when July 4<sup>th</sup> falls on Tuesday, the preceding Monday will be awarded; and (2) that the Friday following Thanksgiving Day will be awarded.* Mr. Guin said that the changes were being offered in light of Bossier Parish recently passing this very thing for their employees. This will allow us to stay in line with our neighboring parish. Mr. Brooks stated that is one good thing that we can do for our employees. Mrs. Pugh asked if these are paid days for all the employees? Mr. Guin said that he had asked this question of staff to make sure that it would not create any problems. Mrs. Pugh stated that our employees that are labor workers, she wants to make sure that this holiday will not count against them. The president said this will be counted for them, they will be paid.

*Mrs. Armstrong moved, seconded by Mr. Mims, that Policy GCBE/GDBE be amended to also include in the second paragraph that "The earning of vacation shall be based on the equivalent of years of fulltime service in accordance with the following schedule: (1) less than 11 years of service equivalent to 10 days per year, and (2) 11 years of service equivalent to 15 days per year."* Mrs. Armstrong stated that she feels like this will be a benefit to the 12 month employees to allow them to plan for summer vacations and receive other opportunities by having their vacation days accrue from the date of employment as stated in the policy manual. Mr. Thibodeaux asked if anyone could tell him how much this would cost the system in terms of dollars? Staff responded that this had not been costed out in terms of how many employees would be able to benefit who currently have more than 12 years. Mr. Thibodeaux stated there is a cost related to both the motion and the amendment, one being a cost of lost time (production), and the other a cost because of additional vacation days. He believes the board needs to have an idea of what it will cost the board before the board votes on it. Mr. Thibodeaux further stated that for a long time, the parish has had in place some mysterious days that had no name, they are not sick days, vacation days, legal holidays, but days when there is only a skeleton crew in the office, and this is a benefit that 12 month employees have with the job. Mr. Brooks asked staff if they were familiar with what Mr. Thibodeaux is talking about. Mr. Wreyford responded that he could not give a dollar amount at this time, as he had not cost it out; but Caddo would not be paying out any more money than we currently are. The superintendent stated that this would provide salary as it converts to vacation or holiday days. Time now is expected to be employable time, so this would mean employees getting a salary for not working. It will not cost us more money (will not need to add any to the budget), but it will be less time that someone will work but receive a salary. Regarding the amendment, which contemplates having individuals be

granted the full amount of vacation days prior to the year, rather than earning them monthly, the superintendent asked legal counsel for a legal opinion. Mr. Abrams stated that he would have to research this and get an opinion back to the board.

Mr. Powell said this actually could be interpreted two ways and that the board did need some clarity as to how it will impact the board financially. Understanding that employees need to know about their vacations, how they are earned, and how they will be able to use them, it is a problem if an employee has been on the job two days and they have 10 days of vacation, because they have not earned them, and that is not the way industry does it.

Dr. Hitchcock encouraged the board to defeat the amendment on the floor as it is ambiguous, will cost the board money, and in reading it, an employee could begin work today and be able to take 10 days vacation beginning the next day. Board counsel concurred that was the way he read it. Dr. Hitchcock asked that the board defeat this amendment until such time that it had been reviewed by legal counsel and by staff to determine what the projected cost would be and clarity of language. Mr. Guin asked Mrs. Armstrong if the only differences between her amendment and the motion that was in the mailout were (1) the motion in the mailout had 12 years and her amendment had 11, and (2) her amendment offered that upon the first day of employment, an employee is granted 10 days of vacation vs. the mailout recommendation that you accumulate the 10 days over the first year, so if an employee does not take the .83 days per month, then at the end of the first six months of employment, an employee would have earned 5 days of vacation or at the end of one year of employment, 10 days of vacation. If the amendment on the floor is approved, if an employee begins work and leaves after 2 days, Caddo will have to pay them for 2 weeks vacation. Mr. Guin asked Mrs. Armstrong if the problem was with the "11" and "12", would she consider revisiting the amendment to replacing what is in the mailout with the 11 instead of 12 and leave the other language alone?

*Mr. Guin made a substitute motion, seconded by Mr. Powell, to change the 12 to 11 on 1 and 2 of the mailout.* Mr. Guin stated that the recommendation in the mailout states that if an employee starts work today, that for every month that you work over the first 12 months, an employee will accumulate .83 days of vacation for each month of regular employment that you can use for the next year, or an employee could literally use them as they accumulate, but then at the end of the year, would not have any vacation. Mrs. Armstrong stated that maybe this policy needs to be revisited, because the substitute motion is the way the policy currently is; and what she is saying is that in years 2 – 12, an employee would have 10 days up front, so an employee could plan their vacation. Since this is what the policy already states, Mr. Guin withdrew his substitute motion and Mrs. Armstrong withdrew her amendment.

Dr. Hitchcock asked Mr. Guin about his amendment to the main motion and the comments from board member Thibodeaux about this placing Caddo ahead of the neighboring district in number of days. Mr. Guin stated that he feels these are 2 days that we can basically give Caddo employees in lieu of some of the things they have asked for that we cannot budget. This benefit will not cost Caddo anything up front and it will be a benefit we can give the employees. Mr. Thibodeaux stated that if you hire an employee to work 5 days, and then tell him he only has to work 4, then there is a direct cost related to the loss of the 5<sup>th</sup> day of work. *Mr. Thibodeaux moved that this item be postponed until July for the purpose of estimating the cost to the system for granting the two additional days as recommended in the motion. Motion died for lack of a second.*

Mr. Powell asked the superintendent if this motion passes with regard to what we refer to as skeleton crews, (there is in the policy days where fulltime school board employees shall be eligible for paid holidays, but each department is to maintain sufficient staff to keep the office open), would that create a 2 day situation where we would resort to that. The superintendent stated that those days, where a minimum staff is maintained, are also stated in the policy (spring break, the Friday after Thanksgiving, and during Christmas (with the exception of Christmas eve, Christmas day, New Year's eve, and New Year's Day), the offices will be closed. Mr. Powell added based on that understanding of the days being added, it is not actually costing us more money in the budget, but it is a benefit being added for 12 month employees. Mr. Powell doesn't believe that it's a question of cost, but a balance of parents (for example) needing to call the central office for information on one of those days, and no one is available. Mr. Powell asked the board to consider supporting Mr. Guin's motion as it is an opportunity for us to give a benefit to our 12 month employees without adding monies to the budget to do so. Mr. Thibodeaux

stated that this would be a benefit we are giving some of our employees, and not others. The people that we are in real competition for are the teachers, and teachers will not benefit from this. Mrs. Hardy agreed with the motion and previous comments made in support of it. *Vote on the main motion carried with board members Thibodeaux, Pugh and Dr. Hitchcock opposed, and board members Guin, Hardy, Burton, Mims, Brooks, Powell, Wright and Armstrong supporting the motion.*

First Vice President Burton relinquished the chair back to President Guin.

#### **POLICY 23.D.6. IGD – RESIDENCE RULE – ATHLETES**

*Mr. Powell moved, seconded by Mr. Thibodeaux, that with regard to residence, student eligibility shall be determined in accordance with that provided by the Louisiana High School Athletic Association.* Mr. Powell stated that he had brought this to staff's attention in that Caddo has a policy that actually what the schools are paying attention to are the eligibility requirements that are required by the Louisiana High School Athletic Association; and if we try to get specific with ours, and it's in compliance, and then theirs changes, we are in the same situation we presently are in under the old policy. When questions come up, we need to know that they are eligible under LHSAA rules and Caddo rules. Dr. Hitchcock asked if the superintendent had an opinion on this motion. The superintendent referred to Mr Dilworth, who has worked on this policy. Mr. Dilworth stated that he agreed with Mr. Powell's motion and comments, but brought to the board's attention that Caddo does not have the same GPA requirement that the state does. Dr. Hitchcock asked Mr. Dilworth if in looking at A and B in the policy, does the state address both M to M transfers and magnet schools, to which Mr. Dilworth answered *yes*. Dr. Hitchcock stated that Caddo's GPA (grade point average) is not in this policy, and asked if it was referred to in another policy? Mr. Dilworth responded that it was in another part of the parish policy. Dr. Hitchcock asked if we accept the motion on the floor, we would not be amending that other Caddo policy, so would we still have the same requirements relative to GPA? Mr. Dilworth stated that as he heard the motion, there could be a problem if a student has a 1.5 (which is Louisiana High School Athletic Association), and Caddo says you have to have a 2.0. Dr. Hitchcock inquired if there were any additional instances where we would be in conflict? Mr. Dilworth said *no*. Thus, Dr. Hitchcock asked if the board could not accept the GPA requirement as established by Caddo Parish School Board adding that to the motion? Dr. Hitchcock asked the maker of the motion his opinion on incorporating that verbage about the GPA in his motion. Mr. Powell stated that his intention in the motion was the resident rule regarding student eligibility, and he recognizes the need to be more specific and would add to the motion "with regard to residence" and then we are limiting this policy to the residence rule. The second of the motion agreed to amend the motion to include this verbage. *Vote on the motion as amended carried with board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Powell, Wright, Armstrong, and Dr. Hitchcock supporting the motion. Mr. Brooks was absent for the vote.*

**Recess.** The president called for a 5-minute recess at approximately 8:37 and the meeting reconvened at approximately 8:45 p.m.

#### **LEGAL SERVICES EXPENSES**

Mr. Thibodeaux stated that staff had provided to the superintendent an update on legal expenses since the information provided to the board in the mailout and asked that this updated (to add the last 2 years figures) information be shared with the board. *Mr. Thibodeaux moved that the hours billed from all attorneys must be verified by the director of finance and approved by General Counsel, the superintendent and board president before payment is made. Motion died for lack of a second.*

*Mr. Thibodeaux moved that General Counsel report to the superintendent except in those instances where the General Counsel is otherwise directed by the board. Motion seconded by Dr. Hitchcock.* Mr. Thibodeaux stated that we have employed the superintendent to do the day to day operations of the school system and there have been some misunderstandings with the action approved by the school board several months ago as to how business should take place on a day to day basis. Approval of this motion would give the board the opportunity, if it so chooses, to ask General Counsel to do something for and report back to the board; but it also addresses the problem of individual board members asking General Counsel a request. If the board has a request, there is a process where that can be asked of General Counsel, but it should

come through the full board. He further added that it is important to note in the report provided by staff, the significant increase in legal expenses, and the need for more accountability and control of these expenses. Mr. Thibodeaux also believes that this motion would give the superintendent some direction in taking care of day to day business without stepping over the bounds of General Counsel reporting directly to the board. He asked the superintendent to share with the board some of the problems he has seen in the process in place. The superintendent responded that the process in operation has not offered clear communication and has not provided the kind of staff engagement to be able to review bills and assure the services being provided through all areas of legal services. The current process places the board as the administrator with regard to the General Counsel; and does that mean the board president, individual board members, or the board as a quorum. Mr. Thibodeaux, because of this, believes that this motion would make for a smoother operation in the school system and allow the superintendent to have a little more control of what goes on legally, but at the same time allows the board to continue to ultimately have the General Counsel report back to the board.

Dr. Hitchcock asked the superintendent if there was anything the superintendent wishes to clarify from his previous statement. The superintendent responded that the motion that the board passed cited that the General Counsel shall have a direct line of supervision and accountability to the Caddo Parish School Board, and that the superintendent and his designated staff shall be administrative liaison to all attorneys other than the General Counsel to the board, which is what the staff is presently operating under. Dr. Hitchcock asked if the superintendent had seen any billings from the General Counsel, to which the superintendent said he had. He asked if there were billings on that statement for discussions between General Counsel and individual board members? The superintendent answered *yes*. Dr. Hitchcock stated that his point in these questions is that rather than coordinating discussions on issues, if each calls the General Counsel, then we continue to run up the expense. Since we hired the superintendent to run the day to day operations of the school system, it is prudent that we allow that to happen; because what has been created is a nightmare of accountability by not having the board counsel report to the superintendent as everyone else does, except for when the board designates that the individual should report directly to the superintendent. Dr. Hitchcock stated that he will support this recommendation and urged the board to do so also.

Mr. Powell spoke against the motion on the floor and *made a substitute motion that any and all legal services provided under the Caddo Parish School Board's legal services policy be directed to the General Counsel for classification, assignment, direction, and monitoring, with the General Counsel providing supervision and direction over implementation of the Caddo Parish School Board's legal services policy. Mr. Brooks seconded the motion.* Mr. Powell stated that when the board went through this process, one of the things the board had concerns about was the autonomy of having independent counsel for the board. He expressed his appreciation for the tasks that the superintendent has each and every day, regardless of the General Counsel of the school board. He added that one of the things he was trying to do was to provide counsel to the board. Since he has been on the board, it has not been an unusual task for board members to have telephoned General Counsel. The superintendent has tremendous authority and discretion in the school system and the board was not seeking to take that away; but it is important to have the independence of the General Counsel to the board. The superintendent need not be concerned with overseeing the General Counsel, but he does have the ability to pick up the phone as he expects him to work with the General Counsel. It is troubling that we would have to put the General Counsel under the superintendent in order for them to communicate and this (communication) is evidently a problem. If the board wants autonomy and wants accountability, he believes this motion will do exactly that. In the motion passed by the board, Mr. Powell stated that the General Counsel is to report back to the Caddo Parish School Board quarterly and he anticipates, and looks forward to, hearing that first report in July, and this will be accountability. It is legal counsel's job to provide legal counsel to the board, to manage that and to try and contain those legal costs. Mr. Powell stated that he also plans to offer a second motion relative to the billing part of the legal services to make it clear and that the board does not have someone contacting General Counsel, and someone else contacting another one of the legal firms, and you in essence have two working on the same case/situation, which is duplication. This motion would place the accountability and responsibility on the General Counsel. He stated that as a board member, he has the expectation that we have professional people that are going to work together and communicate and the superintendent does not have to supervise the board counsel in order to communicate. Mr. Powell indicated that a lot of the short-term cost is related to getting some cases settled or going to trial, and the cost of Mr. Sutherland almost doubled

when the board approved him an increase in pay last fall. Mr. Powell encouraged the board to wait until we receive the first quarterly report. Mr. Brooks agreed with the comments made by Mr. Powell and encouraged the board to support the motion on the floor. Mr. Mims asked who does the board attorney work for? And the answer was *the board*. Mr. Mims stated that he was disturbed and asked the president if he had asked the General Counsel to investigate a board member. The president responded that he had not. Mr. Mims stated that he would possibly be asking for an executive session to further address this concern. Mrs. Pugh stated that it was her understanding that the organizational structure with a direct line of authority in this business needs to be looked into as the superintendent's understanding is not clear as to the process as she understands it. She said that she understands how we can receive a legal opinion today regarding an agenda item and asked in that particular incident, who made the referral? Was it the General Counsel or did the superintendent? The superintendent said staff, and Mr. Festavan responded that he had directed Mr. White to contact that attorney personally. Mrs. Pugh asked if General Counsel was ever brought into the discussion, to which Mr. Festavan responded *not by him*. Mrs. Pugh encouraged the superintendent and his staff to sit down and think about what the board is saying and how the staff is carrying that out. The superintendent stated that staff was following what the motion directed. Mrs. Pugh said that she had some problems if staff is making the assignments and Mr. Thibodeaux's motion is stating that we have to have verification from the finance director, she asked how the finance director could verify these expenses. It is very important that this is coordinated and she stated that the superintendent, in addition to the General Counsel, both serve the board. Each legal representative has a direct line to the General Counsel and then to you (the superintendent) and then to the board.

The superintendent stated that the board approved categories of legal services and attorneys and that the firms shall be assigned on a pure rotational basis and staff has made those assignments. The motion stated that the rotation would be determined by the General Counsel. Mr. Guin stated that an organizational meeting was held approximately one week after the action was taken by the board and Mr. Powell, Dr. Schiller, Mr. Abrams and Mr. Guin discussed this and the handling of the legal expenses. Mr. Thibodeaux added that if one adds the amount of money spent on attorneys in 2001-02, it's \$340,000. Also, no one is saying that board members cannot contact General Counsel, but with the prior General Counsel, there was one major difference, and that as long as the previous General Counsel was in that position, he did not charge each board member for every telephone call made to him. Using the example where staff called the attorney relative to the construction issue, he asked that based on the motion on the floor, who would staff contact to get an opinion in this matter. Mr. Powell responded they would contact General Counsel and explain the situation and then the General Counsel would at that point make a decision to assign the matter. Mr. Thibodeaux asked if any staff would be able to pick up the telephone and call General Counsel and request legal work, and General Counsel would then assign it? Mr. Powell said there may not be any different way in which they can handle it, except a cost difference. The only difference is that it gives the General Counsel with his knowledge and expertise to not only be in the loop, but also to better be in a position to refer to the proper person.

Mrs. Wright left the meeting at approximately 9:00 p.m.

Mr. Thibodeaux stated that he felt like instead of all staff going to General Counsel that it might be better for staff to contact the superintendent and the communication be between the General Counsel and the superintendent. Mr. Powell said that the point he was trying to make was not the internal workings of this office, which is under the superintendent, but that instead of the phone call being made and directly assigned out of the particular department, it should have gone to the General Counsel. The superintendent can set up the process with his staff for supervision of the process. Mr. Thibodeaux asked the superintendent if he had the authority to have the staff to send all legal needs through the superintendent and then to legal counsel. The superintendent stated that or either they can be designated by the superintendent to call them direct through the General Counsel; and as he understands the motion, all phone calls about any legal advise goes directly to the General Counsel, first, and then he determines who is going to respond. The superintendent stated that his understanding of how it was to work 2 months ago, is now not what the staff is being told about how to operate the process. Mr. Thibodeaux said that his intention is to approve a process that is understood by everyone as to how legal requests are billed to our General Counsel. The superintendent needs to be knowledgeable about what requests are being made and by whom.

Mr. Guin stated that for clarification purposes, anyone can make a request for a legal opinion, but it goes through Mr. Abrams. Mr. Powell stated that his motion deals with the fact that the legal services need to go through Board Counsel, and this was in the original motion. The superintendent can make the determination how to handle/designate this process. Mr. Thibodeaux asked if he as a board member needs to request something of General Counsel, does he just pick up the phone and call him or is there a process in which he must follow in order to get this done? Mr. Powell does not feel that this is any different than it has been in the past. Mr. Brooks stated that it was bad that we are spending all this time on this issue and all legal work should go through General Counsel. Mr. Burton made two observations in that (1) he is concerned because he has never had the opportunity to call the attorney about anything in particular, but asked if he called the General Counsel with a question on an item, would he be charged for that phone call. The president explained that in the past, Caddo paid General Counsel a retainer fee and some of these smaller phone calls possibly fell under the retainer fee. Mr. Burton also stated that he feels certain that there needs to be some kind of way that board members can contact legal counsel for answers to questions about a suit the system might be involved in and that this can be monitored. The superintendent stated that staff has a procedure in place whereby only certain staff members can contact legal representation and that every contact must be logged and this is how staff can sign off on the invoices; however there are legal charges that staff cannot attest to.

Mrs. Pugh stated that the verification is the reason that legal counsel needs to make the assignments and sign off on the verification; because the director of finance can only remit what has been approved by the superintendent and the board president, and that clears the process if done right, because legal counsel would have a log of the assignments that were made. Her concern is that the process needs to be addressed and revised, because the director of finance cannot verify, but the legal counsel is the one who verifies, and the approval must come from the superintendent and his staff.

*Mr. Powell moved, seconded by Mr. Burton, to end debate on the motion on the floor. Motion carried with Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, and Armstrong supporting the motion. Dr. Hitchcock was absent for the vote.*

*Vote on the substitute motion carried with Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell and Armstrong supporting the motion. Dr. Hitchcock was absent for the vote.*

*Mr. Powell moved, seconded by Mr. Brooks, that any and all legal service invoices for the Caddo Parish School Board be submitted to the director of finance for the Caddo Parish school system. The director of finance shall then review and refer the invoices for legal services, with any concerns the director of finance has, to the proper persons for approval of payment as follows: (1) invoices from the General Counsel shall be submitted to the board president and superintendent for joint approval, and (2) invoices from any attorney or law firm other than General Counsel, shall be submitted to the General Counsel and superintendent for joint approval. After proper approval is obtained as required above, the fully approved invoices shall be referred to the director of finance for proper payment. Mr. Powell stated that he believes that this motion would allow for clear process for approval and increased accountability in processing the legal statements. Vote on the motion carried with Board member Dr. Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, and Armstrong supporting the motion.*

## **EXECUTIVE SESSION**

Mr. Mims requested that the board suspend the rules in order to go into executive session to discuss a matter. The president asked legal counsel if this could appropriately be done at this time. General Counsel stated that unless there is an emergency, the board will not be able to go into an executive session at today's meeting, without having given proper notice.

## **SUPERINTENDENT'S REPORT**

*Mr. Burton moved, seconded by Mr. Powell, to accept reports A, B, C, and D under Superintendent's report. Vote on the motion carried unanimously.*

## UNFINISHED BUSINESS

Mr. Burton asked that on the report regarding the 2002 graduates, if he could get a report on those students scores that did not graduate because of not passing the LEAP and are in remediation for retaking the test.

*Mr. Powell moved to suspend the rules for the purpose of moving the meeting in July since the board normally only has one meeting. The motion was seconded by Mr. Burton and carried unanimously.*

*Mr. Powell moved, seconded by Mr. Brooks, that there not be an Executive Committee meeting in July and only have the regular Board meeting at the appointed time of 4:30 p.m. on the third Tuesday and that the agenda be formulated by staff with approval of the board president. Mrs. Pugh asked for clarification in that at some point there was a discussion about the meeting being held on the 23<sup>rd</sup> of July. The superintendent said that the third Tuesday is the 16<sup>th</sup>, but the 23<sup>rd</sup> is amenable to staff as well. Mr. Powell made a substitute motion to amend the date to instead of the 3<sup>rd</sup> Tuesday to the 4<sup>th</sup> Tuesday (the 23<sup>rd</sup>) at 4:30 p.m. for the regular meeting. Vote on the substitute motion carried unanimously.*

## ANNOUNCEMENTS AND REQUESTS

Mr. Burton asked the superintendent if the students in the extended school year program failed to attend the entire program, will they fail because of the lack of attendance? The superintendent answered yes, because that was a condition of the contract to attend that school when they (the parents) made that choice to attend the extended school year program.

Mrs. Hardy asked the superintendent to provide her with a break down on the 1997 bond issue as to what was spent at each school and what was promised at each school. The superintendent responded that this information was previously provided to board members and he will provide Mrs. Hardy with an additional copy.

Mrs. Hardy also requested that the superintendent look at the budget and see if there is any way possible to provide our support employees with an increase in salary. The superintendent stated that is a board decision, and the board can amend its budget to do that.

Mr. Mims requested that an executive session be placed on the agenda for next month's meeting. Dr. Hitchcock asked that the board president contact the General Counsel regarding this request and the reasons for which the board can go into executive session, as they are very limited.

Mr. Powell asked that the superintendent, in reference to the recently completed Legislative Session, provide a breakdown on what we perceive to be the impact of the action regarding the salary increase and any adjustment in the MFP, as we are apparently going to begin looking at the budget in July, and this information would be very helpful in answering questions with regard to expectations with that money.

Mr. Brooks asked the superintendent about his request relative to a "stress policy". The board president stated that in follow up to this request, it was sent to the General Counsel who in turn developed a proposed policy for his or the board's future consideration.

**Adjournment.** There being no further business, the meeting was adjourned at approximately 9:48 p.m. on motion by Mr. Burton, seconded by Mrs. Armstrong. Motion carried unanimously.

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Robert E. Schiller, Ed.D., Secretary

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Phillip R. Guin, President



July 23, 2002

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 Tuesday, July 23, 2002, with President Phillip R. Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux, and Wanda Wright. Also present were Robert E. Schiller, Ed.D., secretary, and Reginald Abrams, legal counsel. Phillip Guin gave the invocation and led the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE JUNE 18, 2002 CPSB MEETING**

*Mr. Burton moved, seconded by Mr. Thibodeaux, adoption of the minutes of the June 18, 2002 CPSB meeting as presented by staff. Motion carried unanimously.*

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

The president reviewed the proposed consent agenda and the following were named as consent agenda items: 9-23, 25-28 and 31-33. Item #24 (Approval of Shreve Island Elementary School's Magnet Component and Admissions Procedures) was removed from the agenda.

### **VISITORS**

Dr. Phillip Rozeman, Alliance for Education, addressed the Caddo Parish School Board relative to Proposition 1 failing on Saturday, July 20<sup>th</sup>. He stated that the Alliance wishes to reaffirm its support of the many needs in the schools throughout the district as they have not gone away simply because this proposition failed. He offered the assistance of the Alliance in moving forward to meet the needs of the school system and announced their intent to lead a community based review of the school system and bond issue concerns and present the findings and possible recommendations to the new board in January 2003. This would be a starting point with the new board having the final say. The review would be conducted as an independent study and request of the board to access certain facilities, information and personnel as needed. Work will be in partnership with 3 other organizations (Alliance, NAACP, Shreveport Ministerial Alliance and Greater Shreveport Chamber of Commerce) to complete the review, evaluate the data and make recommendations. All the details will be worked out over the next few weeks and they would like to return in one month to present a comprehensive plan for the board, which will include a complete list and schedule of meetings. Costs involved with outside consulting firms will be provided from private funds.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, gave a report on activities of the recently held AFT Convention. She also added that the Louisiana Federation was recently successful in getting a resolution passed at the AFT Convention, regarding the social security offset, and that program's inequity in that employees who work for the school system and have a pension plan are not able to draw social security they have paid in from another job. Regarding teacher salaries, Ms. Lansdale stated that even though new teacher salaries are up somewhat, they are still below that of a beginning accountant, a sales marketing person, computer science, engineers, attorneys and others. This is an area that needs to be worked on. Louisiana is 45<sup>th</sup> in the nation, with only one southern state being lower than Louisiana.

Frederick Henson, executive director of the North Louisiana Chapter of the National Association of Minority Contractors, addressed the board about concern over the frustrations about contracting participation by minority contractors. He stated that the participation by minority contractors is totally disgraceful at 4 to 5% and that they cannot support a system that continues to stall their access to purchasing and construction opportunities that will create jobs, family and community support. He encouraged the implementation of a policy that would allow for a 30-40% participation in all areas of purchasing and capital projects by the minority business. He added that 96% of some \$8 million is with 2 contractors that are white and a little over \$400,000 with minority contractors that may include white women, and this is totally unacceptable. He encouraged the board to form a committee or be a part of the committee that the earlier speaker mentioned to find out why the bond issue failed.

John Settle commended the Alliance for coming forth with a plan to form a broad-based committee and is hopeful that the organizations proposed to be involved will be and hoped that this opportunity to get community input will be taken advantage of. He also encouraged the board to move forward and work with this group.

James Pannell, president of the Shreveport Branch of the NAACP, offered his support to the Alliance for Education to meet and come together to move the district forward, addressing the needs of the schools in Caddo.

## **CONFIRM THE CONSENT AGENDA**

*On motion by Mr. Thibodeaux, seconded by Mr. Powell, the board unanimously approved items 9-23, 25-28 and 31-33 as the consent agenda. The superintendent summarized the board's action and the following items categorized as the consent agenda.*

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

**Personnel Recommendations.** The superintendent recommended that Comaletha Stevenson be appointed the Title I Parental Involvement Educator, that Doris Hunt be named the Parent Resource Center Coordinator, that LTC Daniel Durr be appointed Assistant Director of Army Instruction, that Monica Howell be appointed as counselor at Claiborne Fundamental Elementary School, that Sherri Malmay be appointed counselor at Southwood High School, that Christina Puckett-Gremillion be appointed counselor at Turner Elementary/Middle School, that Deloris Porter, be appointed counselor at Shreve Island Elementary School, that Michael Moore be appointed counselor at Herndon Elementary/Middle Magnet School, that Flo Wilcott be appointed counselor at Mooretown Elementary School, that Melinda Kay be appointed counselor at Caddo Magnet High School, that Cassandra Henderson be appointed instructional coordinator at Blanchard Elementary School, that Debra Kurkiewicz be appointed assistant principal at Sunset Acres Elementary School and Emma Farmer be appointed assistant principal at Booker T. Washington High School. The employees will receive the appropriate salary as reflected by the CPSB salary and/or supplement schedule applicable to the position to which they are appointed.

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

Sabbatical/Medical Leave, Fall and Spring Semesters, SY2002-2003

Gregory J. Langley  
Jeanette M. Shelton

Leave Without Pay, July 12, 2002 to May 21, 2003

Tracy Walker Ramer

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Promotion Appointment Contracts for New Counselors.** Staff recommended approval of promotion appointment contracts for new counselors as recommended by staff and included in the mailout.

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

**Approval of Bids.** Staff recommended that the following bids be approved as submitted in the mailout: (1) Harmon Auto Glass for \$118 per bus windshield and Acme Glass Company for 80.3% discount (from NAG Uniform Price Lists) on car and truck windshields and 69.2% discount (from NAG Uniform Price Lists) on Car and Truck side glass for furnishing and installing vehicle windshields, side, back and door glasses for Transportation Department as indicated on the bid tabulation sheet.

**Sale/Lease of Agriculture & Grazing Lease – Pine Valley School.** Staff requested approval to advertise the Agriculture & Grazing Lease for Pine Valley School as submitted in the mailout.

**Approval of Bids (Construction & Capital Projects).** Staff recommended approval of (1) Project 2002-321B (Tele/Data & Network Cabling @ Various Schools – Cherokee Park, Fairfield, Linwood, Midway, Oil City, Pine Grove, Stoner Hill, Werner Park, West Shreveport and Westwood – be awarded to J.D. Electric for the sum total of \$360,000; and (2) Project 2003-104 (Southern Hills Classroom Wing Addition) be awarded to Carter Construction Company (base bid and alternate) for the sum total of \$1,806,572 as submitted in the mailout.

**Agenda Item No. 11**

**Approval of Louisiana Compliance Questionnaire.** Staff recommended approval of the resolution to adopt the Louisiana Compliance Questionnaire as recommended by staff and presented in the mailout.

**Agenda Item No. 12**

**Approval of Home Instruction Program for Preschool Youngsters (HIPPY) Budget.** Staff recommended approval of the Home Instruction Program for Preschool Youngsters (HIPPY) budget as submitted in the mailout.

**Agenda Item No. 13**

**Approval of Consulting Agreement.** Staff recommended approval of the renewal of the consulting agreement with Legacy Computer Services as submitted in the mailout.

**Agenda Item No. 14**

**Approval of Revisions of CPSB Policies JO, JO-E and JO-R.** Staff recommended approval of proposed revisions of CPSB Policies JO, JO-E and JO-R as submitted in the mailout.

**Agenda Item No. 15**

**Approval of Applications for Technology Improvement Grants.** Staff recommended approval of applications for Technology Improvement Grants as submitted in the mailout.

**Agenda Item No. 16**

**Approval of Proposed Change to Dyslexia Program.** Staff recommended proposed changes in the Dyslexia Program as submitted in the mailout.

**Agenda Item No. 17**

**Approval of Guidelines for Implementation of School Uniform Policy.** Staff recommended revised guidelines for implementing the Caddo Parish School Uniform Policy (JFCA) as submitted in the mailout.

**Agenda Item No. 18**

**Approval of Proposed Job Description – Project Manager, Networking and Data Communications.** Staff recommended approval of a proposed job description for Project Manager, Networking and Data Communications as submitted in the mailout.

**Agenda Item No. 19**

**Approval of Term Printer License Agreement.** Staff recommended approval of the term mainframe printer license agreement prepared by Levi, Ray and Shoup, Inc. as submitted in the mailout.

**Agenda Item No. 20**

**Approval of Caddo Parish School District to Receive Temporary Assistance to Needy Families (TANF) Funds.** Staff recommended approval of Caddo Parish School District to receive Temporary Assistance to Needy Families (TANF) as submitted in the mailout.

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

**Approval of New Elective for C.E. Byrd High School.** Staff recommended approval of a new elective (Organic Chemistry for ½ - 1 credit) at C.E. Byrd High School as submitted in the mailout.

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

**Approval of Cooperative Agreement Between the Caddo Parish School Board and Shreveport Job Corps Center.** Staff recommended approval of the cooperative agreement between the Caddo Parish School Board and the Shreveport Job Corps Center as submitted in the mailout.

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

**Approval of Mathematics Curricular Guides for Grades K-5 and 6-8.** Staff recommended approval of the Mathematics Curricular Guides for Grades K-5 and 6-8 as submitted to the CPSB.

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

**Approval of Special Education Interagency Agreements.** Staff recommended approval of the Special Education Interagency Agreements as outlined in the mailout.

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

**Approval of Nominees to Special Education Advisory Council.** Staff recommended approval of the Nominees to the Special Education Advisory Council as submitted in the mailout.

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

**Approval to Accept Wallace Readers' Digest Ventures in Leadership Grant.** Staff recommended approval to accept the Wallace Readers' Digest Ventures in Leadership Grant as submitted in the mailout.

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

**Approval of Northwestern School of Nursing Agreement.** Staff recommended approval of the Memorandum of Affiliation with Northwestern School of Nursing as submitted in the mailout.

**Recess.** The president called for a 10 minute recess at approximately 5:07 p.m. and the meeting reconvened at approximately 5:25 p.m.

### **APPROVAL OF LEASE AGREEMENT WITH STEEPLE ECONOMIC DEVELOPMENT CORPORATION FOR A FIRST TEE JUNIOR GOLF PROGRAM**

*A motion was made by Mr. Brooks, seconded by Mr. Powell, that the Caddo Parish School Board approve the lease agreement with Steeple Economic Development Corporation for a First Tee Junior Golf Program as submitted in the mailout. Motion carried unanimously.*

### **APPROVAL OF 2002-2003 PUPIL PROGRESSION PLAN**

Mr. Burton stated that he has some concerns about the Pupil Progression Plan that addresses kindergarten students. Last year he had asked that this part of the plan be removed where kindergarten students would be held back because they had not reached a particular point and encouraged the staff to take another look at removing this particular part or modifying it.

Discussion was held that there was no motion on the floor for discussion and Mr. Burton disagreed that comments could be made before a motion was made. President Guin referred to the superintendent to address the agenda item. The superintendent stated that members of the

Pupil Progression Plan Committee also struggled with this issue, and they felt that in the context of students being ready to move on to grade 1, they should demonstrate they have the base literacy levels, and if they do not, moving them to grade 1 when they were not ready academically would be a disservice. Marlene Ritter, Director of General Education, added that this particular item never came out and each subcommittee that looked at it saw no problems or concerns with it. The person that handles kindergarten had only a total of 2 calls last year. Ms. Ritter further stated that last year the criteria was changed by adding some other conditions so that promotion is not based solely on the test. Ms. Ritter referred to the Pupil Progression Plan (p. 6 under Kindergarten), where it states that if the student met some of the other criteria, the recommendation could be based on student report card, student work and teacher recommendation (the School Building Level Committee could make that recommendation). The test is a major criteria, but at the board's request last year, these additional conditions were added in so that it is not based fully on the test. She added there were no problems with it last year. The superintendent further stated that with those elements being added last year, the past year showed success with minimum concerns and reviews were taking place with the parents and the principals.

Mr. Burton asked how many kindergarten students failed last year, were held back. The superintendent responded that those figures were not available at the meeting, but could be made available to the members of the board. Mr. Burton indicated that it was still his desire to go on record as being opposed to holding any kindergarten students back because we don't always know what their personal/home situation or other situations in their life might be and it takes more time than this for the students to become academically focused.

*Mr. Milam moved, seconded by Mr. Thibodeaux, approval of the 2002-2003 Pupil Progression Plan.*

Mr. Milam stated that Caddo has criteria directed to that age group and supports the plan. Mr. Thibodeaux stated that staff has indicated there is a way to appeal a student's failing to reach the required 66% and to force a kindergarten student that is not ready for first grade to begin first grade is doing a disservice to that student. Mrs. Armstrong asked the superintendent about the retention limit listed on page 8 and the indication that this is circumventing Caddo's no social promotion policy. In looking at the way it is worded part of it says that a student in Caddo Parish shall be retained in the 4<sup>th</sup> grade at least once as a result of failure to score....and it also states that students who are retained in grade 4 and who again fail to score may be promoted to 5<sup>th</sup> grade, provided they meet certain criteria. Mrs. Armstrong stated that in following the board's strict no social promotion policy, this might be circumventing that. The superintendent said this is a real critical issue and we are not saying we are going to socially promote a student, but we are saying that if a student has been retained once, they have an opportunity if they have a scale score gain of at least 8 points from the first administration of the LEAP test, in the areas that they are unsuccessful, they are showing academic development. In addition, if they meet all the attendance requirements, attend summer school, meet summer school attendance and academic requirements and retest in the deficient area, these academic standards will provide the academic basis for the student to move forward. He further added that the staff is aware that if a student is retained a second time and then possibly retained another time before grade 8, those students have the greatest proclivity toward dropping out. Great success has been seen this year in the LEAP remediation acceleration program and CAPT Program. The superintendent stated that an attempt is being made to provide an opportunity for those students who are showing that they attend school, summer school, show 8 point scale score increase on the test could move forward, without having to compromise the standard set. Ms. Ritter clarified that the students still have to pass the Caddo Parish academic requirements. These requirements are only for those students who are failing because of LEAP, not because of academic requirements. She also added that when a student reaches 8<sup>th</sup> grade, there is an additional contingency of the students scoring a 250 standard score on the IOWA. This is not only an extra hurdle for the student to make, but it will also help the School Performance Score because when the students (Option II 8<sup>th</sup> grade students on the high school campus), are required to take the IOWA test, but it doesn't count for any of their promotion, it counts in the School Performance Score. The superintendent shared with the board data relative to LEAP acceleration program at grade 4, i.e. 87% of repeating 4<sup>th</sup> grade students passed LEAP in English/Language Arts, 70% of them passed LEAP in math. With the Pupil Progression Plan, 4<sup>th</sup> graders who scored at or above basic level and who met all our parish promotion criteria could be placed at grade 6 and 35 students in grade 4 who had been retained in grade 4 so accelerated and scored so high, they were accelerated to

grade 6. The analysis is showing that the efforts put into remediation and the teachers efforts on a daily basis are proving successful.

Mrs. Armstrong stated that on page 14 she appreciates the new wording of “transition” rather than 8.5; and on page 22 regarding the grading policy starting at “high school level” and the statement that the total possible points shall be “equitably” distributed, what does that mean? Ms. Ritter responded that it meant that it would be balanced in that you would not have one 9-week period with a total of 500 points, and another grading period of 100 points. Mrs. Armstrong asked on page 23 about the proposed lowest percentage for an “F” grade would be 55 points. The superintendent stated that this probably was the most hotly debated issue with the review team and his appreciation of the debate is where there are students that may be getting for 2 or 3 marking periods a “D” (between 66 and 73) and one marking period might be that they did not do well at all and their score could be very low, which would be impossible for them to pass even though they had passed 3 marking periods. The committee felt that placing this at 55 would allow for a student that had passed 3 marking periods to be able to pass. The other side is that a student might do bad in the first marking period, and get a score that there is no way in the 3 remaining marking periods that the student would be able to do anything in order to pass. Ms. Ritter said this would keep students from burying themselves in a hole and not being able to pass, and this has happened. Another reason is the scale is 93-100 is an A (span of 8 points), 85-92 is a B (span of 8 points), and a C is a span of 11 points and a D 8 points and the F grade was 0-66, and by lowering this to 55 points it might make it more equitable. This is for report cards only, not for teachers in the classroom when doing grading for 9 week periods, but only the averaging of grades for the report card. The grading committee, internal review, parental review and report card review committees all looked at this issue and agreed that rather than placing a score below the 55, that an asterisk (\*) would be placed on the report card which means that the student scored below the 55. Mrs. Armstrong asked if the way it was presented was it for all grades, to which Ms. Ritter answered in the affirmative, and that an asterisk would be used for averages below the 55 and the explanation would also be noted on the report card. Mrs. Armstrong asked why C and D were deleted, why is this being changed. Ms. Ritter responded that neither one of these were being done, placement tests are not given in reading and math to determine appropriate instructional levels. Mrs. Armstrong stated that on page 37, regarding LEAP remediation, she appreciated the diligence put into this part of the plan.

The superintendent stated that this document is one of the most important documents that the board will approve on an annual basis. He stated that the school system has invested heavily in the CAPT program and we have been talking about LEAP remediation with some of the results being that 71% of grade 7 students who went into the CAPT program at Laurel Street scored a standard score gained on the Iowa’s and 68% on the composite score; 79% of grade 8 showed a scale score gained on LEAP in English; 63% of grade 8 showed a scale score gained on LEAP in Math; 60% of those students passed the English/Language Arts component on LEAP; 100% of grade 6 students showed a standard gain on the IOWA score and composite. The superintendent commended staff at Laurel Street and students for the phenomenal gains and improvement for a program that was put into effect in January for the lowest performing students. The superintendent stated that the Board should be proud of the gains and targets met, particularly at the lowest performing schools.

Mr. Brooks asked how long a kindergarten student could be held back according to the Pupil Progression Plan. Ms. Ritter answered if the plan was followed, indefinitely; however, if a student is held back, staff would look at providing some interventions to assist the student in being able to pass. The superintendent referred Mr. Brooks to the report provided by the Attendance Department reporting unexcused absences per student in excess of 15 by school, by age level, and the number of days absent are excessive for some (28, 20, 16, etc.) He stated that this is very big problem, and some of the students’ absences are high because they do not come to school the first 2 weeks of the school year. The superintendent asked Cindy Brunson, supervisor of kindergarten program, how many kindergarten students are retained. Ms. Brunson said normally only one time, and after that the SBLC will look at the student and any special needs that the student might have. Ms. Brunson said that since she has been in her position, she has only heard of this one time. The superintendent stated that is one of the things the staff looks at if a student has an excessive amount of absences and if the absences are because of illness. The child who is not out because of illness, and whose parents just do not bring them to school, those are the ones that are much more critical for our consideration.

Mr. Thibodeaux asked on page 22 under grading policy for high schools that final grades will be computed by averaging the percentages to the first semester, four for a year, then converting that result to the appropriate letter grade on the Caddo grading scale if it is the intent to leave up to the teacher to determine whether or not the student has shown improvement or not and they could raise or lower that grade based on that input. Ms. Ritter said that was the intent for having it that way so that the teacher could have input and that's why it says that the points should be equitably distributed among the grading periods to hopefully eliminate the fluctuation in the total number of points from one grading period to another. Mr. Thibodeaux stressed that we just need to make certain that the process followed is equitable and fair.

Mrs. Pugh stated her concern about the document and will it be a part of the orientation for teachers for this school year? The superintendent answered yes it would be a requirement; and if approved by the board, it would be a part of the orientation meeting with principals and then turnkey into each of the faculty meetings. Mrs. Pugh also inquired as to the timeline for having students evaluated who have been retained, are the students being evaluated within a certain timeframe to determine any special needs they may have? The superintendent responded that one of the areas which has to be improved upon is the automatic referral and the immediate attention to determine if there is a learning disability or some other handicapping condition. The district has made great strides in addressing this area, but we need to anchor it more so because there have to be presenting reasons as to why a child is not being successful in school. Early intervention is a necessity in determining a learning disability, a home problem or other contributing factor to the student's lack of success. Mrs. Pugh asked if the instructional curriculum for the failing student remains the same if he fails two, three times? The superintendent stated that is not correct in that this past year, staff focused on grades 4 and 8 and this proved successful by placing fully certified staff in those classrooms for remediation. Ms. Ritter stated that staff addressed grades 4 and 8 initially and there are three different sets of curricular for grades 4 and 8 (the normal curriculum they take the first time, the LEAP acceleration program if they fail the first level curriculum, and if they fail that and go to summer school, they get a third curriculum). The superintendent stated that this is a vital question asked and the determination is that if the child is not getting it the first time, you can't keep doing the same thing over and over because the child is not going to learn, thus the staff has put into place a way to modify what is taught and how it is taught so that the student is successful. The superintendent stated that this is why it will make all the difference by having certified teachers in the classrooms. Mrs. Pugh also expressed her concern over the placement of sometimes 16 new teachers in a school and this will not help the situation. The superintendent stated that this is a problem; however, we have no control over teachers requesting a transfer or resigning. And, he agreed with Mrs. Pugh that the lack of stability in staffing in some of the lower performing schools is a major contributing factor to its lack of success. There is a challenge in getting teachers in the lower performing schools and being able to keep them there. Mrs. Pugh stated that the records will reflect that there has been a strategy in place whereby the teachers coming in made a commitment.

*Vote on the motion carried unanimously.*

## **SUPERINTENDENT'S REPORTS**

The superintendent presented a status report on construction projects and stated that the board in action earlier in the meeting approved construction for 20 new classrooms at Southern Hills Elementary. The superintendent also presented the year end status report for goals and objectives that were put in place for the 2001-2002 school year. The superintendent announced that 104 of the 116 targets set were accomplished, with 12 still in progress. The superintendent commended the staff for their efforts to take the targets set by the board last year and be able to document the work toward accomplishing each of them. He encouraged the board in the near future to schedule a retreat/meeting solely focused on the progress made to date and the objectives set for the future, because it is important to look at each of these in detail and what was done in each of these. He added that he will be doing a follow up report this week that he will share with the board. The superintendent also stated that at the last board meeting, the board asked that he begin looking at the budget for next year and presented a copy of the budget built on program orientation for the board's review. The president polled the board for any questions regarding this report and there being none, announced that the board will review and bring the report back for further discussion at a later time.

Mr. Powell stated that he appreciated the report and asked the superintendent how would the public be informed as to the accomplishments made in reaching these goals and objectives. The superintendent stated that these reports will be shared with our constituents, copies placed in the schools and made available to staff and public. Regarding the new targets set by the board at the meeting tonight, the superintendent stated that provision was not made for mailing this information out, but the dissemination will include PTA organizations in the schools through the gray box. Additionally, Mr. Powell asked if this information would also be made available through the user friendly version on Caddo's web site? The superintendent added that this is one of the things being looked at in working with principals, aligning the board's objectives, goals, targets so that everyone understands their responsibility in the accomplishment of them from the administrator down to the custodians. This type of alignment allows for the district to be forward looking and focused in accomplishing the board's goals and objectives. Staff has a timeline in place for sharing this information throughout the district and community. Mr. Powell asked that the superintendent provide an assessment of those objectives that are still in progress and how staff will be working toward accomplishing them.

### **UNFINISHED BUSINESS**

Mr. Thibodeaux inquired of the superintendent if there was any on-the-clock time in the school calendar to allow teachers to prepare their rooms and do necessary paperwork for the first day of school. The superintendent answered in the affirmative and staff confirmed that on Thursday and Friday the mornings are designated for inservice, but the afternoon is allotted for the teacher to prepare the classroom. Mr. Thibodeaux also asked if it could be possible to include in employees' paychecks or in something sent out in August or September some type of information on privacy for our employees, i.e. sales representatives or political campaigns, employees can sign something to say they do not want their name or address given out. The superintendent stated that we have that opportunity in place for all employees to sign something indicating they do not want their information given out. Mrs. Armstrong also asked if in that same light, we could stop the practice of using employee's social security numbers. The superintendent stated that the district has ceased the practice of using social security numbers.

### **NEW BUSINESS**

The president announced that he would be calling a special called meeting of the Caddo Parish School Board for Tuesday, July 30<sup>th</sup> at 4:30 p.m. for the purpose of action regarding personnel recommendations to fill some vacancies before school begins. Mrs. Armstrong also requested that an executive session be placed on the agenda for a personnel matter. The president stated that he would discuss this matter with Mrs. Armstrong as to proper notification of personnel that might need to be notified. Dr. Hitchcock, for clarification, noted that we cannot say in an open meeting what the meeting is about naming individuals by name.

### **ANNOUNCEMENTS AND REQUESTS**

Mr. Guin announced that Mr. Burton's latest book "*The Blacker the Berry ... A Black History of Shreveport*" is now available for those who are interested in obtaining a copy.

Mr. Powell asked that the superintendent to provide a schedule and outline to be used to assess the needs at North Caddo Magnet High School. He added that the board last month asked that this process be initiated by the end of July and he would like for this information to be shared with the board so that board members could inturn share it with others.

Mr. Powell also asked the superintendent and staff what the timeframe is to make mailout materials available on the web site and that a report be provided to the board.

Mr. Powell requested that the staff put together information informing Caddo's employees of the benefit they experience not only from salary, but the value of the benefits offered to them, and asked staff to include when was the last time this information was prepared for our employees.

Mr. Mims requested that the superintendent and staff seek a legal opinion of supervisors in the Attendance Department going into homes and checking people's closets and are we within the law if and when this is being done? Mr. Mims also requested that this practice cease until we receive the legal opinon.



Mrs. Hardy announced that today is her 47<sup>th</sup> wedding anniversary.

Mrs. Wright asked that staff provide her a procedure for furnishing lunches for students who do not have money to pay for their lunches. Mr. Festavan and Ms. Solomon have followed up on that request. Mr. Festavan stated that two steps have taken place in addressing this matter – (1) he reviewed with the Child Nutrition Program staff the laws that govern the serving of school lunches and there is no provision to provide lunches for students on credit. (2) The cluster directors have been asked to work with the principals in their areas to determine a method where children would be able to obtain a lunch when they forgot their lunch money and possibly provide a way where the parents could reimburse the school. This is believed to be an administrative procedure and in some schools, the PTAs become involved and he believes that there will be something in place by the beginning of this school year to address this matter.

Mr. Powell asked the superintendent and staff to provide the board with an analysis of the “whistleblower” policy. He also asked if in looking at this could the staff look at some timelines to adjudicating this in a timely fashion or if it needs to be streamlined in any fashion. The superintendent stated that the board attorney has prepared something for the board to peruse and will be sending it to them.

Mrs. Armstrong asked, in regard to the school lunches, that a request be made to give those students who forgot their lunch money a hot lunch just like the other students are having that day. Mr. Festavan said that he and his staff will follow up on this request.

#### **EXECUTIVE SESSION**

*Mr. Powell moved, seconded by Mr. Burton, that the Caddo Parish School Board go into executive session for 20 minutes for the purpose of hearing a student appeal hearing. Motion carried with Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Powell, Milam, Wright and Armstrong supporting. Dr. Hitchcock and Mr. Brooks were absent for the vote.*

**Recess.** The president called for a five minute recess at approximately 6:33 p.m. and the board reconvened at approximately 6:40 p.m. in executive session.

The board went back into open session at approximately 7:00 p.m. *A motion was made by Mr. Milam, seconded by Mrs. Wright, that the Caddo Parish School Board uphold recommendation of staff that the expulsion to Hamilton Terrace Learning Center be upheld until Corey Clay’s expulsion time is completed on May 21, 2003. Motion carried unanimously.*

**Adjournment.** *A motion was made by Dr. Hitchcock, seconded by Mr. Powell, for adjournment. Motion carried unanimously and the meeting adjourned at approximately 7:10 p.m.*

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Robert E. Schiller, Secretary

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Phillip R. Guin, President

**July 30, 2002**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at 4:30 p.m. on Tuesday, July 30, 2002, with President Phillip R. Guin presiding and the following board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda J. Wright. Also present were Robert E. Schiller, secretary, and Reginald Abrams, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance.

President Guin stated that the purpose of the special meeting is for the board to consider and/or act on: (1) personnel recommendations, (2) discuss the 2002 school board elections, (3) discuss Superintendent Transition and possible executive session, (4) take any action required as a result of the agenda item regarding Superintendent Transition, and the appointment of an acting/interim superintendent (with an executive session if needed).

### **VISITORS**

Bob Brown, 1509 Cambridge, President of the Caddo Parish Commission, addressed the Caddo Parish School Board, on how the Parish Commission and the School Board together might address the problem with regard to upcoming elections. Mr. Brown stated that the parish commission has rules and laws on how they can pass ordinances and as they understand it, the school board passed their resolution regarding reapportionment on February 12<sup>th</sup> and he learned today that it may have been earlier. He stated that as of this date, the parish commission has never received that resolution. However, taking the date of the 12<sup>th</sup>, the parish commission moved forward to approve the precincts and did that on the commission's first meeting following the 12<sup>th</sup>, which was February 21<sup>st</sup>. Following that day, there was a two week mandatory layover and they voted on it March 7<sup>th</sup>, which missed the March 1<sup>st</sup> deadline with the state. The commission could not have done it earlier than that time because of laws and bylaws relating to remapping. The commission was not aware of a March 1 deadline, but was aware of a 60 day before filing date that had to be done with the Justice Department. He stated that a letter has been received from the state approving the precincts as changed by the school board and as changed by the parish commission. The commission understands that the Justice Department is moving forward with approving the school board and parish commission's new districts. The only thing that is not in place is an arbitrary deadline by the state of March 1<sup>st</sup>, this law works straight 90% of the time. For nine years it works, but on the 10<sup>th</sup> year when we have reapportionment, there's some difficulty. Mr. Brown encouraged the Caddo Parish School Board to move forward with the parish commission in joint resolution in asking for approval from the district judge as the law says to go forward and approve the precincts as done that will negate any March 1 deadline and allow the election to take place as scheduled.

### **PERSONNEL RECOMMENDATIONS**

*A motion was made by Mr. Burton, seconded by Mr. Powell, that the personnel recommendations be approved as recommended by staff and submitted in the mailout. Motion carried unanimously.*

The superintendent asked John Dilworth, chief operating officer, to introduce the approved personnel appointments. Personnel appointments approved included (1) Dr. Joanne Hood as Interim Principal at Barret Elementary School, (2) Robert Franklin as Assistant Principal of Caddo's Accelerated Transition Program (CAPT), (3) Carla Mason for Instructional Coordinator at Newton Smith Elementary School, (4) Beverly Bridges as Librarian at Atkins Elementary School, (5) Verdis Pruitt as Administrative Assistant at Southwood High School and Ken Ivey as Head Football Coach at Captain Shreve High School. These employees will receive the appropriate salary as reflected by the CPSB salary and/or supplement schedule applicable to the position to which they are appointed.

### **2002 SCHOOL BOARD ELECTIONS**

President Guin stated that on Wednesday, July 24<sup>th</sup> he was notified that there was a possible problem with the October school board elections. He further stated that at that time he contacted the board attorney to look into this. Mr. Abrams has attended one meeting regarding this matter.

The commission, mayor and maybe some city council members were in attendance, and Mr. Abrams has also been in contact with Ernie Roberson. Mr. Guin expressed appreciation to Mr. Brown for his comments and that he personally concurred that the board is not here tonight to place blame, but had calls from school board members to place this on tonight's agenda because of the appearance of this situation to the public that the school board made a big mistake. He stated that the school board, as also stated by Mr. Brown, was not aware of a March 1 deadline either. He added that he hoped tonight this situation will be clarified and the board will be able to find out recommendations as to where the board might go from here. Mr. Guin asked Mr. Gary Joiner to address the board relative to this matter.

Mr. Joiner stated that the problem in question has to do with the March 1 deadline imposed by the state. The state put this window of precinct creation from September to March 1 into play in 1998 in preparation for the 2000 census. The idea was that once the census information came out precincts would be created for parish governing authorities whether or not it's police juries, commissions, councils. At that point, reapportionment could be done. He stated that every third decade, because elections are staggered, school boards run before parish governing authorities and this is the case this year. He further added that the school board has done absolutely nothing wrong, and the process would have gone on as scheduled. One must look at how many plans were created, what the plans do and if a body is hurried through the process, the Justice Department would be asking him if there was pressure in choosing one plan over the other, so to him Federal Law takes precedence over state law. Mr. Joiner stated that in talking with Mr. Guin, he understands that the Caddo Parish School Board has not received notification of approval by the Department of Justice; and he, upon notifying them, received a faxed copy of that notification of approval as of June 17<sup>th</sup>. Mr. Joiner explained that when the packet is sent to the Federal Government, they look at all the information, including the precincts. He stated that he understands that the commission is going to be approved on the 13<sup>th</sup>, and there are no problems with the Justice Department with that. Qualifying for elections is on the 21<sup>st</sup> and in talking with Mr. Roberson, he has 12 days to walk voters over. Last Wednesday, July 25<sup>th</sup>, he received an opinion from the state, from the Attorney General's office, on precincts. The House of Representatives is not going the traditional route to have their plan pre-cleared by the Department of Justice, and we understand that the Department of Justice is going to raise objections on their plan and they have decided to go to the U S District Court in the District of Columbia. As part of that system, they are taking a very conservative approach relative to precincts as they do not want to be attacked from a different direction, thus the Attorney General's opinion. He further added that the Attorney General's opinion also allows (on the 3<sup>rd</sup> page of the opinion, last whole paragraph in Section 2) that any parish can seek Judicial relief to determine precincts that are viable for elections. The commission has a letter from the State of Louisiana stating that every precinct requested, in both the school board's and commission's plan, is fine – there are no line segments that are corrupt, there's nothing wrong with them. Therefore, his recommendation is that the school board and the commission make a joint effort and seek Judicial relief in Caddo Parish. The opinion allows, after much discussion with the State, that a viable court of jurisdiction is in each parish and if Judicial relief is sought (and he can't tell the board that they would get it), he believes that it would be granted; then, the Secretary of State's office, Commissioner of Elections, and on down the line will say that it is a viable alternative to precincts. He reiterated that the opinion has nothing to do with the reapportionment plan. It's only in the building blocks, the precincts. Mr. Joiner added that one thing it does not say, and he believes that it is very important and there's nothing wrong in asking for it, and that is when you are asking for precincts, you should request that the polling places identified in the submission to the Department of Justice for their review be added on. The reason is that there has been some confusion, which was answered in the Commission's submission, to identify polling places. There were a lot of precincts consolidated in 98 and 99 to prepare for this round and the polling places that are being asked for make much more sense than the interims. He added that if a joint response is asked for seeking Judicial relief, it makes a lot of sense. It is understood that once the application is made, a judge will very likely render an opinion ex parte, meaning that there is no hearing, there should be no cost, it should simply be asking and receiving this. He added that if all this takes place, the school board election should be able to be held in October. He stated that the City of Shreveport is excluded from this opinion because it does not create precincts, although it runs at the same time, and its boundaries cut precincts. They are more of a lock out rather than a creation.

CPSB Attorney Reginald Abrams addressed the Board regarding his being contacted by the president of the school board to look into this issue regarding the possibility of the school board

elections not going forward in the fall as a result of the Attorney General's opinion, Opinion 02196. Mr. Abrams stated, that as a result, he has met with Mr. Hanna and several others while a telephone conference took place as to what could be done to remedy the situation. After looking at the Attorney General's opinion and meeting with Ernie Roberson, he stated that Mr. Roberson stated that the Department of Elections is treating the March 1 deadline as if it were etched in stone and they were not going to allow the elections to go forward unless there was some type of Judicial ruling indicating that the precincts were validly split. The Attorney General's opinion is very clear in that it says the deadline was missed, the Ordinance passed by the Commission occurred 6 days later, however, election codes are strictly construed. Thus Mr. Abrams said that he could not tell the board that the court would rule in Caddo's favor. However, he said, in this particular situation where you have an ordinance that was passed very close to the time of that particular window, and this date was established so that all procedures could take place (pre clearance by the Department of Justice as well as all the state entities), and that all the approvals have come to pass and if we had been within that window, everything would have been o.k., and this is a good argument to the court. He does not know that it won't cost something to move forward, because it will cost something to file a law suit. The action will have to be filed, asking for a status conference and trying to get on the court's docket as soon as possible, after explaining the expediency of the matter. He understands that it is the intent that the parish go forward also and doing a joint petition with the school board, and possibly with the City of Shreveport joining in with the petition because of the issues involving polling places. Mr. Abrams understands that it is in the best interest for all the bodies to get together and try to resolve the issue, because even though the city council can go forward, there will be difficulty using the interim polling places which would not have taken place if this is not resolved in a timely manner. The Attorney General has indicted that there is no remedy except for the possibility of going to the court to have these precincts validated.

Mr. Brooks asked Mr. Joiner whose fault is it that we are in this situation? Mr. Joiner answered *no one's*. Mr. Joiner said it's a matter of time. He said the school board examined approximately 23 plans and chose Plan 20. The commission met and picked a higher number – 23 out of 26 plans. Mr. Joiner said it is paramount that all public concerns are addressed. A body can look at as many plans as they wish, and in the State of Louisiana the parish governing authority, and in this case the Caddo Parish Commission, is the only body that can create precincts, although every precinct created works equally well for both. The parish commission submitted them, but because the date that they picked their plan, they are required by Home Rule Charter that once an ordinance is introduced, it must lay over for two weeks, they must have a public hearing, and then they can vote on it. It was physically impossible by the calendar and also limited by the rules of the Home Rule Charter, that this does not reflect a problem of life and limb, it specifically excludes remapping or redistricting for the purpose of calling an emergency meeting, therefore it was simply a calendar item that could not have been helped. Mr. Brooks asked Mr. Joiner what his recommended course of action would be at this point. Mr. Joiner answered that he agreed totally with Mr. Brown and Mr. Abrams that the board and commission enter into a joint effort and file what needs to be filed and move forward. He appreciated Mr. Abrams cautiousness in moving forward, but has a difficult time seeing an adverse affect from the local Jurisdiction, and the board should remember that we are not seeking an adversarial action, but Judicial relief. The board has the document that says that the presented reapportionment plan is fine, it has passed the highest level of scrutiny in the country short of going to the U.S. Supreme Court. Thus, he encouraged the board with all expediency to join with the commission, write up the documents along with the commission and submit it and get it on the docket, and the sooner the better.

*A motion was made by Mr. Burton, seconded by Mr. Brooks, that the Caddo Parish School Board authorize the Board Attorney to proceed with whatever legal action is necessary to seek court approval of the precincts and polling places as adopted by the Caddo Parish Commission in Ordinance 3983 of 2002 and as reflected in the resolution of the Caddo Parish School Board dated April 11, 2002.*

Mrs. Armstrong asked what guarantee does the Caddo Parish School Board have that the commission is prepared to immediately pursue this action. Mr. Brown stated that Danny Malone, parish attorney, has been working on this with Mr. Abrams, and guaranteed that the commission is ready to move probably sooner than the Caddo Parish School Board. Mrs. Pugh asked if this effort will be shared in terms of cost, and will the consultant participate in these costs also? Mr. Joiner stated that for his part, the consultant's work has been done, and in

anticipation of this, he duplicated the submission from the school board and commission. Mrs. Pugh stated that Mr. Joiner was employed to guide the board through, and knowing that you were coordinating with the Parish at the same time, believes that the dollar amount invested in the consultant reflected that the consultant would be cautious with legal matters as well. So, at this point, Mrs. Pugh inquired of Mr. Joiner, if he did not feel obligated, if this matter goes to court, to assist in this matter. Mr. Joiner said that he would assist. Mrs. Pugh asked if he would be assisting with the cost? Mr. Joiner responded that he would not be charging the board anything else. Mrs. Pugh stated that the board did not get the consultant information in a timely manner, and we missed the deadline. Mr. Joiner responded that the school board did not miss the deadline. Mrs. Pugh stated that the president of the board said they never were in receipt of information from the school board. Mr. Joiner said that Mr. Brown did indicate that, but he did let them (Parish Commission) know that the Caddo Parish School Board had passed a plan. Mr. Joiner shared that it was not up to him to handle the internal office affairs, he only creates plans, he does not act as office staff. Mrs. Pugh asked that as consultant for this proposal, who was responsible for monitoring with the superintendent (the school board's day to day administrator), for making the school board aware that this had not been completed in a timely fashion. Mrs. Pugh said that the records will reflect that in previous years the board did not employ a consultant for this matter. Mr. Joiner responded that he did this same project last time. Mrs. Pugh said that it was shared, we were congruent with the parish. Mrs. Pugh again asked Mr. Joiner if he would be a part of this legal process in terms of cost? Mr. Joiner asked if she was asking if he was going to pay for the school board's legal cost and that he was not going to answer that question, because the only cost involved in completing this would be filing fees; there would be no trial, no extensive length of time. Mr. Joiner asked Mr. Abrams if he knew what the cost would be?

Mr. Abrams addressed Mrs. Pugh's concern about shared cost for addressing this issue and that no discussion had taken place regarding the sharing of costs. He stated that he had assumed that the parish commission would take care of their own attorney fees and that the school board would take care of theirs. He said there has been no discussion between Danny Malone and himself regarding the attorney fee arrangement. Mr. Guin asked for clarification in does that mean the commission would be filing a motion on their behalf and the school board would file on its behalf? Mr. Abrams said that he understands from his conversations with Mr. Malone that the Commission will do the line share of the work in preparing the documentation because they have already done a lot of the work and the school board would be going along with them. Thus, Mr. Abrams said he didn't think that the school board's expense would be like the Commission's. He said he had not seen the documentation. As far as the trial and if there will be a trial, that decision will be up to the judge. He expects that if it's based on affidavits and an agreement of the parties, it would not be a long drawn out matter. The time that may be involved is if the court requires testimony by Mr. Joiner or maybe Ernie Roberson which would take some trial time, but if it is done by affidavit, it can be done ahead of time. He and Mr. Malone would work together so as not to duplicate work and try to save time and cost in this process. Regarding the shared fee, the school board and the commission will file the law suit and any cost for filing will be borne by each entity.

Mr. Powell stated that he felt it very important to have the record clear that this board did operate in a timely fashion. He said that statements were made by a speaker for the commission and Mr. Joiner regarding dates, and he read from the minutes of the CPSB meeting on January 8<sup>th</sup> where Mr. Joiner reported information on the population changes in Caddo Parish and the fact that Plan 20 cuts four precincts and the Caddo Parish Commission would go along with whatever cuts the school board makes and would try to consolidate in two years to reduce costs. Mr. Powell also read from the minutes of the January 22 meeting where the CPSB adopted the Plan, not in February as stated previously by speakers in this meeting. He reiterated that the board took care of this issue in January and throughout the process the board repeatedly asked if we were on time in being ready for the election; and it was his desire that the public know that the Caddo Parish School Board acted diligently in taking steps that it needed to and in fact, adopted a plan in January, and this was after it was discussed at a work session on January 8<sup>th</sup>. He also stated that there were tapes to back up what the minutes reflect. Mr. Powell asked when did someone, either Mr. Joiner or the parish commission, realize there was a problem. If it is something with the March 1<sup>st</sup> date, last week is the first time that the Caddo Parish School Board was aware of that deadline. It is less than 30 days from qualifying and the board learns there is a problem with the way it was done. He also wants it clarified that if this issue goes to court, he wants the judge to realize that the Caddo Parish School Board dealt with this matter in January and that we were

moving along in our time plan as the consultant told us to do. Mr. Joiner responded that Mr. Powell was correct and that the Caddo Parish School Board did absolutely nothing wrong. Yes, the four precincts were discussed and yes, it was discussed with the parish commission and they agreed to do it. He further stated that when you have such a change in growth, particularly in the south part of the parish, whatever helps you, helps them. They have the same number of commissioners as the school board has. He asked the board to remember that they cannot create precincts, they (parish commission) are going to create them for the Caddo Parish School Board and for themselves. In talking with someone in the Commissioner of Elections office and in talking with a clerk in the House of Representatives, he was asked why didn't they create the precincts in September and he explained that if the school board or parish commission had created precincts in September, they would have locked themselves in to using only those precincts. Mr. Joiner said the key is that the school board examined over 20 plans, some create precincts, some don't, and some are minute changes, but until the school board picked a plan, the commission had to look at their options in addition to the school board's option. The plan has been passed by Justice and it meets all the racial, ethnic and population criteria; but a plan is a plan and precincts are precincts, and precincts have to be set up and the polling places have to be set up as well. Mr. Powell said that his question is when did Mr. Joiner or the commission realize that the March 1 deadline was missed. Mr. Joiner said that he received a copy of the Attorney General's opinion when the school board received it. Mr. Powell asked if no one realized that the March 1 deadline had been missed until that time? Mr. Joiner said yes, it was just whether or not the state was going to enforce it, because the State had been talking about because the census information had come out late, they may not enforce it, but now they are. The opinion was brought about from some registrars of voters in South Louisiana, not anyone locally, and they did have a viable concern. Right now there are four sets of precincts and no one knows which set will be used. He also added that the Attorney General's opinion is now out and it's pretty conservative. The Secretary of State's office is asking for clarification on it, because they feel it should have been worded differently and there should be a standard form of relief. They have requested that. The Attorney General has as long as they want to do that. The Commissioner of Elections office is asking for the same thing, so it's not simply a Caddo problem, but one in over half the parishes in the state. The projects are extraordinarily complex and no one knew that the state would hold them in violate. Mr. Powell stated that he understands that the school board has no power to split precincts, that is reserved statutorily for the police juries (or in this case parish commission); and if this suit is somehow seeking to confirm those precinct lines, and that is something that's in the parish commission's jurisdiction, he is concerned if the school board is even responsible for that when the school board adopted its plan on January 22<sup>nd</sup>. Mr. Powell asked, relative to the motion, if the Caddo Parish School Board were to join and have some expense because we have board counsel acting on the board's behalf to make sure we are properly joined, are we anticipating in this motion that there would be any sharing of legal expenses beyond that? Mr. Brown answered that the anticipated cost is less than \$1,000, and secondly, the parish commission does not have a problem because they do not have elections until next year. Therefore, the commission believes it should be done together. Mr. Powell asked Mr. Burton as the maker of the motion if it was his intent that our responsibility for attorney fees would be limited to our own attorney, and that we would not pay if the parish commission decided to contract with an attorney to conduct this law suit, the Caddo Parish School Board would not be taking on any of those legal fees, that the board has its own attorney that can represent our interest in that matter. Mr. Burton answered *yes*, as did Mr. Abrams.

Mr. Milam asked Mr. Joiner to elaborate on his statement that the Attorney General or the state may not enforce the law. Mr. Joiner said that wasn't correct, that wasn't what he said. He said the Attorney General's opinion reflects that they are going to enforce the precinct portion and that is all they are addressing right now. The Commissioner of Elections office is concerned about having a set of precincts that meet their own rigorous set of standards. Ours passed state and federal scrutiny and we don't have a problem with the exception of time. They are really working on trying to make sure that precincts are viable in parishes where they have done things like split census blocks, which the state is abrogating back to the Census Bureau, and if the Census Bureau likes it, they (Commissioner of Elections) like it. They will hold to the law, but they are also giving parishes such as Caddo a way to answer the time question and that is to go to a court of competent jurisdiction. Mr. Milam stated further that no one seems to know about the March 1 deadline and asked if this was a secret law the state had and the Attorney General is now notifying us about it. Mr. Joiner said the law was enacted as part of a continuing statute (RS18:513, the reapportionment statute), and it has changed mid decade getting ready for a census. It sets the windows and the windows are fine. The problem is that the Census Bureau

must get their data out in an electronic format for people to use and they, because of technical problems, were slow in getting this out and it delayed the process. You do not want to hurry up reapportionment. If the board were split in a plan along racial lines and the minority members of the board were adamantly opposed to a plan that white members wanted, and the Department of Justice Voting Section, Civil Rights Division contact them and learns they were forced into approving a plan they did not have time to look at in order to meet a deadline. If this happened, the Department of Justice would say, we don't care. They want to make sure that everyone's rights are taken care of, thus you do not hurry the process. Mr. Milam asked for clarification on the fact that the Justice Department wouldn't care about a deadline, so does this pass over to the school board or parish commission or to you (Mr. Joiner) in that we don't care about the state deadline. Mr. Joiner said no, because federal law supercedes state law anytime. Mr. Milam asked Mr. Joiner if he knew about the March 1<sup>st</sup> date at all? Mr. Joiner said that we worked on that premise in 1998 when creating precincts and that was the last time he's aware of working on that. Mr. Milam asked if there wasn't anything in print that we had to do something by March 1<sup>st</sup>? Mr. Joiner said it was one of those things that fell by the way side, because the Secretary of State never came out with anything on it, nor the Department of Elections, nor was the Attorney General asked for an opinion. The School Board Association, to his knowledge, did not send anything. Mr. Milam said that in the January 8<sup>th</sup> minutes of the Caddo Parish School Board it was noted that Mr. Joiner said that if the proposal is submitted by March 1<sup>st</sup>, the Department of Justice has 60 days to review it. Mr. Joiner said he had looked at March 1<sup>st</sup> in conversation with Registrar of Voters to be able to get it in and have the 60 days and get the walk over, so March 1<sup>st</sup> is not a complete surprise, but was discussed as a reasonable cut off date. Mr. Milam said the school board looked at all the plans submitted and came up with one that the majority agreed on and asked who was responsible for taking that piece of paper that the school board approved down to the court house. Mr. Joiner said it was sent Federal Express to the Federal Government. *Mr. Burton called for the question to end debate. The motion was seconded by Mr. Brooks and carried with Mr. Milam opposed. Board members supporting the motion were Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Wright, Armstrong and Dr. Hitchcock.*

*Vote on the main motion carried with Board members Thibodeaux and Milam opposed. Board members supporting the motion included Guin, Hardy, Burton, Pugh, Mims, Brooks, Powell, Wright, Armstrong and Dr. Hitchcock.*

## **PERSONNEL MATTER – SUPERINTENDENT TRANSITION**

President Guin stated that there is a motion on the motion sheet that references a letter dated July 30<sup>th</sup>, a revised letter as of this afternoon from the superintendent and shared with the board members a copy of this letter. Mr. Guin expressed on behalf of the Board congratulations to Dr. Schiller for his appointment as the state superintendent for the State of Illinois, that the board is proud for him. He said Caddo Parish should be very excited as well as take it as an extreme compliment that the State of Illinois came to not only the State of Louisiana, but to Caddo Parish to get their state superintendent.

Dr. Hitchcock asked if we were actually on agenda item 8. Mr. Guin explained that items 7 and 8 are there for the purpose if the board needs to discuss under item 7 and a possible executive session is there only if the board went into discussing items that cannot be discussed in open session. He further stated that if there is no discussion in item 7, he would entertain a motion in item 8. *Dr. Hitchcock moved, seconded by Mr. Brooks, to accept Dr. Robert Schiller's July 30<sup>th</sup> letter of resignation and the conditions set forth in that letter.* Mr. Brooks expressed his appreciation to Dr. Schiller in that during his tenure in Caddo Parish, he had done an outstanding job and wherever he goes, wishes he and his family the best and that he will be coming to play golf with him in Chicago.

Mr. Thibodeaux asked if the provisions in the letter are congruent with the contract. Mr. Guin answered *yes they are*. Mr. Guin asked Mr. Abrams to respond to the questions. Mr. Abrams stated that as far as the contract is concerned, the contract provides that the superintendent would be entitled to vacation days, and it also requires that at the end of this school year he would be entitled to an evaluation and at that point in time, he would be entitled to a bonus. The superintendent is requesting that he receive his vacation time as well as other sick time, as well as convert that bonus time over into leave time, instead of taking a pay out as he leaves initially that he would be paid out over time. He further stated that relative to the consideration of the sick time, he has agreed to return on as needed basis and assist the Caddo Parish School Board in

helping out in the interim with the acting superintendent and to help out with any pending and future legal matters of which he has special knowledge, and will do so at no expense to the board other than his travel expenses. Based upon the contract itself, the contract would not have provided him with the actual sick leave expenses; however, he is going to agree to come back and spend whatever time is necessary to help in the interim period with any pending litigation and be a consultant for us. Mr. Thibodeaux asked if all this would pass legal muster? Mr. Abrams said this board can agree to accept these particular terms and there would not be any problem; however, saying that his contract provided that he receive that sick leave time, it does not, in his opinion. Mr. Thibodeaux asked was the board allowed to make those changes if they chose to do so? Mr. Abrams answered in the affirmative.

Mr. Mims stated that the contract for the superintendent's extension he was working under, the board has not voted on it, and he said he has not received the information that the board voted on this. He added that the board cannot act in executive session, and the correspondence he received said that we acted in executive session and he knows that is not acting according to Louisiana law that we are acting in executive session on anything. Therefore, in his opinion, the current contract that he is working on is not a valid contract, so he does not feel that this board is obligated to pay anything other than through the present day or when his resignation is accepted. Mr. Guin read from the minutes of the Caddo Parish School Board meeting of September 18, 2001, the action taken by the board in open session relative to the superintendent's evaluation and contract. Mr. Mims stated that night the board agreed to some language in his contract but because of the lateness of the hour, the board would come back to take any action. Mr. Mims requested to hear the tapes from this, because the board never voted on this.

Mrs. Pugh stated that the language of this contract indicates by mutual agreement with the board. She made a *substitute motion, seconded by Mr. Mims, recommending that the board move expeditiously and grant the superintendent's termination as of this date, because he has publicly acknowledged a new contract, and she cannot support him holding two contracts. Therefore, she believes there should be a termination at this meeting or a termination of the relationship the Caddo Parish School Board has with the current superintendent as of this date.* Discussion ensued as to the actual date the superintendent is tendering his resignation and Mr. Guin confirmed that the motion that is on the floor has the superintendent tendering his resignation as superintendent of schools, effective close of day on August 2, 2002. It reflects him taking leave, vacation time, and in lieu of the \$15,000 performance bonus, he will take vacation time. He is resigning as superintendent, but has agreed to be available during the transition and for possible assistance relative to legal and other matters at no cost, with the exception of travel expenses. Mrs. Pugh asked the board president who made the decision that this type of arrangement is necessary and what impact will this have. Mr. Guin stated that as he understands it, the board has a letter of resignation with an "if" on it from the superintendent. After reviewing the conditions in the July 30<sup>th</sup> letter, Mrs. Pugh withdrew her substitute motion. Mr. Guin stated that the board can either approve or deny this letter. If the board denies this letter, the board cannot vote to terminate the contract at this time, because the contract calls for termination by mutual consent of both parties. Mr. Abrams stated that is correct. Mr. Milam called for a point of order and asked if the board was getting into a level of the discussion talking about termination, a personnel matter, and this might go into the category of an executive session and asked the board president to check with the board attorney about this. Mr. Guin stated that he had asked Mr. Abrams before the meeting that if in addressing this agenda item the discussion got to a point where it should go into executive session, to stop the board so that could take place and he has not done so. Mr. Abrams said that unless the board is discussing the superintendent's professional character or abilities, then the board does not need to go into executive session. Mr. Guin further stated that he was not suggesting that we terminate; the contract provisions are not for the board to do what was recommended by Mrs. Pugh. Mr. Abrams stated that the contract only provides for termination under the circumstance of mutual agreement, which is what this would be if the superintendent submits his resignation based upon what is in the letter, and the board accepts it; or there would have to be a termination of cause of which he would have to have a hearing and due notice, which we would not have given him for tonight. The only other thing would be if the superintendent changed his letter of resignation to something that would be agreeable by this board also and would be by mutual consent. Mr. Milam stated that the superintendent is our employee and he has the same rights as all the other employees. Mr. Guin stated that the board is not discussing the superintendent personally, but what the contract allows, for an amenable agreement by the board and Dr. Schiller or termination for cause.



Mr. Burton stated that he desires that the superintendent to get whatever is deserved and asked about the amount of money that is being discussed. Mr. Guin stated that he does not know the amount of money being talked about, but he is aware that the sick time is guaranteed under the contract, a bonus (and the board has to be very careful how that is discussed, because it is a performance based bonus) up to \$15,000. Mr. Burton stated that in being good stewards of taxpayers money, taxpayers should have a right to know and needs to see some details. Mr. Abrams responded that he had contacted Mr. Festavan today to get an idea of the per diem for the superintendent, and it totals about \$480 a day. The vacation days, from what he understands, total 37 that he would be entitled to based upon the contract. If the board takes the \$15,000 and divides the \$480 into that, it comes out to be about 31.2 days of time. The sick days total 34, but in order for you to be able to take sick days, you need to be sick; therefore, if the board approves this, the superintendent is actually going to come back here and perform for this board as needed throughout our litigation and the transition. The dollar amount would be paid out from the regular payroll.

*Mr. Brooks called for the question to end debate. Mrs. Armstrong seconded the motion, and the motion carried with Board members Guin and Powell opposed. Mr. Mims abstained. Board members supporting the motion were Hardy, Burton, Thibodeaux, Pugh, Brooks, Milam, Wright, Armstrong and Dr. Hitchcock.*

*Vote on the main motion carried with Board member Mims opposed and Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Brooks, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supporting the motion.*

#### **APPOINTMENT OF ACTING OR INTERIM SUPERINTENDENT**

*Mr. Thibodeaux moved, seconded by Mrs. Armstrong, that the Caddo Parish School Board appoint Ron Festavan as interim superintendent effective the close of business August 2, 2002 and that the compensation for that position will be \$100,000. Mr. Thibodeaux stated that we have a couple of staff that can fill the position and the board needs to take advantage of that and we need to pay that person at a rate a little higher than what they are making now. Mrs. Armstrong stated that Mr. Festavan is very well qualified, with experience in both classified and certified staffs and believes he will serve well in the interim period.*

*Mrs. Pugh asked that the board consider that the base pay for the acting superintendent be the same as the base pay of the current superintendent, and asked what the base pay is. Mr. Guin answered \$125,000. Mrs. Pugh offered an amendment to the main motion to pay the interim superintendent the base salary of \$125,000 in that we will not replace him. Mr. Powell seconded the motion. The motion carried with Board members Thibodeaux and Milam opposed. Board members supporting the amendment included Guin, Hardy, Burton, Pugh, Mims, Brooks, Powell, Wright, Armstrong, and Dr. Hitchcock.*

*Mrs. Wright inquired if the interim superintendent would be able to be considered for the permanent position. Mr. Guin stated that this is not relative to the motion on the floor, but asked Mr. Thibodeaux if that was the intent in his motion. Mr. Thibodeaux stated that his intent was not that the interim would not be able to be in the running for it permanently if he so chooses. Mrs. Pugh stated in reference to the interim being considered for the permanent position, that the board is the one that makes that determination.*

*Vote on the main motion as amended carried with Board member Mims opposed and Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Brooks, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supporting the motion.*

The board extended congratulations to Mr. Festavan. Mr. Guin stated that in conversations with Mr. Festavan and Dr. Schiller, he would like to request the board's consideration of postponing the August 6<sup>th</sup> meeting to August 13<sup>th</sup> to allow a little more time for the transition and for Mr. Festavan to prepare the agenda.

*Mr. Burton moved, seconded by Mr. Brooks, to suspend the rules for the purpose of adding an agenda item. Motion carried unanimously.*

*Mr. Burton moved, seconded by Mrs. Armstrong, that the August Executive Committee meeting be held on August 13<sup>th</sup>. Mr. Powell requested that with the opening of school, traditionally there is necessity to make appointments; and if necessary, that the board president would call such a meeting if needed. Also, Mr. Powell asked for confirmation that this change would not change the regular meeting date in August. Mr. Guin answered that is correct. Dr. Hitchcock asked if the president would be calling a special board meeting on the 13<sup>th</sup>. Mr. Guin said that is possible in order to canvass the results from the election. Vote on the motion carried unanimously.*

**Adjournment.** *Mr. Burton moved, seconded by Mr. Powell, for adjournment. The motion carried unanimously and the meeting adjourned at approximately 6:10 p.m.*

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Robert E. Schiller, Ed.D., Secretary

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Phillip R. Guin, President

**August 13, 2002**

The **Executive Committee** of 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 Tuesday, August 13, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Milam gave the invocation and led in the Pledge of Allegiance.

## **PRESENTATIONS**

### **Intergovernmental Agreement Regarding Sale and/or Donation of Adjudicated Property.**

Interim Superintendent Ron Festavan introduced Mr. Jimmy Whittington with the Department of Public Works, Caddo Parish. Mr. Whittington stated that two years ago the Parish came to the Caddo Parish School Board regarding adjudicated property and at that time asked the board to join them in an endeavor to sell some of the adjudicated property in order to return it to the tax rolls. The school board did join with them and that program has proven to be very successful, with over 48 pieces of property being sold and returning over \$1 million worth of property to the tax rolls. Mr. Whittington explained to the board exactly what is adjudicated property. Mr. Whittington stated that his purpose in appearing before the board is to ask the board to consider at its meeting on August 20<sup>th</sup> joining with the Caddo Parish Commission and the Caddo Parish Sheriff's office in engaging a private company to assist in the collection of taxes on approximately 10,000 pieces of property. The company being considered, JER Revenue Services out of Connecticut, specializes in helping governments recoup money from delinquent property taxes. Mr. Whittington shared with the board several other cities that have used this company with much success. The agreement that has been worked out with JER Revenue Services is that they will be paid a flat fee of 15% of all they collect (and this will be tracked by the Sheriff's Department). Mr. Whittington said that in the over 10,000 pieces of adjudicated property in Caddo Parish, approximately \$12 million in taxes is owed on them. JER was provided with a copy of the adjudicated tax roll and after looking at the numbers, they (JER) have presented a proposal to the parish that during the first 12 months they anticipate being able to collect in excess of \$4 million of the \$12 million owed. The school board is the recipient of the vast majority of those funds. In trying to address this problem, they will look at (1) the sale of adjudicated property, which state law allows the parish to sell their interest in the property if it has been adjudicated in excess of three years; and secondly, make some kind of collection effort with those who may not know they have a tax problem and this company would assist in contacting those people. Mr. Whittington further added that just like the intergovernmental agreement signed enabling them to sell the property, it's going to require the concurrence of the taxing authorities that receive some of that revenue, because JER will be paid a percentage of that which is collected. What the parish is asking the school board to consider is an addendum to the Direct Servicing Agreement signed by the Parish and the Sheriff and JER Revenue Services whereby they concur that this company be engaged to collect these monies.

Mrs. Pugh asked Mr. Whittington if heirs of adjudicated property were notified at the time the process began that they were responsible for the taxes on that property, and can the heirs be taxed for that adjudicated property over the years? Mr. Whittington said *no*. He further stated that the Sheriff sends out the tax notice to the record owner. Mrs. Pugh asked who will be taxed for the property? Mr. Whittington said that the record owner will be taxed and that is determined by the tax assessor's office, and unless a deceased person's family files succession, that property owner will continue to be the record owner. Mr. Whittington stated that this is a tax on the property, not a tax on the individual. The tax stays with the property. Mrs. Pugh said it is her understanding that once the property has been adjudicated, it is no longer in their possession, that it belongs to the Sheriff. Mr. Whittington said that is not true, that the Parish does not take possession of the property, they don't exhibit any possession over the property, but only a tax interest in the property, and the taxes continue to accumulate from the date they were not paid.

Mr. Milam asked if the 15% to be paid to JER Revenue Services was all they would be paid or would they have office expenses, etc. added to that. Mr. Whittington said nothing will be added. They will be paid the 15% on what they collect and nothing else. The Sheriff will monitor that. Mr. Whittington added that when JER initiates their collection efforts, all letters sent out must be approved by the parish administration as well as the Sheriff. The money will be paid directly to the Sheriff's office, and all JER will be collecting is parish taxes, and not city taxes. He also said that the agreement entered into can be cancelled with 30 days notice without cause.

Mr. Brooks asked why we have to bring someone in to collect the money, was someone local not sought to do this? Mr. Whittington said an attempt was made by the parish to do that, but there was no one local that had the expertise this company has in collecting property taxes. He said this company will possibly locate here, open an office and hire some people locally. Mr. Brooks expressed concern that we don't have the kind of people locally that can do this.

**Design of Auxiliary Gym at J. S. Clark.** Mr. Festavan introduced Steve White, Director of Capital Projects and Construction, who introduced Mr. Mark Williamson, Somdal Associates, architect for the auxiliary gym at J. S. Clark Middle School. Mr. Williamson presented to the board floor plans and site drawings for the auxiliary gym at J. S. Clark Middle School stating that the proposal given to Somdal was to give J. S. Clark another room that would serve multi purposes, especially associated with physical education, designing the building as large as they could get it. The building designed is an auxiliary gym that has two half-court basketball courts, a full size volleyball court, a divider curtain so the gym can be divided, storage areas for sports equipment as well as chairs/tables (to be used for large assemblies). Mr. Williamson stated that the project is out for bid and about 9 or 10 contractors are looking at it. It will be bid with a base bid and three alternates so that the most can be received for the money allocated to the project. The alternates are (1) ceramic tile walls in the restroom, (2) the divider curtain in the gym, and (3) construct the walls in the gym of concrete block instead of the impact resistance chipboard. He also added that the building has been designed in such a way that the contractors will be able to go through and give an accurate price for the concrete walls in addition to the original walls proposed. The estimated cost of the base bid is \$350,000, and with alternates it will be approximately \$400,000. The structure is also designed so that an addition can be made in the future without a great deal of difficulty, if needed.

Mr. Milam inquired as to the storage on both sides of the gym and if there was a reason why those were not combined to one side? Mr. Williamson said that it is not more expensive to do it this way, but felt it needed to be designed this way to tie the buildings (old and new) together. Mr. Milam asked staff if they were aware of this design, and Mr. White answered in the affirmative and that he felt this was the best option.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE AUGUST 20, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the August 20, 2002 CPSB meeting and discussion followed as summarized.

**Consideration of CPSB Participation in Tobacco Settlement Litigation.** Mr. Festavan stated that staff does not have a recommendation in this item. Mr. Guin stated that information had been provided to board members and it was placed on the agenda for the board to determine whether or not it would become involved. Mr. Burton stated this is concerning the \$17 million allocated to parochial schools from the tobacco settlement and the LSBA got a stay (injunction) on this allocation of funds and is in the process of going to court and trying to get the funds to public schools. LSBA is asking Caddo, as well as school boards throughout the state, to go on record in support of the lawsuit as well as being a partner in the lawsuit against this tobacco law passed. Mr. Guin added that in talking with the LSBA office today, they had hoped it would go to the Supreme Court, but the diocese has filed something to stop that from happening, thus it will have to be litigated. As of this afternoon, 60% of the school boards had gone on record in support of and partnered in the lawsuit; and the majority of the ones who have not, have not because they have not had an opportunity to meet.

Mrs. Pugh asked if it was possible at this time to get an update or any information on the Pine Grove situation. Mr. Festavan reported that he had received today an update from Mr. Abrams and there is some movement on this matter, but we are not in a position to discuss it at this time.

Mr. Abrams concurred with Mr. Festavan's response and stated that the trial has been moved to February, but the court, as a result of the trial being moved from the original date in November, has suggested that the parties get together and try to resolve this matter. Mrs. Pugh stated that this is the third operational year this matter has been on the drawing board and feels some resolution needs to be made in this matter in order to give the school the structure planned for it.

Mrs. Wright asked if the Southern Hills construction project would be on the Construction Update and the superintendent answered *yes* it would be included.

#### **ADDITIONS TO THE AGENDA**

Mr. Burton requested a report from Mr. White on the 3% minority involvement in construction and why we virtually have no participation from minorities in the bids for construction. He also asked for a copy of the policies in place governing construction companies' utilization of minority contractors.

Mr. Burton announced that the Louisiana School Boards Association Regional meeting, which involves the parishes in the 5<sup>th</sup> District, will be held in Shreveport on September 6<sup>th</sup>. On September 5<sup>th</sup>, officials will visit different schools in Caddo, Bossier, Minden and Mansfield to view their programs and how they work. A meeting will be held with state officials to discuss pending important issues. On the 6<sup>th</sup>, the Executive Committee of LSBA will meet, possibly in Caddo's Board Room, and he invited Caddo Parish School Board members to attend that meeting at 9:30, and encouraged them to attend the tour on September 5<sup>th</sup>.

Ms. Wright requested that the Whistleblower Policy be placed on the agenda for the August 20<sup>th</sup> meeting.

Mr. Guin requested that an item concerning Mr. Whittington's presentation be added to the agenda as *An Addendum to the Direct Servicing Agreement*.

Mr. Guin stated that at the last meeting Mr. Thibodeaux asked if time was incorporated in the calendar to allow teachers opportunity to set up their classrooms during the day. He said staff reported that inservice time was scheduled during part of the day and time for room preparation also. Mr. Guin said that he has received numerous complaints that inservice was held the entire day and most of the second day not allowing the teachers time to get their classrooms ready and asked Mr. Dilworth to check into this matter.

Mr. Guin stated that Dr. Rozeman had indicated at the last meeting that he would be reporting back to the school board and today has provided written information for the board members' review prior to his verbal report at a later date.

Mr. Festavan reported that there was an emergency situation at Northwood High School and he needed to add to the agenda for the August 20<sup>th</sup> meeting approval of an informal bid to replace a cooling tower at that school. Also, he would like to add a classified employee termination appeal hearing to the Executive Session(s) portion of the agenda.

**Consent Agenda.** The president recommended that items 9-16 be categorized as the consent agenda. *A motion was made by Mr. Burton, seconded by Mrs. Armstrong, that the proposed agenda and consent agenda be adopted as submitted. Vote on the motion carried unanimously.*

The president presented the agenda to the public and invited input on the proposed agenda items.

Twyla Hines, CAE, addressed the fact that teachers were supposed to have an inservice on the new Personnel Evaluation Plan so that they would know new procedures, forms, etc. The schools have not received this information and asked if this was going to be addressed. The superintendent responded that someone would follow up, adding that he was unsure as to the timeline previously set up, but this matter would be addressed.

**Adjournment.** *Mr. Burton moved, seconded by Mrs. Armstrong, for adjournment at approximately 5:15 p.m. Vote on the motion carried unanimously.*



**August 20, 2002**

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 Tuesday, August 20, 2002, with First Vice President Willie D. Burton presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Eursla D. Hardy, Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were James R. Festavan, interim secretary, and Reginald Abrams, legal counsel. Mr. Phillip Guin and Dr. Miles Hitchcock were absent. Mrs. Hardy gave the invocation and led the Pledge of Allegiance.

Mr. Burton announced that Mr. Guin was out of town and that he would be presiding over today's meeting.

### **CONSIDERATION OF MINUTES OF THE JULY 23, 2002, JULY 30, 2002, AND AUGUST 13, 2002 CPSB MEETINGS**

*Mr. Thibodeaux moved, seconded by Mr. Powell, adoption of the minutes of the July 23, 2002, July 30, 2002 and August 13, 2002 CPSB meetings as presented by staff. Motion carried unanimously.*

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

The president reviewed the proposed consent agenda and the following revisions were made: (1) *Postpone until September Agenda Item 10.C.2. "Auxiliary Gym for J.S. Clark, Project 2001-110", (2) postpone until September Agenda Item 17 "Approval of Revisions to Policy GBCB and GBCB-R, and (3) postpone until September Agenda Item 18 "Approval of Addendum to Direct Servicing Agreement".*

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions. The first vice president and superintendent greeted and presented each honoree with a certificate of recognition for their outstanding accomplishment. Parents, school administrators, and other guests of the honorees also were recognized.

**2002 Louisiana Outstanding Career & Technical Education Teacher and 2002 Louisiana Outstanding Family & Consumer Sciences Teacher.** Ms. Rosetta Boone, a teacher in Caddo School System for 18 years, was recently recognized as the 2002 Louisiana Outstanding Career & Technical Teacher of the Year. Once she won that particular award, she competed against 10 other categories for recognition. She competed against the area's teachers outstanding in marketing/education, ag science, business education, PMI Administration and health occupations. In July, she was recognized as the overall winner (2002 Louisiana Outstanding Family & Consumer Science Teacher) at a ceremony in Baton Rouge. These awards are given to an outstanding teacher with a strong curriculum and programs in their respective areas.

**2002 Phoebe Apperson Hearst-National PTA Award.** Dr. Kerry Laster, principal of Shreve Island Elementary School, was recognized as the recipient of the 2002 Phoebe Apperson Hearst National PTA Award. Mrs. Anderson stated that this award recognizes PTAs for their collaborative efforts with parents, families, educators and the community with their programs being designed to increase parental/family involvement in the school. Dr. Laster was recognized for her collaborative efforts with The Alliance for Education for their after-school program.

**2001-2002 Caddo Highest Percentage of Attendance Awards.** (1) Mrs. Pam Byrd, principal of South Highlands Magnet School, was recognized as the elementary school in Caddo with the highest attendance percentage (97.74%) for the past school year, (2) Mrs. Kay Robinson, principal of Caddo Middle Magnet, was recognized as the middle school in Caddo with the highest attendance percentage (96.99%) for 2001-02, and (3) Ms. Mary Rounds, principal of Caddo Magnet High School, was recognized for the highest attendance percentage (95.37%) at the high school level.

## VISITORS

Jackie Lansdale, President of the Caddo Federation of Teachers/Support Personnel, addressed the board regarding ideas and concerns of the Federation. Ms. Lansdale encouraged the board to continue to address the challenge of bringing the salaries of Caddo's teachers and school support employees to competitive national salary levels. She stated that while the source of MFP growth monies being allocated by the state to Caddo are available and 50% of those monies are mandated for salaries, she encouraged the board to remain committed, as they have in the past, to moving beyond this barrier and allocate 100% toward salaries as other districts are doing. She also encouraged the board to address the unfinished business from last year, i.e. the impediment to quality instruction when appropriate supplies are not appropriately and systematically secured for the classroom. She further stated that efforts were made last year to address this problem, and monitoring of this matter will continue. Ms. Lansdale stated that the "No Child Left Behind" and ESEA federal legislation will place our aides in the classroom on a collision course if we do not take action. She said that teachers aides in Title I schools salaries after 30 years in Caddo will top out at \$14,000 and they will now be required to pass a state test (which is not yet completed) or have a two year degree or pass a parish test approved by the state (but is not yet designed). If this was begun today, Caddo will be behind. She encouraged the board to continue to listen and find value in the input of employees and employee organizations. The board recognized this last year by being insistent on employee input before implementing policy and policy changes. She further added that the Federation looks forward in engaging in meaningful dialogue on issues important to employees, i.e. uniforms for all custodians and not just assistant and head custodians, sick leave banks for support personnel, salary schedules designed to encourage and promote value for advanced college preparation for teachers, and the personnel evaluation plan and concern that some of the evaluators, especially those in special ed, may not hold supervisory certification. Ms. Lansdale referred to the problems that could result from this if disciplinary action results from the evaluation. Ms. Lansdale encouraged the board to come together in a united front to protect and fight back any attempt to undermine or destroy the public school system, knowing, as the leadership of this system, that change can and must occur within the confines of the public school system itself.

Twyla Hines, President of the Caddo Association of Educators, addressed the board about concerns expressed by teachers that when they returned to school, their rooms were not ready for the beginning of the school year. Many had to pay (some up to \$400) to prepare their classrooms for the school year. Some of the concerns included holes in the walls, paint peeling off the walls, and boxes packed in corners. Teachers have personally purchased cleaning supplies, mops, and other materials in order to have their rooms ready for the start of school, as well as doing the work to get it ready. The new evaluation plan states that teachers are to be evaluated on the appearance of the classroom, how it is organized, how students' seats are arranged, and how everything is kept in the room. Additionally, many of the teachers were only allowed one-half day in order to get their rooms ready for students. Ms. Hines stated that it is CAE's desire that the board realize that teachers do not have the time nor the money to get classrooms ready, and asked that the board look into this matter.

## CONFIRM THE CONSENT AGENDA

*Mr. Powell moved, seconded by Mrs. Armstrong, that the board approve items 9-16 as the consent agenda. Motion carried unanimously.* The superintendent summarized the board's action and the following items categorized as the consent agenda.

### Agenda Item No. 9

**Personnel Recommendations.** The superintendent recommended that Louis Cook be appointed Assistant Principal of Instruction at Broadmoor Middle Laboratory School. Mr. Cook will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed.

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

Sabbatical/Study Leave, Fall Semester, 2002-03 School Year  
Melissa Cotton



Sabbatical/Medical Leave, Fall Semester, 2002-03 School Year  
Katherine Gilliam

Sabbatical/Medical Leave, Fall & Spring Semesters, 2002-03 School Year  
Kathleen Cook  
Sherry C. McNeely  
Bess Thompkins

Catastrophic Leave, 30 days beginning 8/26/02  
Hugh Santos

Leave Without Pay, Fall & Spring Semesters, 2002-03 School Year  
Kendrick A. Law  
Lisa Leverman  
Kelli Todd

Leave Without Pay (Classified), August 1, 2002 – November 30, 2002  
Kimberly E. Melville

Rescind Sabbatical/Study Leave, Fall & Spring Semester, 2002-03 School Year  
Suzan Cahanin

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees, as included in the mailout.

**Renewal of Administrative Contracts.** Staff recommended the renewal of the contract for Marlene Ritter, Director of General Education (Expiration Date 12/11/2002) as submitted in the mailout.

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

**Request for Sale/Lease of George P. Hendrix Elementary.** Staff recommended approval of the bid of Eduardo Rivera for the Sale/Lease of the George P. Hendrix building as submitted on the bid tabulation sheet in the mailout. Mr. Festavan recognized Eddie Rivera, the successful bidder for the sale/lease of the George P. Hendrix facility.

**Approval of Bids (Construction & Capital Projects).** Staff recommended that the bid for Project 2002-321C for Tele/Data & Network Cabling @ Bethune, Broadmoor, J S Clark, Eighty-First Street, Hillsdale, Linear, Mooringsport, North Highlands, Southern Hills, Sunset Acres, Timmons and Vivian be awarded to J D Electric for the sum total of \$418,600.

**Approval of Informal Bid.** Staff recommended approval of a bid to replace a chiller at Northwood High School, Project 2003-403, be awarded to The Payne Company for the sum total of \$82,000.

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

**Approval of Job Descriptions.** Staff recommended approval of job descriptions for General Education/Special Education Liaison, Direct Instruction Content Coach, and Content Coach as submitted in the mailout.

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

**Approval of Professional Development Days for Cherokee Park, Lakeshore, Sunset Acres and Queensborough Elementary Schools and Middle Career and Technology Center at Hollywood.** Staff recommended approval of professional development days for Cherokee Park, Lakeshore, Sunset Acres, Queensborough Elementary Schools and Middle Career and Technology Center at Hollywood as submitted in the mailout.

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

**Consideration of CPSB Participation in Tobacco Settlement Litigation.** Information relative to the CPSB's participation in the tobacco settlement litigation was provided in the mailout.

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

**Approval of 2002-03 Title XIX-KidMed Health Program Budget.** Staff recommended approval of the proposed 2002-03 Title XIX KidMed Health Program Budget as submitted in the mailout.

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

**Approval of Transportation Services for Kidz Kollege After School Program.** Staff recommended approval of transportation services for Kidz Kollege after school program as submitted in the mailout.

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

**Approval of Agreements with Association for Community Training, Inc. for After School Study TANF Program.** Staff recommended approval of agreements with the Association for Community Training, Inc. for an after-school study TANF Program as submitted in the mailout.

### **APPROVAL OF ADDENDUM TO DIRECT SERVICING AGREEMENT**

Mrs. Pugh expressed concern as to the Caddo Parish School Board having the responsibility of assisting the Sheriff in doing his work. The Sheriff has not appeared before the CPSB to ask for our cooperation, and the young man who appeared before the CPSB did not identify with the Sheriff's Office. Mrs. Pugh stated that in reading the document provided, it is the sole responsibility of the Sheriff of Caddo Parish to collect taxes, and she does not feel that the CPSB should enter into such an agreement without additional research and legal understanding of this agreement and thus has some objection to the President of the Caddo Parish School Board signing this document without additional information.

Roshanda Rhodes, assistant parish attorney for the Parish of Caddo, was in attendance to share with the Caddo Parish School Board history of how the agreement between the Parish, the Sheriff's Office, and JER was derived. Mrs. Pugh asked why had the Sheriff not appeared before the Caddo Parish School Board to seek the board's support in this. She stated that she has nothing that indicates the Sheriff cannot do this, and the law states that it is his responsibility. Ms. Rhodes said that is correct, the Sheriff is the tax collector for the Parish of Caddo, and her office was approached by JER to assist in collecting the taxes for adjudicated properties only. Mrs. Pugh stated that it does not matter which piece of property, it is the Sheriff's responsibility and she just wants to make sure that the Caddo Parish School Board and the Sheriff's Office do not enter into a collusion that the citizens are not aware, because this is not a role of the Caddo Parish School Board. Ms. Rhodes stated that she did not see it as being a collusion, but wanted to make the board aware that they would not be expending any funds toward this contract, but basically, the 15% servicing fee is going to be assessed off any net collections. Therefore, it will not be that the parish or the Sheriff's Office will be seeking any additional expenses from the school board. She stated that the 15% servicing fee will come off the top of any monies collected. Mrs. Pugh asked if the Sheriff didn't already have that capability without coming to the school board? Ms. Rhodes stated that it is her understanding, but she cannot speak for the Sheriff's Office. Mrs. Pugh stated that is her concern as to why the Sheriff is not before the Caddo Parish School Board with this request, because it is the Sheriff's responsibility and until someone explains to her why he wants this relegated to the Caddo Parish School Board as an assistant, she has some questions and cannot vote until she has some additional information.

*A motion was made by Mrs. Armstrong, seconded by Mrs. Wright/Mr. Mims, that this item be removed from the agenda and postponed until September and request that Sheriff Prator come before the Caddo Parish School Board and provide his input on this matter. Mrs. Armstrong stated that clarification was needed in order for the board to make a decision in this matter. Mrs.*

Wright stated that there was information in the agreement relative to fees and scheduling that needed to be looked at further.

Mr. Powell asked Ms. Rhodes for clarification on some dialogue and an agreement entered into in the last couple of years between the governing bodies having to do with adjudicated property. Ms. Rhodes answered that was correct, and it had to do with the sale and/or donation of adjudicated properties, and an agreement that the school board executed with the parish, along with the some 29 other taxing entities, that allows the parish to proceed with the sale and/or donation of adjudicated properties. She added that this contract is separate and apart from the addendum being considered today. Mr. Powell noted that in the document it is apparent that there continues to be an accumulation of the adjudicated properties. Ms. Rhodes answered that is correct, there is an accumulation of the properties and an accumulation of the delinquent taxes and this continues to escalate. By execution of the proposed addendum to the agreement, it is hoped that this will be offset. Mr. Powell asked that even though these are two separate agreements, they both are still working toward the same goal of trying to deal with the people that have not paid their property taxes, and oftentimes this accumulates up to a large sum, and the parish is left with a large amount of property effectively removed from the tax rolls? Ms. Rhodes said that it correct – both agreements are getting properties back on the tax rolls. Mr. Powell stated that the main agreement, the Direct Servicing Agreement, has already been executed. Ms. Rhodes stated that it has been executed between the Parish, the Sheriff and JER, and the addendum is asking for the school board's consent to proceed; because they cannot proceed if any one of the taxing entities disagrees with the provisions of the contract. Mr. Powell asked what are the accumulated delinquency sums? Ms. Rhodes responded that the sum is over \$10,000,000 and about 9,000 properties. It was stated that this is not just a local problem but a statewide problem. Mr. Powell asked Ms. Rhodes if she participated in the negotiation and preparation of the direct servicing agreement designed by the parish? Ms. Rhodes answered in the affirmative, because the parish also is a governing body that would receive some of the money and would have to approve the reduction by the 15% to accomplish and facilitate going after recovering that money. Ms. Rhodes stated that there would be pro rata deductions of all tax collections, per your millages. Ms. Rhodes added that the Commission already has an ordinance in place that allows them to proceed under this contract. Mr. Powell asked if the school board is the last governing body needed? Ms. Rhodes said *no* that the school board is actually the first to be approached. Mr. Powell asked if a month delay would unduly delay this process? Ms. Rhodes responded that another month will not delay the process. Mr. Powell added that he is desirous of the Sheriff appearing before the school board and more thoroughly explaining his role, and reminded the board that there is a lot of money sitting out there uncollected, to the extent that if it can be collected, it will benefit the school system, as well as the additional taxing bodies. Mr. Powell said that he supports the motion to delay since it will not unduly delay the process.

Mr. Brooks asked Ms. Rhodes what kind of money the school system would receive as a result of this. Ms. Rhodes said she believes that the school system has a millage rate of 55% which means they would receive 55% of what is collected, after the 15% servicing fee is paid.

*Vote on the motion to delay this item until September carried with Board member Brooks opposed, and Board members Hardy, Burton, Thibodeaux, Pugh, Mims, Powell, Milam, Wright and Armstrong supporting the motion.*

## **SUPERINTENDENT'S REPORT**

Mr. Festavan reported that today members of the staff were in on a conference call with members of the Louisiana High School Athletic Association. On last Friday, Mr. Festavan met with staff members to discuss schedules for football games with regard to concerns of the West Nile Virus and made a determination that some time adjustment should be made in order to play the games and get parents and students home prior to the dusk time which has been reported as being the most critical time with the mosquitos. He further stated the results of the conference call were Caddo is the only parish that elected to make adjustments to the game times, and Mr. Festavan stated that he wished to go on record as believing that is what should be done (adjust the starting times). He added that the heat factor in playing earlier was discussed as being more of a danger than the West Nile Virus, of which he does not agree, because things regarding the heat factor can be controlled (like taking additional breaks), but we cannot control the mosquitos. He further stated that the decision from the meeting (conference call) today was that Mr. Henry,

executive director of LHSAA, stated that local parishes can set their ballgames; but since there are existing contractual agreements between schools for the playing of football games, unless there is a mutual agreement among principals of the schools, those contracts must be adhered to. Presently all ballgames are contracted for 7:00 p.m. and unless the principals of the schools playing the game agree to the change in the time, we are bound to that contract under 2 guidelines: (1) breach of contract which could result in action against the school system for loss of revenue, expenses and (2) up to and including forfeiture of the ballgame which could jeopardize play off results, etc. Mr. Festavan asked for board counsel in addressing this situation and added that he believes when possible, and when we can get mutual agreement, the games need to be played at the earlier time. Mr. Festavan said that Caddo will continue to put out all the precautions the state has been sending to us for the last 2 months, i.e. the wearing of long sleeve clothing, spraying all the fields the night before the game, cleaning up any standing water around the stadium, including changing of the playing time to earlier so as to be able to get students and others home before the critical time of day for mosquitos.

*A motion was made by Mrs. Pugh, seconded by Mr. Brooks, to suspend the rules in order to discuss this matter. Motion carried unanimously.*

Mr. Brooks stated that he supports the superintendent in his assessment of this situation and steps taken for the safety of our students.

Mr. Milam asked at what time the superintendent and staff were recommending to play the ballgames? The superintendent responded 5:30 p.m. and that staff would reevaluate this starting time as the season/year goes on. Mr. Milam asked was this not done at times last year and how was this approached? Mr. Festavan responded that was correct, as long as we were able to get mutual consent, because the problem was the contracts that state 7:00 p.m. and this can only be changed by mutual consent. Mr. Milam asked how the proceeds taken in by the schools might be affected by a change in the game time? Mr. Festavan said that this is a concern because a 5:30 game will not generate the crowd and thus not as much revenue as the 7:00 time. Mr. Milam asked if we had the mutual agreement last year in the changes in times? Mr. Festavan said that is correct, we were under the same contractual agreements last year, with the game times only being changed with mutual agreement. Mr. Milam asked if Caddo is the lone wolf in this matter, who will agree to the mutual consent? Mr. Festavan said he believes none of the other principals will mutually agree to the 5:30 game time, and rather than being sued for breach of contract or being sued for loss of revenues, we will be playing the games at 7:00 and taking the necessary precautions.

Mr. Powell asked about the heat issue and if any health care professionals had been consulted relative to this? Mr. Festavan stated that in talking with one superintendent today, health care professionals contacted had expressed concern about the heat if playing at an earlier time, and that the heat was much more of a concern than the possibility of coming in contact with the West Nile Virus. Mr. Festavan said that he and his staff have not contacted health care professionals regarding this matter, but have looked at the temperatures at the various times during the day. Mr. Powell asked if there had been any discussion with the high school principals concerning this matter since the Caddo Parish School Board is not the actual member of the LHSAA, but the individual schools? Mr. Walker stated that the principals were represented by an executive director from each class (an elected representative on the executive committee). Mr. Powell asked if it was correct that the students are practicing football in the afternoon? Mr. Festavan answered in the affirmative that practice is from approximately 3:30-5:30 p.m. Mr. Powell asked about middle schools? Mr. Festavan said they do have earlier game times; however, they do not have as long of games. Mr. Powell asked the superintendent what his recommendation would be if the board took a position on this matter? Mr. Festavan said that his recommendation would be that we continue to try to work with schools on the mutual agreement and play the games at the earlier time, but if doing so creates problems of forfeiture or loss of revenue and we cannot get the mutual consent, we will be bound to play at the 7:00 time. Mr. Powell expressed his appreciation to the superintendent for his concern and efforts in this matter.

Mrs. Pugh asked the superintendent if he was aware of any cost that Caddo incurred as a result of the turn around when the team was headed to Monroe last year? Mr. Festavan answered that he was not aware of any costs incurred as a result of that action, other than what we may have received by playing in the game (no game receipts). Mr. Pierson shared that in this particular game, the school we would have played requested that they receive loss in revenue because they

had already spent money for security, etc. for the game. Mrs. Pugh asked if we responded to that request? Mr. Pierson said we did not. Mr. Pierson said the principal sent us a list of things that he said it cost him, but some of those things were receipts from earlier in the year (May). Mrs. Pugh asked on what legal grounds were we able to deny what he requested? Mr. Pierson responded that we did not receive a legal opinion. Mrs. Pugh asked with the number of games we have scheduled, would it be possible that a determination could be made by contacting principals to see how many or if any are willing to change the starting time? Mr. Pierson stated that he knew Monroe would not change the playing time, as they will abide by the contractual agreement. Mrs. Pugh asked if it is correct that it's not the school system that is a member of the Louisiana High School Athletic Association, but it is the school? Mr. Pierson said it is the school that pays the dues to the LHSAA organization and not the school system. Mrs. Pugh stated that the board does not pay dues, but does have governing authority over the schools, so it will be up to the board to determine if this matter will be put into action or protect the time schedules set forth, and then be prepared to defend that action in a court of law. Mrs. Pugh added that if the penalty comes down and Caddo holds to the 5:30 hour, then the others are either going to breach, and we would lose that revenue for this year. Mr. Pierson said you would lose the revenue and would take a chance of getting fined and not being a part of the play offs for the coming year. Mrs. Pugh asked what had been the students' response? Mr. Pierson responded that the students want to play.

Mr. Thibodeaux stated that on a statewide basis, in addition to locally, he believes that this needs to be a decision of the health department as to whether or not it is safe to play these games at any time and not a decision of Mr. Henry or anyone in the school system; and he encouraged staff to contact health officials before a decision is made. Mr. Pierson read from a letter from the Department of Health and Hospitals, State of Louisiana, titled "Protecting our Children from the West Nile Virus", stating that "The responsibility for issuing policy about West Nile Virus prevention in schools, resides with the parish and school boards that have that authority." Mr. Pierson said in essence, the health officials will not make a decision in this matter.

Mr. Festavan stated that his recommendation still stands in that where he can work this out at the safest possible time, he would like to do that without having to forfeit games and have students penalized for the decision made.

Mr. Burton said this item is being debated without a motion on the floor and Mr. Festavan has indicated that he will do everything possible to negotiate and try to find a resolution to this matter.

Mr. Milam suggested that staff contact the Center for Disease Control since they are in the state addressing this issue and most of the cases have been reported in Louisiana. If this group is siding on the side of safety, he would like to know that and would like that relayed to Mr. Henry. Mr. Powell also encouraged the staff to contact the CDC in addition to contacting health professionals at LSU Medical Center for their input so that we are fully informed in this matter.

Mrs. Armstrong stated that she would suggest that we support the superintendent in whatever decision he makes after he has brought all the facts together.

Mr. Festavan announced that staff is moving ahead in the board-approved evaluation of the special education services and Dr. Bill Cody will be in Monday, August 26<sup>th</sup> to begin this evaluation.

Mr. Festavan announced that the needs assessment committee for North Caddo High School has been formed and put into place and Mr. Hearron is moving forward with setting an agenda for that group and he will share that with the board through the Friday Letter.

Mr. Festavan updated the board relative to the enrollment counts stating that we continue to have students coming in as well as students transferring, and he anticipates that by Friday he will be able to report to the board on where we stand with numbers so that staff can begin the process of leveling teachers and students where we have large classrooms, etc. He added that based on what our numbers were last year, the preliminary numbers look good and we hope to have something more concrete by Friday. Mrs. Pugh expressed concern to the superintendent about information shared with the board during the visitors section relative to the appearance of classrooms and what happened that classrooms were not ready for the start of school. Mr.

Festavan stated that he will be assessing the situation and will report back to the board his findings.

Mrs. Pugh also stated that with regard to the person scheduled to evaluate the special education department/services, board members received at their places today a letter regarding special ed and wanted to make sure that the superintendent received the same correspondence.

Mr. Festavan announced that Mrs. Ritter and her staff will make a presentation at the September 3<sup>rd</sup> Executive Committee/Board Work Session on the LEAP and IOWA scores.

## **UNFINISHED BUSINESS**

Mr. Mims stated that he is pleased with the letter given to him by the board attorney this afternoon addressing his concern over Attendance Department staff going into homes and searching closets; but he asked that the attorney and superintendent work and bring back to the board some type of policy/guidelines for the Caddo Parish School System addressing employees going into homes to verify a student(s) residence.

Mr. Powell asked the superintendent for an update on the recent board action relative to the six positions at special ed and the fact that BESE has responded to the board's request and where the board goes from this point. The superintendent stated that a meeting has been scheduled to discuss this issue. Mr. Festavan said the response from BESE was that there is no requirement for supervision certification on those employees for which we requested it. Basically, what we have are employees that supervise people, but they do not have the certification and credentials to evaluate them. Mr. Festavan stated that he does not support persons without those credentials going out and evaluating people. Mr. Powell asked the superintendent if there was an interim plan in place to which Mr. Festavan responded *yes* and how this will be addressed will be discussed at the meeting later this week. He further added that there are some open positions that can possibly be filled with persons that have certification in this area. He said they will be evaluating and discussing possible options and will keep the board apprised of this situation.

Mrs. Armstrong asked the superintendent if decisions would be made prior to getting a review. Mr. Festavan stated that decisions will be made at the time we feel decisions need to be made to help the current situation, but will not be making decisions until a thorough evaluation is made.

Mr. Brooks agreed with the superintendent in bringing someone in to take a thorough look at the special education department and to look at the problem fairly.

## **ANNOUNCEMENTS AND REQUESTS**

Mrs. Hardy stated that she received a call from a constituent (at 3201 Red Stone) reporting that between 6:30 and 7 a.m. when the children are waiting to catch the bus, there is a problem with her driveway being blocked. Mrs. Hardy requested that the superintendent or someone from his staff evaluate this concern and report back to her their findings.

Mrs. Hardy also stated that she had a call from a BTW parent who reported that her daughter, who is a senior at BTW, still has no books nor a teacher for her English IV class. She asked that the superintendent or someone on his staff check into this situation.

Mr. Burton shared his concern with the board that the mechanics for the superintendent search process are not in progress. He stated that he would like to see some type of mechanism established by the next board meeting to begin something and requested that the superintendent and Ms. Burnadine Anderson bring back to the board at its September meeting some ideas as to how the superintendent search might be put into place for the board in January. Mr. Brooks stated that he did not feel that there was an immediate need to begin addressing the superintendent search, but that we need to take time and look at those who are within the system.

Mrs. Wright requested that the superintendent include in the evaluation of the special education department a review of the positions, titles, qualifications, salaries of all persons involved in special ed and make sure they are in compliance with Federal law.

Mrs. Wright also requested that staff provide her with a report in the form of a chart or graph, depicting salaries of certified teachers compared to administrative personnel.

Mrs. Wright asked staff to advise her as to when the web site would be updated to reflect reapportionment, district maps and attendance lines.

Mrs. Wright requested that the superintendent or his staff provide her information relative to the number of schools that have a uniform policy in place, among those, which ones were the parents surveyed prior to uniforms being implemented, and if uniforms were in place, and the uniforms changed, were parents surveyed prior to the change?

**EXECUTIVE SESSION: HEARING FOR TERMINATION OF CLASSIFIED EMPLOYEE**

Mr. Burton announced that the hearing for the termination of the classified employee has been put on stay at the request of the employee's attorney Mr. Lester. Mr. Calvin Lester announced that he would be representing Ms. Jones in this matter and made a formal request of the board to continue this termination hearing at its September meeting in order for him to pull the facts together for presentation to the board.

**Adjournment.** There being no further business, *Mr. Milam moved, seconded by Mrs. Hardy, for adjournment at approximately 5:50 p.m. Vote on the motion carried unanimously.*

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James R. Festavan, Interim Secretary

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Phillip R. Guin, President

**September 3, 2002**

The **Executive Committee** of 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 Tuesday, September 3, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Burton gave the invocation and led in the Pledge of Allegiance.

## **PRESENTATIONS**

**Addendum to Direct Servicing Agreement.** Sheriff Steve Prator was in attendance to address any questions/concerns board members had relative to the Addendum to the Direct Servicing Agreement. Mrs. Pugh asked why the Caddo Parish School Board has been asked to sign on with one of the Sheriff's responsibilities and that is to collect taxes? Sheriff Prator stated that having reached a point where all has been done to collect the taxes on these adjudicated properties, it then becomes more efficient to the taxpayers to out source the services in an attempt to recoup some of these outstanding taxes. The Sheriff said registered letters were sent out and an attempt made to notify the owners of land with the addresses that the tax assessor has on record, then a tax sale is held giving others an opportunity to purchase the land. If that is not successful, then the Parish Commission (the parish governing body) seizes or adjudicates the property. Once that is done, the Sheriff has done everything it can legally to collect the monies. The Parish Commission has come up with this proposal, drafted the contract and is asking any entity that receives money to join in this effort. The Sheriff's Department has looked at this agreement along with the Parish Commission and agrees that this is the most efficient use of tax payer money and the best chance to recoup these outstanding taxes. Everyone who receives tax money is being asked to sign off saying it is o.k. to try and collect some of these outstanding taxes. Mrs. Pugh said this still does not help her understand the logistics and the legality of the enforcement of the Sheriff's responsibility to collect the taxes. The school board is not responsible for scrutinizing any of it; and since it is the Sheriff's responsibility to collect taxes, she does not understand why the Caddo Parish School Board needs to sign off on such a responsibility. The Sheriff added if the school board chooses not to sign off on this addendum, that decision is o.k. and it does not change the fact that the Caddo Sheriff's Office has done everything it can legally do to collect this money. This is a way to get more money for the school board (60%); but the school board may choose not to join in this effort. Mrs. Pugh interjected that the school board will still get the 60%, because the law states that it belongs to the school board. Mrs. Pugh expressed that some of the things that concern her include an agency will come to town to collect these taxes, and we do not know their strategy for collecting these outstanding taxes nor do we know what liens might be attached to properties. Sheriff Prator responded this question is one that should be addressed by the Parish Commission's attorney, since they drafted the contract and submitted it to him for approval just as was done with the other entities that receive a portion of the tax dollars collected. Mrs. Pugh asked the Sheriff if he was telling her there would be no liens? Sheriff Prator responded this is something better addressed by the Parish Commission attorney.

Mr. Milam asked the Sheriff if there is anything JER will charge above and beyond the 15%. Mr. Jimmy Whittington, Caddo Parish Commission, responded that the servicing expenses was an issue of negotiation in the contract, but the Parish Commission does not envision any additional expenses coming back to them. In order for JER to engage a subcontractor or skip tracer, etc., they must first have commission approval and the commission will not approve additional expenditures.

**School Police.** Roy Murry, director of security, addressed the board on the history of placing police officers in Caddo schools, how they are paid, and a proposal to approach this in a different way. Mr. Murry presented figures on how the school system along with the Sheriff's Office and the Shreveport Police Department have shared the costs involved in placing uniformed policemen in Caddo's schools and added additional officers each year. Mr. Murry also explained that part-time off-duty officers are in place at BTW, North Caddo, Hamilton Terrace, Oak Terrace in addition to middle schools (five at four hours a day). Mr. Murry stated the current budget for Caddo's share in this cost is approximately \$300,000, and he further explained the



breakdown of this budgeted amount. Mr. Murry stated that requests for additional officers come in annually and with the new revised discipline policy, it makes it mandatory for police participation in many of the discipline violations, thus creating more of a need for police on our campuses. He addressed the rising incidents of discipline at the middle school level in the last few years. Mr. Murry stated neither law enforcement agency is able at this time to spare additional manpower for the school resource officer program, and budget constraints have kept this from happening also. Mr. Murry proposed that a possible solution to this problem might be the school system commissioning its own police force. Mr. Murry stated that such a change would require Legislative action to grant such authority, adding that presently 11 states have granted school boards this authority through state statute. The officers would be required to meet the same hiring requirements as any other police agency, attending and graduating from a certified police academy before possessing all police powers while on school board property. This option will allow the school system to determine the number of police officers it would commission and would allow the system to choose which officers will work on their campuses. At present the school system is not involved in the hiring process of those officers on our school campuses. This option will also allow more flexibility in duty assignment, because now officers on school campuses are told by the various agencies what they can and cannot do. Having police officers on our campuses that are knowledgeable of the educational process and committed to the policies of the school system would also be beneficial. Commissioning its own police force would also allow the system to provide a greater number of officers for more hours at the same or less money. Mr. Murry suggested that the salary for these police officers could be established at one step above what Caddo's security coordinators earn, and they would be 12-month positions. Mr. Murry presented costs on upgrading security coordinators, first year start up costs for equipment and supplies. The cost projection of upgrading security coordinators, with the start up cost for an officer at \$10,463, times 29 schools, totals \$303,427; and we are now budgeted at \$300,000, which is one-half the total budget. The annual cost comparison is \$303,427 vs. \$744,000. Mr. Murry stated another benefit would be the savings that occur by using officers for the summer feeding program as well as summer school. Presently, both of these programs are funded from the General Fund Budget and Child Nutrition Program Budget. This arrangement would also provide the school system with the stability needed, give the officers more flexibility, and increase the presence of law enforcement officers on the campuses at all times. Mr. Murry stated his request of the board at this time is consideration of staff taking the next step in the process of contacting local legislators and allowing for the introduction of legislation in the spring of 2003 that would grant the school board the authority to commission its own police force if it is so desired.

Mr. Brooks inquired of the present pay scale for security coordinators. Mr. Murry responded that security coordinators are presently on pay grade 6, and a 195-day contract, \$17,500 to start, and those in the program since its inception are now at over \$20,000. Mr. Brooks further inquired as to the amount of money some of our principals are making vs. what those in security are making. He feels that principals could possibly assist in this area by going into the community and supporting the efforts of our security program.

Mr. Milam asked if a school has an SRO and a security coordinator, would that change, to which Mr. Murry responded that schools presently having 2 on their campus would lose one, but the police authority would remain on the campus. However, some schools could have both.

Mr. Burton inquired as to our training these police officers and once trained, what guarantee do we have that they will not go to work for another law enforcement entity? Mr. Murry said we do not have that guarantee, but the starting salary is a competitive salary.

Mrs. Wright asked if in addition to salary, have benefits been figured in this amount. Mr. Murry said yes they have.

Mrs. Armstrong asked what is the present response time for law enforcement if there is an emergency on one of the campuses. Mr. Murry said that it has been very good, especially on emergency calls. He stated that if it is for a fight and officers are tied up with another matter, it could possibly take longer.

Mrs. Pugh inquired if there had been any principal input in the proposal? What about the importance of eyes and ears? Mr. Murry said that eyes and ears are important, but based on a survey asking principals if they had the opportunity to have a commissioned police officer on

their campus would they want one, all answered yes; but everyone on the campus (teachers to custodians to principals to security coordinators) are your eyes and ears. The schools that do not have a police officer would be enhanced by having a police officer present; but he does not believe that it will be a detriment to those schools that will lose one of their security personnel. Mrs. Pugh requested that input be gathered from the administrative staff before moving forward on this request.

Mr. Guin stated that at the \$27,000 range and based on a recent newspaper article on starting salaries, he believes this is a very competitive salary.

**Health-Based Clinic at Atkins Elementary.** Denise Washburn, manager of community health services for Christus Schumpert Health Systems, discussed the health-based clinic which has been operating at Atkins since 1998 from a mobile unit. Ms. Washburn said that the mobile unit has enabled Christus Schumpert to provide medical services to the elementary school, and because of the success of this program, Christus Schumpert is requesting approval from the Caddo Parish School Board to place a modular facility at Atkins for the enhancement and expansion of the program on that campus. Ms. Washburn said that since 1998, the health center has logged over 2300 visits at the elementary site. She also compared the health center assists at Fairfield Elementary. Ms. Washburn added that if the school board approves this request, Atkins will become fulltime. Fairfield Elementary was very receptive to Schumpert coming in and assisting them in this area; however the success at Fairfield was not the same as was at Atkins. This modular facility will provide ample room for numerous types of patient visits, will increase the days and numbers of hours that the school can be serviced, and will be operated much like the clinic at Linwood Middle School. She said the average number of visits Atkins experienced last year was approximately eight students a day. Linwood had approximately 20 visits. This clinic would also take over administering meds to students so the school will no longer have to do this. Some of the additional benefits would be reduced absenteeism and no missed days of service because of the mobile unit being broken down. Ms. Washburn presented logistics on the proposed modular facility and how it will be used/organized, and results from a meeting with Mr. Steve White and Ron Festavan. A packet of information was submitted to each board member for their perusal. Ms. Washburn said this clinic is a perfect example of how public and private organizations can work together to resolve this problem for our children.

Mr. Brooks encouraged Ms. Washburn to look at placing a similar program at Mooretown. Mr. Mims extended appreciation to Schumpert for providing this much-needed service in his area.

**Leap and IOWA Scores.** Marlene Ritter, director, general education, and Rosemary Woodard, testing specialist, summarized test data reflecting the recently taken IOWA and LEAP exams. Ms. Woodard stated that in English Language Arts, 22 of the 45 elementary schools were below the state average in the number of students scoring at the unsatisfactory level and there were five schools with no students scoring at the unsatisfactory level for two consecutive years. There were 8 of the 18 middle schools that were below the state average in the number of students scoring at the unsatisfactory level and 2 schools at this level had no students scoring at the unsatisfactory level. In the math area, 21 of the 44 elementary schools were below the state average in the number of students scoring at the unsatisfactory level (with 2 schools for 3 consecutive years having no children scoring at the unsatisfactory level), and 18 of the 44 elementary schools decreasing the percentage of students scoring at the unsatisfactory level. Also in math, 7 of 18 middle schools were below the state average in the number of students scoring at the unsatisfactory level, with seven also decreasing the percent of students scoring at the unsatisfactory level. In Science and Social Studies, 16 of 46 elementary schools decreased the percent of students scoring at the unsatisfactory level in science; and three (3) schools had no children scoring at the unsatisfactory level in science for 2 consecutive years. Twenty of 46 elementary schools decreased the percent of students scoring at the unsatisfactory level in social studies; and 8 of 17 middle schools decreased the percent of students scoring at the unsatisfactory level in this area.

In looking at the percentage of students that actually passed the test, the numbers do show the need for improvement even though the tests did show some improvement. In high school levels, there are only 2 years of data available at this time.

Ms. Woodard shared with the members of the school board the success of those programs put into place this past year, i.e. CAPT Program for LEAP and IOWA , LEAP Acceleration, GEE,

etc. Ms. Woodard also shared comparisons on the IOWA Test Composite, ACT, as well as SAT scores.

Marlene Ritter stated that in looking at the numbers, Caddo can be very proud of the programs that were put in place to assist students; however, that does not mean we are satisfied where we are and there is always room for improvement. Ms. Ritter shared some things that are being implemented to address the weakness in the math area in that schools and principals have indicated a desire to do some of their own designs for remediation programs at the school level. Funding has been allocated to the schools so they can hire their own personnel and staff will provide the curriculum. She further stated that professional development is an area that is lacking and steps are being made to address the needs in this area to further train our teachers and give them the tools they need. This is being done by redirecting the Title II funds and offering courses in DEEP in math as well as other math concepts to better assist teachers in teaching middle school math. Some assessment design will be presented that will go along with LEAP and IOWA as well as additional programs to better assist teachers in teaching.

Mr. Burton asked if teachers taking the courses would be required. Ms. Ritter responded it will not be required, but Caddo will pay the tuition in addition to a \$20 an hour stipend. Mr. Burton said if students are scoring low on math and the teacher is not required to take additional training, what do we do if the teacher decides not to take the additional course. He said some parents are saying their students are not getting good instruction in the classroom and this is affecting their test scores. Mr. Burton asked if in looking at the scores, how will the No Child Left Behind affect this in the next two years? Ms. Ritter said this will have a large impact on what we do, because we will have to track everything by 4 categories (limited English proficiency, poverty, special education and ethnicity); and if any one of these 4 categories of students goes below a certain level, it can affect individual School Performance Scores. Mr. Burton asked were there not provisions in the No Child Left Behind that a child could opt to go to another school if his/her neighborhood school is constantly in corrective action? Ms. Ritter answered this is part of the accountability process, that when a school goes into Corrective Action II, the parent could opt to send that student to a school of choice. In 2003, any school that has a School Performance Score below 45 will go into Corrective Action II, which means Caddo will have to offer school choice to that school's students. Mr. Burton said he hopes people realize the importance of the scores and that they are improving since because of federal laws, Caddo could definitely be affected. Mr. Festavan responded this is very possible and it will be a very important decision made as to where this system's resources are placed, because if we get to a point where we have to start offering school of choice to students, it places the system in a critical position.

Dr. Hitchcock asked staff the reason high school scores are going down. The staff responded that in analyzing this, a part of the problem is a function of the testing circumstance during the first two years of the cycle. In the first year of testing in lower elementary grades, the scores were really high and then they dropped. This was because of the forms of the tests put out there, as well as the repeaters being thrown in with the initial test takers, and this is a part of the problem. Dr. Hitchcock questioned the form of the test. Ms. Woodard said new tests are put out every year and when they are putting out the new forms of the test, we tend to teach what we know the test format is. Dr. Hitchcock asked if there was any evidence referencing the form of the test and if it was more difficult than previous years? Ms. Woodward stated that the bias is statewide. Dr. Hitchcock said he could understand the repeaters, but wondered if there were other reasons. Mr. Festavan said he and staff have met and discussed this situation and there are some things they have been unable to put a finger on. Dr. Hitchcock asked if there was a need to relook at the benchmarks and curriculum? Ms. Ritter said the K-8 math has been redone, and the high school is being redone now. She further stated that staff is looking at social studies and it will be redone next year. The first place to look will be to make sure there is not a curriculum alignment problem.

Mrs. Pugh expressed concern over what we are doing relative to inservicing our teachers; and if we are looking at realigning the curriculum, staff needs to also look at a plan for our instructors and train them on the realignment. Ms. Ritter said that is why staff is focusing Title II funds more on professional development, because in the past teachers have not received the professional development required when the curriculum was realigned. Mrs. Pugh asked staff to look at the inservice budget and expeditiously put into place an inservice program for our teachers.

Mr. Burton said he was surprised that tests change periodically from the state level and we have benchmarks in place and when testing, asked if we have the instructors take these tests so they know if they are teaching the right material? Ms. Woodard explained that would be a violation of test security, but she understood what Mr. Burton was saying. Ms. Woodard responded there are a multitude of release test items that teachers and students have in the schools to assist them in reviewing, as well as other resources available. Mr. Burton stated he understands a lot of this is governed by state and federal laws and regulations, but it's an area that needs to be addressed.

Mr. Thibodeaux said that individual responsibility of students is a key factor being left out in assessing reasoning for falling test scores. He believes this is more of a factor than any other factor discussed today or in the past. A key is teaching students to think, not teaching them what's on the test. Regarding math, if students learn and understand the concept, they will be able to take the test; and if students want to learn, they will. Mr. Thibodeaux stated that another factor is the state still wants to test students on 100% of the material in only 75% of the time.

Mr. Powell concurred with comments made relative to testing dates and reminded board members that this was an area addressed in the District Dialogue with BESE and the excuses BESE gives as to why the dates for testing keep backing up into the school year. He added this is a very important issue when speaking about tests that are criterion referenced. With norm referenced tests there is some measure of protection built in because everyone is subjected to the same circumstances. In criterion, students are expected to know 100% of the material when there is literally only about 75% of the time to cover it. Mr. Powell said this is not only a parish difficulty, but the state average is also down. He stated he feels as the state retools its test, Caddo will have to retool its standards and curriculum guides; and we need to continue to remind the people in Baton Rouge that it may be convenient for them to give a test at a particular time, but the ultimate goal is to measure results of what is going on in Caddo classrooms and we would like our students to have opportunity to cover 100% of the material to be tested on. Mr. Powell also expressed appreciation to staff that they are aware of the problems and are taking necessary steps to address them.

Mr. Brooks asked Ms. Ritter if one way we could help these schools is to place more money in the schools that are struggling and lower the student teacher ratio. Ms. Ritter said she agreed, as all the alternative schools have this need, and that is why the ratio in these programs was set at 15 students per teacher. Mr. Brooks said we need to send teachers to schools where there is an opening and not place particular persons with particular principals.

Mrs. Armstrong asked if Title II funding for professional development was earmarked for university courses, and how much is earmarked in-house through our teacher resource center? Ms. Ritter responded that some of it was, but the majority is for professional development that we design for all of our teachers. Ms. Ritter stated she was referring to Title II and No Child Left Behind and some will be coordinated with the Professional Development Center; but it is not separate funding, it is all one source. Mrs. Armstrong also concurred with comments on the importance of student and parental involvement in the educational process.

Mr. Guin said that in reference to Mr. Thibodeaux's and Dr. Hitchcock's comments, several months ago the board received data on each school relative to the number of students at each school who exceeded the allowed number of excused absences in the second semester. Comparing test scores with the number of absences reflects that these two things go hand in hand in a student's success. Mr. Guin encouraged staff to reach out in the communities, particularly in the rural communities where parental involvement is lacking tremendously, and encourage parents to get the students to school.

Mr. Festavan said he hears what the board is saying and the staff will fight these problems everyday, analyzing them, putting together programs to address these issues, doing whatever it takes to pour all available resources into the teachers and the support they need.

#### **EXECUTIVE COMMITTEE - ESTABLISH AGENDA FOR THE SEPTEMBER 17, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the September 17, 2002 CPSB meeting and discussion followed as summarized.

**Personnel Transactions Report.** Dr. Hitchcock inquired as to what administrative contracts the board would be considering in Agenda Item 9.E.? The superintendent reported, supported by staff, that these were contracts up for renewal and in order to meet the 90-day notification policy, board approval is needed at the September meeting. Staff clarified the board did approve renewal of a large number of administrative contracts in June; however, these are contracts that were effective at a time of the year other than the June date and now need board action. Mrs. Pugh inquired and staff confirmed that these are performance based contracts.

**Bids.** The superintendent stated that in the list of bids for board approval, staff will have a recommendation for the J. S. Clark Auxiliary Gymnasium. The bid for this project did come in over budget, but staff plans to handle this through the contingency fund. He extended appreciation to Board Members Burton and Pugh for their input in working through this project recommendation.

**Approval of Distribution of State Salary.** Mr. Wreyford explained that this item comes to the board for approval as a result of the Legislature approving a one-time salary supplement for non-certificated support staff, a payment of \$476.37 per support employee, plus related retirement contributions. Staff is requesting permission to pass this on to Caddo's support employees. Mr. Wreyford explained the Legislature did give the school systems the discretion of paying this as a one-time supplement or spreading it out. Staff recommends that it be distributed as a one-time supplement.

**Approval of Revision to Policy IKA.** The superintendent stated that Ms. Ritter is bringing forth recommended revisions to CPSB Policy IKA which involves the Pupil Progression Plan. Several board members have expressed concerns relative to the Pupil Progression Plan, and it is believed that this item will address those concerns. Mr. Thibodeaux asked for assurance that the administration will make the board aware of any concerns in the Pupil Progression Plan, especially in the area of how final grades are computed in high school. He brought attention to what seems to be an inaccuracy on the second page, second and fourth paragraphs, of the document shared with the board. Also, where it states that no percentage below a 55 should be reported on a report card, but only marked with an asterisk, this is an area that needs to be addressed. Mr. Festavan stated staff is concerned this is not the policy we need to operate under based on the Pupil Progression Plan, thus the proposed revisions. Ms. Ritter shared with the board members how the committee derived the 55 score. Ms. Ritter said the committee reviewed and determined there were some inequities in how grades were determined, i.e. 2 D's and 2 F's in one school is a D, but in other schools it is an F. Letters were written to the principals asking them to serve or select someone to serve on a grading committee to address these inconsistencies in the manner in which grades were determined. Ms. Ritter stated the committee consisted of approximately 30 people, as well as recommendations from the principals. Ms. Ritter said the main issue/problem is in interpretation. Some felt there were no inequities and the floor determined there were even inconsistencies in the way grades were being figured by individuals. This committee made a recommendation to the Internal Review Committee of the Pupil Progression Plan, who in turn provided input from all principals and schools. This committee of approximately 45 looked at the Grading Committee recommendations and the Pupil Progression Plan. Ms. Ritter also said a Report Card Committee was in place. This committee addressed how to handle these inconsistencies through the revisions being recommended in Policy IKA. Mr. Thibodeaux said the policy states that at the high school level, points should accumulate until the end of the grading period and then converted to the appropriate letter grade in accordance with the grading scale; and in paragraph 4, it states it will continue to accumulate throughout the high school year so the final grade will reflect the total points earned divided by the total points possible. Mr. Thibodeaux stated the point he wished to make is it should be done in one of two ways – either you are going to accumulate all points possible and give a grade on what was actually earned or you take a group (2 nine weeks semester grade and then the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks) and figure the grade. Ms. Ritter said this was the committee's intent. Mr. Thibodeaux questioned that unless you have the same number of points possible in each semester, is this really an accurate picture of what the student achieved? Also, if a student has 40 points at the end of a grading period and it is reflected on the report card with an asterisk (55 points), what if a student makes a 65, will 15 points be added to that student's grade? Can we give the student that scores 40 points an additional 15 points (by noting on the report card with an asterisk) and not give the other students additional points? Ms. Ritter responded that the committee came up with this when they looked at the point spread on the grading scale and the

fact that there is a point spread on grades A through D of 7 to 11 points, but when you get to an F, the point spread is a 66 and a student has 66 opportunities to make an F. Mr. Thibodeaux said his concern is giving points to a student on the low end, but not giving points to anyone else and this is unfair. Also, will grades at the high school level be given on the total points earned vs. total points possible or will they be broken up in the 9 week semesters and the two grades figured together?

Mr. Powell stated he shares some of these same concerns, and he has asked that the legality of this issue be reviewed, because it sounds as though we are telling teachers what grade to give. Also, he said the cumulative scale is built into that, and in setting the floor at 55%, asked are we making some mid semester adjustments so students will know they have a chance to catch up even if they are way behind? The appearance is we have lowered the bar, and he does not feel this is the message we need to send. Mr. Powell also said he has heard comments about the extent high school teachers can use homework grades in grading a student; and staff has responded they are not aware of this. Ms. Ritter stated it is a 2-year old policy that homework is no more than 10% of the grade. Mr. Powell asked why teachers would be looking and questioning the legality of this in the grading system, to which Ms. Ritter responded she had no idea. Mr. Powell stated the problem may be that the policy in place is grading students beyond what the teachers are doing in the classroom. Mr. Powell asked if the agenda item was broad enough so if revisions need to be made in the Pupil Progression Plan, the board can do so at its meeting on the 17<sup>th</sup>; and if not, he would like for the agenda item to be broadened in order to allow the board to address this issue accordingly and from a holistic approach. Students do need to know they can recover from a slow start, but Mr. Powell added he is not sure the answer is lowering the bar. The superintendent responded that he has requested a written legal opinion on the legality of this matter and asked Ms. Ritter how many teachers were involved in this process. Ms. Ritter stated there were approximately 20 teachers. Mr. Festavan inquired if there was any confusion among those 20 teachers? Ms. Ritter responded that most of the things in the Pupil Progression Plan the committee agreed on, with the exception of the floor, and this is where there was a split. Mr. Festavan said he and his staff will review this issue as he does not want anything out there that is confusing; and if teachers are confused, he is asking staff to revisit this issue prior to board action.

Mr. Burton stated he was concerned over the number of teachers involved in this process and the floor being at 55% and encouraged this to be revisited by teachers. Mr. Powell said there are a few more teachers than 20 in the school system; and if there was division in opinion among the 20, then that number could be magnified since there are thousands in the school system.

Mr. Milam asked if it might be prudent to check with curriculum directors in other parishes and determine if other parishes are looking at the same things we are.

**Executive Sessions.** The superintendent announced the executive session listed for the tenured bus driver has been resolved, and there will be two student readmission hearings on the 17<sup>th</sup>.

## **ADDITIONS TO THE AGENDA**

The superintendent requested that a bid for a routine agriculture lease for the Pine Valley school site be added to the agenda.

Mr. Burton asked that approval of a resolution supporting the National High School Senior's Voter Registration Day and Education Program passed in the 2002 Louisiana Legislative Session and to be held the first Tuesday in May during the lunch time, be added to the agenda.

Mr. Burton also requested that the superintendent address rumors that employees are being told by supervisors not to call school board members, because employees should feel they have the freedom to call board members at anytime.

Mrs. Hardy asked that an item be added to the agenda requesting board approval for locating a single-wide mobile home on property of Johnny Stinson, 1915 Northside Dr., adjacent to CPSB property as per the site plan submitted to the Metropolitan Planning Commission.

Mr. Brooks requested that the superintendent come up with a policy addressing fights stopping ballgames and the need for principals and coaches to get the message to students that if students

fight, they will not play. Mr. Guin responded that this is being addressed, and tapes from the games are being reviewed to determine what happened.

Mrs. Pugh asked the president to name a committee to look at an issue in the community that needs to be studied by the Caddo Parish School Board, and that is the Fair Share Program, whether it is feasible, can it be applied, what rules and guidelines the board will have to adhere to and report back to the board its findings.

Mr. Burton reminded board members that on Thursday, September 5<sup>th</sup>, and Friday, September 6<sup>th</sup>, LSBA representatives will be visiting Region VII schools. This will begin at 8 a.m. Thursday at University Elementary, and he encouraged board members that were available to attend.

Mr. Festavan relayed to the board that under advisement from legal counsel, the agenda item addressing revisions to Policy IKA will be revised to include the Pupil Progression Plan.

**Consent Agenda.** The president recommended that items 9-12 and 14-19 be categorized as the consent agenda. Mr. Festavan requested that the item addressing the permanent facility at Atkins for the school based health clinic be added to the agenda. *Mr. Burton moved, seconded by Mrs. Armstrong, that the proposed agenda and consent agenda be adopted as submitted.*

*A motion was made by Mr. Burton, seconded by Mrs. Armstrong, that the main motion be amended to add to the proposed agenda the request by Mr. Murry authorizing staff to move forward by contacting the Legislators for possible legislation which would allow the Caddo Parish School Board to commission its own police force. Vote on the amendment carried unanimously.*

*Vote on the main motion carried with Mrs. Armstrong opposed and Board members Guin and Burton supporting the motion.*

Mr. Milam asked staff to provide information to the board relative to the school based health clinic at Atkins and the numbers showing a decrease in the number of student check outs as a result of the school based clinic as well as the absenteeism for Atkins for the past 3 or 4 years.

Mrs. Wright requested that the superintendent expand the report relative to the average annual salaries to include the number of employees in each category.

The president presented the agenda to the public and invited input on the proposed items.

**Caddo Federation of Teachers/Support Personnel.** Jackie Lansdale, president of the Caddo Federation of Teachers/Support Personnel, encouraged the board to make sure they had all the information relative to the distribution of the state salary supplement for non-certificated support staff prior to voting on this item. Ms. Lansdale stated the Legislature voted this as a permanent pay raise, the governor signed it as a permanent pay raise, and when BESE received it, the enabling Legislation had not been passed and BESE sent it down as a one-time supplement. It was proposed as one lump sum, and it is going to be a permanent pay raise, but it is up to the individual districts to decide whether or not it is to be a one lump sum this year only in October and then put it in the salary schedule next year or if it is included in the salary schedule this year.

**Caddo Association of Educators.** Pat England, Caddo Association of Educators, addressed the discussion by the board on agenda item #13, Approval of Revision to Policy IKA and the Pupil Progression Plan. Mrs. England noted her offense to the comments that teachers are confused about the grading situation. She said teachers were not confused in the spring when they were called together for the Pupil Progression Committee and the 55% figure. At that time, there was an immediate need for the board to act on the Pupil Progression Plan and several board members had questions at that time about the 55%. However, the teachers were not confused about whether or not a 55 was a real 55 or that it was a 35. When this policy was started, no one was confused, so it is evident that this is not a matter of confusion. If teachers are going to be held accountable based on the board's policies, how can a teacher be required to put something on an official report that is false as it relates to the grade book. Mrs. England encouraged the board if they do not have enough time over the next two weeks to gather all the information needed to

make the right decision, which is making an accurate report to parents on grades, to consider pulling it from the agenda on the 17<sup>th</sup> to allow more time for consideration.

**Adjournment.** *Mr. Burton moved, seconded by Mrs. Armstrong, for adjournment. The motion carried and the meeting adjourned at approximately 6:50 p.m.*



**September 17, 2002**

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 Tuesday, September 17, 2002, with President Phillip Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were James R. Festavan, interim secretary, and Reginald Abrams, legal counsel. Mr. Burton gave the invocation and led the Pledge of Allegiance.

**CONSIDERATION OF MINUTES OF THE AUGUST 20, 2002 AND SEPTEMBER 3, 2002 CPSB MEETINGS**

*Mr. Burton moved, seconded by Mr. Thibodeaux, adoption of the minutes of the August 20, 2002, and September 3, 2002 CPSB meetings as presented by staff. Motion carried with Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Armstrong and Dr. Hitchcock supporting the motion. Mrs. Wright was absent for the vote.*

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

The president reviewed the agenda and proposed that items 9, 10, 12, 14, 15, 17, 18, 19, 20, 21, 24 and 25 be considered as the consent agenda.

**SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special recognitions. The president and superintendent greeted and presented each honoree with a certificate of recognition for their outstanding accomplishment. Parents, school administrators, and other guests of the honorees also were recognized.

**National PTA Visual Arts Award of Merit Winner.** Miss Carmen Ortiz, student at Caddo Middle Magnet, was recognized as the winner of the National PTA Visual Arts Award of Merit. Ms. Anderson stated that Miss Ortiz competed with the theme of "I Hold in My Hand Peace and Love on Earth", and she was presented this award at the National PTA Convention in June. It is being displayed in the National PTA Office in Chicago until January 2003, and is available for public viewing via the National PTA web site.

**Louisiana Part-time Adult Educational Paraprofessional of the Year.** Ms. Gwen Adkins was recognized as the Adult Educational Part-time Paraprofessional state winner for school year 2001-2002. Ms. Adkins has worked at Southwood High School as a full-time secretary and in the evening in the Adult Education Program for 9 years. Ms. Anderson shared with the board and audience comments from supervisors/co-workers about Ms. Adkins' outstanding work performance in helping students succeed.

**After School Academy Regional Winners.** Dr. Phillip Rozeman presented information on the After School Academy Program and its outstanding successes this past year. Dr. Rozeman also encouraged all to participate in the annual walk on October 5<sup>th</sup> to raise funds for education and local schools. Dr. Rozeman explained that the After School Academy is a program addressing the needs of at-risk children, enhancing academic achievement, reducing student retention in the 4<sup>th</sup> grade, and addressing the middle child syndrome. He shared with the board and audience how schools developed individual unique programs, and how this effort is a partnership in shared investment with Christus Schumpert, The Alliance for Education and LSU Shreveport. Dr. Rozeman shared that results from this program indicate reduced test anxiety for these students, increased self esteem, phenomenal attendance, and parents and children trying to figure out how to get in this program. The 4<sup>th</sup> grade LEAP failures in English Language Arts were reduced by 39% and 22% in math for those students at a site with this program. At the sites not offering this program, results indicated an increase of 8% of failures in English and 11% in math. Dr. Rozeman stated this hands-on, teacher-directed program is proving to be successful and he challenged the board to encourage schools to participate in the competitive grant process for this endeavor and to consider ways of shared investment through the encouragement of using Title I monies in individual schools or through the budgeting process in the school system. These after

school academies cost about \$7,500 a year, about \$125 per child, and are a good investment. Dr. Rozeman introduced Scott Hughes, Vice President of The Alliance, who presented certificates and award checks to the following 5 schools and the Caddo Parish School Board: (1) West Shreveport Elementary School, Shirley Pierson, principal; (2) North Highlands Elementary Magnet School, Mary Ann Sweeters, principal; (3) Jack P. Timmons Elementary School, Meredith Haynes, principal; (4) Southern Hills Elementary School, Janie Moran, principal; (5) Arthur Circle Elementary School, Sally Cox, principal; and (6) Ron Festavan, superintendent, Caddo Parish Public Schools. Mr. Hughes recognized Jeri Camara, Director of Programs, and Jim Conerly, Executive Director, of The Alliance. Mr. Hughes also announced that the dollars presented today represent over \$51,000, concluding the 2001-02 process and that grant applications for 2002-03 are currently being accepted through November 15, 2002.

## **VISITORS**

Jackie Lansdale, president of the Caddo Federation of Teachers and Support Personnel, spoke to the board on various items of the Federation including encouraging the board to look at the budget and review currently funded programs and move the focus from remediation in the upper elementary and middle school grades to consideration of extending the school year at all school sites where at-risk kindergarten children attend. She said it makes more sense to address at-risk students on an even playing field with their more advantaged classmates as early as possible. Additional time before the kindergarten year begins and the summer after could provide the assistance these students need in order to succeed. Ms. Lansdale stated that another area of budgetary concern is supply monies (copy machine contracts are negotiated at each school and practically every site pays above retail for copies), and the cost is passed on to teachers and students. She encouraged the board to look at a system-wide contract for all schools and work sites. Ms. Lansdale also asked the board to send these budget concerns and other budget related policies (such as employee insurance) to a committee with a charge to bring back to the board recommendations addressing them. Ms. Lansdale reiterated previous statements to the board regarding the need to make competitive compensation for positions a must.

Allison Thompson, parent, addressed the board regarding her concerns of the 55% floor in the Pupil Progression Plan. She shared her reasons for encouraging the board to remove this floor of 55%, in that she believed it was a falsification of student records to not report a student's actual grade, it does not hold a student accountable, and it lowers the educational system expectations of student achievement.

## **CONFIRM THE CONSENT AGENDA**

*Mr. Burton moved, seconded by Mrs. Armstrong, that item 9, 10, 12, 14, 15, 17-21, 24-25 be approved as the consent agenda. Motion carried unanimously.* The superintendent summarized the board's action and the following items categorized as the consent agenda.

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

**Personnel Recommendations.** Mr. Dilworth introduced the following personnel appointments as recommended by the superintendent and approved by the board. Ms. Tina Walter was appointed counselor at Sunset Acres Elementary School; Mr. Rudgerick Brown was appointed Interim Assistant Principal at Werner Park Elementary School; Mr. Cedric Ellis was appointed Assistant Principal of Administration at Linear Middle School; Mr. Marvin Alexander was appointed Assistant Principal of Administration at Huntington High School; and Carylton Nickelberry was appointed Interim Supervisor of Child Welfare and Attendance for the 2002-03 school year. These appointments will receive the appropriate salary as reflected by the Caddo Parish School Board Salary Schedule applicable to the positions to which they were appointed.

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

Sabbatical/Study Leave, Spring & Fall Semesters, January 2003 through January 2004  
Dorothy J. Lindsay

Sabbatical/Medical Leave, Fall Semester, 2002-2003 School Year  
Rachel Byrd

Leave Without Pay, Beginning 2/17/03 through 5/22/03  
Kathleen Cook

Request to Rescind Sabbatical/Medical Leave, Fall and Spring Semesters, 2002-2003  
School Year  
Kathleen Cook

Request for Waiver of obligation to return to work and repay monies paid while on  
Sabbatical/Medical leave for the spring semester, 2001-2002 School Year  
Barbara Shoumaker

Leave Without Pay (Classified), January 1, 2003-January 1, 2004  
Margaret A. Willis

Leave Without Pay (Classified), September 12, 2002 – December 20, 2002  
Maxine W. Hays

**Other (Hiring, Assignment Changes, Separations & Resignations).** Staff recommended approval of the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees as included in the mailout.

**Renewal of Administrative Contracts.** Staff recommended renewal of administrative contracts for Kay Robinson, Principal (January 8, 2003); Frances Bland, Counselor (February 20, 2003); and Frances Lamendola, Counselor (February 20, 2003) as submitted in the mailout.

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

**Approval of Bids.** Staff recommended that the following bids be approved as submitted in the mailout: (1) ABC School Supply totaling \$968.85; Childcraft Education Corporation totaling \$5,664; Kaplan Early Learning totaling \$5,575.80; and School Specialty totaling \$22,516.95 for KINDERGARTEN PLAY EQUIPMENT; (2) Network Security Distribution totaling \$926.30 for SECURITY EQUIPMENT; and (3) Paxton Patterson totaling \$148,583.25 for CAREER MODULES – HOLLYWOOD MIDDLE CAREER AND TECHNOLOGY SCHOOL as indicated on the bid tabulation sheets.

**Approval of Authority to Hold Annual Salvage Sale.** Staff requested authority to hold the annual auction sale of used furniture and equipment on November 9, 2002.

**Approval of Request for Sale/Lease: Agriculture & Grazing Lease Pine Valley School.** Staff recommended approval of the bid of Bryan Brumley totaling \$100 per year for the AGRICULTURE & GRAZING LEASE – PINE VALLEY SCHOOL.

**Approval of Bids (Construction & Capital Projects).** Staff recommended that Project 2001-110, "Auxiliary Gym for J.S. Clark" be awarded to A & R General Contractors for the sum total of \$562,367 and that the additional funding needed for this recommendation be provided by Capital Projects contingency, as submitted in the mailout.

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

**Approval of Breakfast and Lunch Provision Agreement – Southern University at Shreveport Athletic Department.** Staff recommended approval of the proposed agreement to provide breakfast and lunch at Newton Smith Elementary for out-of-state student athletes of Southern University at Shreveport as submitted in the mailout.

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

**Approval of LEAP 21 Tutoring Program Funding.** Staff recommended approval of request for the CPSB to grant budget authority for the district to receive the LEAP 21 Tutoring Program funding from the State Board of Elementary and Secondary Education in the amount of \$433,758 to be spent for after-school tutoring programs in grades 4 and 8 as submitted in the mailout.

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

**Approval of K-3 Reading and Math Funding.** Staff recommended approval of a request that the CPSB grant budget authority for the district to receive the K-3 Reading and Math funding from the State Board of Elementary and Secondary Education in the amount of \$800,375 to be spent to improve the reading and mathematics skills of students in kindergarten through third grade as submitted in the mailout.

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

**Approval of Special Education Position.** Staff recommended approval of the new IDEA-funded Special Education Position of File Clerk/Duplicating Machine Operator as submitted in the mailout.

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

**Approval of Proclamation for Character Education Week.** Staff recommended approval of the proposed Proclamation for Character Education Week as submitted in the mailout.

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

**Approval of Resolution Supporting the National High School Senior's Voter Registration Day and Education Program.** A resolution in support of the National High School Senior's Voter Registration Day and Education Program was approved by the CPSB as submitted in the mailout.

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

**Approval of Request to Locate Single-wide Mobile Home on Property Adjacent to Northside Elementary School.** A request to locate a single-wide mobile home on property adjacent to CPSB property (Northside Elementary School) and authorization for the superintendent to sign necessary documents was approved by the board as submitted in the mailout.

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

**Approval of Revisions to Policy GBCB and GBCB-R.** The board approved proposed revisions to Policy GBCB and GBCB-R as submitted in the mailout.

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

**Approval of Addendum to Direct Servicing Agreement.** The board approved the addendum to the direct servicing agreement as submitted in the mailout.

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

**Approval of Budget Revision – Insurance Premiums.** Staff recommended approval of a budget revision to add \$180,000 to the property insurance budget as submitted in the mailout.

Mr. Burton recognized Mr. Jackson who promoted the movement to support the National High School Senior's Voter Registration Day and Education Program that will be held the first Tuesday in May, allowing seniors to register to vote at their school during the lunch period.

### **APPROVAL OF DISTRIBUTION OF STATE SALARY SUPPLEMENT FOR NON-CERTIFICATED SUPPORT STAFF**

Jackie Lansdale, president of the Caddo Federation of Teachers/Support Personnel, addressed the board on this item and encouraged the board to adjust the supplement for support employees to \$500 and not \$476 as recommended in the mailout. She stated that part of the reason for the amount less than \$500 is the CPSB is passing on their share of the retirement contribution to the employees; and while it is understood the employee would pay appropriate income taxes and

their portion of the retirement, it is not fair for employees to pay the employers' share of the retirement.

The superintendent stated the board has the opportunity to adjust any pay raise. He reported that Mr. Wreyford figured this as he has done for many years and recommended to the superintendent what he feels is appropriate; however, the board has the discretion of going into the general fund and paying more money.

*Mrs. Wright moved, seconded by Mr. Brooks and Mr. Burton, that the Caddo Parish School Board adjust the funding for the non-certificated support staff state supplement to \$500.*

Mrs. Wright read to the board a memorandum she received from a group of Caddo Parish School Board employees in reference to the one-time pay supplement and rumors there will be an adjusted amount of \$476 rather than the original \$500, and asking why every time employees receive a pay increase is it taxed at the highest income tax rate and retirement twice? The memo further stated the board is now requiring paraprofessionals to obtain a 2-year college degree in the future to continue employment; and the board, in approving a reduced amount, is failing to comply with the agreement in dispersing these state funds. Mr. Brooks encouraged the board to support this motion, because the support employees need this. Mr. Burton also encouraged the board to support this motion for Caddo's support personnel and that eventually an adjustment is needed for the teachers also. Mr. Milam asked Mr. Wreyford to explain how staff figured the recommended \$476. Mr. Wreyford said the staff made the recommendation that the board authorize them to pass on to the support employees exactly as the state had allocated funding from the state. He said the allocation from the state was \$476.37 per employee with an added retirement allocation aggregate total, which both add up to \$514; but the state acknowledged that the employer contribution was on top of the salary amount and indicated that the eligible distribution in salary per employee is \$476.37. Mr. Milam asked what the state was sending? Mr. Wreyford responded the state is sending \$1,546,614 to pay the \$476 per employee salary plus the aggregate employer contribution parishwide of \$114,564. Mr. Milam asked if these two amounts are added together and divided by the number of employees, what does it come out to? Mr. Wreyford said the two figures together, the salary portion and the retirement portion, add up to \$514 per employee, which is the total system cost. Mr. Milam said if the motion on the floor is approved, this goes over the \$514 by approximately \$24 per person, which would mean approximately \$80,000. Dr. Hitchcock asked if in the package sent to Caddo from the state, was the amount for retirement broken out and how it should be distributed to employees? Mr. Wreyford answered it was. Dr. Hitchcock asked if the amount the state expected employees to be paid was the \$476? Mr. Wreyford answered that was correct. Mrs. Hardy encouraged the board to support the motion on the floor, because this is really overdue. Mr. Brooks asked Mr. Wreyford about the \$80,000 calculation and the fact that this is not a lot of money when you are talking about \$350 million. Mr. Burton called for the question to end debate. Motion failed for lack of a second.

*Vote on the main motion carried unanimously.*

## **APPROVAL OF REVISION TO POLICY IKA AND PUPIL PROGRESSION PLAN**

Dr. Michael McCoy addressed the board on his concerns relative to the grading policy and the floor being set at 55% and the negative message this sends to the students regarding their performance and accountability. He encouraged the board to rescind the 55% level.

Twyla Hines, president of the Caddo Association of Educators, reported to the board that the CAE had conducted a survey of all teachers and from the large number returned, only 2 teachers responded that the 55% was a good idea. The remaining responses were against the 55% floor, sharing that they believed it to be unprofessional and unethical by lying that a student has a 55% when they actually scored below 55%. By setting the floor at 55%, many stated this makes a statement contrary to the philosophy of the school. Ms. Hines encouraged the board to reconsider and hold students accountable by rescinding the 55% floor.

Jackie Lansdale, president of the Caddo Federation of Teachers/Support Personnel, addressed the 55% floor in the grading scale and stated it is the teachers professional right and responsibility to present quality instruction in an atmosphere conducive to learning and not just to pass/fail, but to educate. The Federation encouraged the board to provide necessary professional development at

the school site level, especially for new teachers, on the importance of the grading plan and communicating to students and parents. Changes in policy and procedure should be on the parish level and the standards based in communicating levels of achievement should be recognizable to everyone in the process.

The superintendent stated that staff heard the concerns of the board and the committee met last week. The committee of over 50 people met and included approximately 52 responses from other parishes in the state, and a recommendation is being presented that is felt appropriate at this time, understanding that some additional work needs to be done before a final recommendation is brought back to the board. Mr. Guin asked the superintendent if he anticipated, along with the recommendation in the mailout, that a special meeting of the board would be needed on October 1 to address this item. The superintendent responded that his thought is the recommendation today does not address all the issues needing addressed and he would like after this meeting today to call the committee(s) back together to address these in more detail and bring back a recommendation at a special called meeting of the board on October 1<sup>st</sup>. There are some time concerns in that the first nine weeks ends October 11<sup>th</sup>, and in visiting with the Data Processing Department and directors, he has learned that if the board makes a decision by October 1<sup>st</sup>, there would be enough time to administer the changes. He emphasized a point made by a speaker that this is not as simple as one might think, as it is complex and it is important to take the time and make the right decision. He added staff will continue to involve as many people as possible who want to assist in this matter.

*Mr. Powell moved, seconded by Mr. Brooks, that the Caddo Parish School Board abolish and rescind the 55% floor for grading purposes on the report card and retain this item on the agenda for the special called October meeting, determined by the superintendent and brought to the board president, as recommended by staff and submitted in the mailout.*

Mr. Powell stated that this is a very important issue, not just about the board's policy but about the philosophy of the system, the maintenance of high standards within the system, and the appearance and reality that we do have integrity within our grading system. Part of that integrity comes from state law, which does say that no one but the teacher can allocate or come back and modify or change a grade. This needs thoughtful study and much input from the public, our educators, and our staff, and he complimented the superintendent on his plan to take another look at this most important issue. He further stated it is important the board make a statement that we are going to maintain high academic standards and encouraged the board to support the motion.

Mr. Brooks stated this issue is bigger than most think and there is a need for directors and supervisors to be in the classrooms more and make certain teaching is taking place.

Mr. Guin asked Mr. Powell if, regarding the motion on the floor and his recommendation that this item be postponed until the October meeting and based on comments and concerns the superintendent and staff have about the regular October meeting being scheduled after the end of the first 9 weeks and 2 schools being on the block schedule, he would consider amending the motion to reflect a special called board meeting. Mr. Powell stated he would and that he had ended the motion *as recommended by staff* because after hearing the recommendation of the superintendent indicating the need to take action at a special called meeting on October 1<sup>st</sup>, and for purposes of a friendly amendment, the October meeting would be left to the superintendent to bring to the president and this will give the board the flexibility needed to address this.

Mrs. Pugh asked for clarity in the first phrase of the motion in that the board will be taking action. Mr. Guin said that is correct in that if the motion passes, it will eliminate the 55% floor immediately and will allow for the staff to come back with options for the board to consider. Mrs. Pugh asked were we changing the rules in the midst of a 9-week period on a plan the board has adopted? How vulnerable will the board be if a student wishes to challenge that action? Mr. Guin said that is correct and asked legal counsel to respond to Mrs. Pugh's question. Mr. Abrams stated there would be opportunity for a student to challenge this action; however, there would be a limited chance of a challenge since there has not been a grade actually received or placed on the report card at the time the board takes action. Mrs. Pugh asked for clarification that the superintendent has talked with the data processing division and the change would coincide with scheduling. The superintendent answered in the affirmative. Mr. Thibodeaux stated he asked that this be brought back to the table because in his opinion everyone involved

dropped the ball and the board had the ultimate responsibility when it was passed; however, if this motion passes, his concerns have been addressed.

Mrs. Armstrong expressed her appreciation that this item is being reconsidered. Mr. Milam extended appreciation to the work staff has done in this matter; stating that since he has been on the board, it has been known that this board has not only maintained, but raised the academic standards of the Caddo Parish School System. If this is not rescinded, he feels it will be looked upon as lowering the bar. He is not comfortable in taking that action, and encouraged the board to support the motion on the floor.

Dr. Hitchcock stated the superintendent discussed bringing a recommendation to the board on October 1<sup>st</sup>, and in the memo dated September 13<sup>th</sup>, which is reflective of the motion on the floor, asked if the motion on the floor is the superintendent's recommendation or is it the superintendent's recommendation that the board not take any action now and wait for the October 1<sup>st</sup> meeting. The superintendent stated his recommendation is that the board take action on rescinding the 55% floor. Dr. Hitchcock further asked the superintendent if it was correct that he stands by his recommendation in the memo of September 13<sup>th</sup> and the action proposed on October 1<sup>st</sup> might be something in addition to the action today? The superintendent responded that is correct and it is his recommendation that the board today rescind the action on the 55% floor.

Mr. Guin stated that because of comments he has heard and feedback that employees are not informed about items the board is considering for action, he has asked the superintendent to send copies of CPSB meeting agendas to schools in the gray box deliveries so employees have access to and are aware of items being considered. He also encouraged any and all employees to contact board members with their input.

*Vote on the motion carried unanimously.*

#### **APPROVAL OF NOMINEES TO SPECIAL EDUCATION ADVISORY COUNCIL**

Mr. Festavan stated this item is in keeping with board policy for nominees to this council.

*Mrs. Wright moved, seconded by Mr. Brooks, that this item be removed from the agenda until the board has an opportunity to review the study of the Special Education Department.*

Dr. Hitchcock asked the superintendent if there is a time line in place for addressing this item that would cause a problem if action is delayed? The superintendent asked Dr. Jeanette Taylor, director of Special Education, to respond. Dr. Taylor responded there is no state requirement that we have an advisory council; this is only an attempt to gather community and parental participation and support to help set the direction and communicate the vision of special education to the community and our constituency. Dr. Hitchcock concurred this is an area that needs addressing and he supports delaying action on this item until the board hears the report and the superintendent's recommendation.

Mr. Milam asked the superintendent when a report is anticipated? The superintendent responded that a draft has been received from the consultant. Dr. Cody will be getting back with staff to finalize the report and hopefully staff will be prepared to present the report to the board at its regular meeting in October.

*Vote on the motion to postpone carried unanimously.*

**Recess.** The board recessed for 15 minutes at approximately 5:55 p.m. and reconvened the meeting at approximately 6:20 p.m.

#### **APPROVAL FOR STAFF TO PROCEED WITH CONTACTING LEGISLATORS REGARDING LEGISLATION TO GRANT AUTHORITY TO CPSB TO COMMISSION POLICE FORCE**

*Mr. Thibodeaux moved, seconded by Mrs. Pugh, to grant staff authority to contact legislators regarding legislation that would grant authority to the Caddo Parish School Board to commission its own police force.*

Mr. Thibodeaux stated this motion is only allowing staff the ability to contact legislators regarding legislation necessary to grant authority to the CPSB to commission its own police force if at some point it chooses to do so. Mrs. Armstrong stated that if this motion passes, she feels the board is putting the cart before the horse, and the board needs to decide if this is in fact something it wants to pursue; and if it is, then the board can go to the legislators and pursue getting necessary permission to proceed. She feels this is a heavy responsibility and something the board needs to look into more and see if it is something we want to do in Caddo Parish. Dr. Hitchcock stated if he had to vote tonight on whether or not to commission a police force, he would likely vote no; but as he understands the motion on the floor, if he votes for it, he is not saying to the legislature that he supports it, but he is allowing the new board the option to decide whether or not to proceed with this proposal. Thus, he will allow staff to move forward and support the superintendent's recommendation to have this option in place. Mrs. Wright said she feels the Caddo Parish School Board is not ready to go into the law enforcement business; and if we were, the costs would be prohibitive, thus she cannot support the motion.

Mr. Festavan addressed the item on the floor and stated for the record that tonight's motion simply gives the staff the opportunity to go to the legislature to get necessary permission to even consider this proposal, and tonight's vote in no way commits this board or the incoming board to a police force. Staff will not move in any direction without approval from the board; however, he feels it is prudent at this time to take this step so if the board decides to move in that direction, this hurdle is out of the way. The superintendent further stated if the board gets in a situation of looking at the budget and staff can demonstrate a substantial savings in the operation of its own police force, then the hurdle of going to the legislature is out of the way, but emphasized that action tonight does not commit the board to anything.

Mr. Powell stated if we are going to go to the legislature to lobby them to grant us this authority, but the board has not taken the first step to decide this is the direction the board wishes to go in, he questions if this will be time well spent and how persuasive we will be. This may be an area the board needs to look into, but he is not prepared to take action at this time. Mr. Powell questioned if Caddo did have its own police force and an officer was subpoenaed to court and pulled off the campus, who would be paying for that time? He also asked about the interaction with the police when an officer at the school needs assistance and calls the police for help, will we get the same response? He feels that our focus needs to be on education. Because there are several concerns that have not been addressed, he is not comfortable in supporting the motion on the floor at this time. Mr. Milam asked if there would still be sufficient time to lobby the legislature if this item is postponed until January or February after the new board is seated? The superintendent stated as far as he knows, a delay would not negatively impact the idea, but there may be a time question in being able to get it to the legislature next year. Mr. Murry agreed there is no negative impact on the idea, but if the bill is strictly for Caddo Parish, the bill will have to be written 30 days in advance of the legislative session; however, if it is state wide, the 30 days may not apply. He further added this is just the first step necessary in proceeding with the proposal.

*Vote on the motion failed with Board members Thibodeaux and Hitchcock supporting the motion and Board members Guin, Hardy, Burton, Mims, Brooks, Powell, Milam, Wright and Armstrong opposed. Mrs. Pugh abstained.*

**APPROVAL OF PLACEMENT OF MODULAR FACILITY ON ATKINS TECHNOLOGY SCHOOL CAMPUS FOR THE EXPANSION AND ENHANCEMENT OF THE EXISTING SCHOOL-BASED HEALTH CENTER PROGRAM**

*Mr. Mims moved, seconded by Mrs. Armstrong, approval of a request from Christus Schumpert for the placement of a modular facility on the Atkins Technology School campus for the expansion and enhancement of the existing school-based health center program.*

Dr. Hitchcock stated for the record that he is an officer of the Christus Schumpert Health System and would therefore abstain on this vote.

Mr. Brooks asked that the next modular facility be placed at Mooretown Elementary.



*Vote on the motion carried with Board members Powell and Milam opposed. Board members supporting the motion included Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Wright and Armstrong. Dr. Hitchcock abstained.*

## **SUPERINTENDENT'S REPORT**

The superintendent stated the only additional report he has is the grading policy that has been discussed and the staff will move in the direction of having a recommendation to the board at the special meeting on October 1<sup>st</sup>.

## **UNFINISHED BUSINESS**

President Guin reported that in following up on Mrs. Pugh's request at the last board meeting to establish a committee to study the Fair Share Program, he would like to appoint Mrs. Armstrong, Mr. Powell, Mr. Burton, Mrs. Pugh and himself to serve in that capacity.

## **NEW BUSINESS**

Mrs. Pugh inquired under superintendent's report if he had an update on the missing school bus? The superintendent stated a bus parked on one of the parking lots used by our buses (at the corner of Jewella and Greenwood Road) was discovered missing when the driver reported for work this morning. The police were notified immediately and they have been looking for it, but there is no report of it (bus 228) being found.

## **ANNOUNCEMENTS AND REQUESTS**

Mr. Burton requested staff to look at the staffing problems at Booker T. Washington in that there are no certified teachers in critical subject areas where students will be tested and how this problem is going to be addressed. He is concerned about having subs in these classrooms and the problems the students will have in passing required exams without the proper instruction. Mr. Burton also asked that staff provide him with a list of other schools in the district that are having similar staffing problems in these crucial areas.

Mr. Burton also asked staff to investigate why students at Booker T. Washington are being served cold lunches rather than hot lunches and what can be done to correct this.

Mr. Powell asked the superintendent to review and report to the board on calendar options for next year that may start the school year later by adding 5 to 10 minutes to each school day and reducing the total number of days. He also asked that staff contact other school systems utilizing this approach and inquire as to the pluses and minuses.

Mrs. Wright requested that staff look at setting up a budget review committee to look at supplies and system wide contracts.

Mr. Brooks asked that the superintendent and staff bring back means and ways of placing the hiring of certified personnel back in the Certified Personnel Department.

## **EXECUTIVE SESSIONS**

Mr. Powell expressed concern over the order of the executive session and with this being a school night, asked that the hearings for students be taken before the employee hearing.

*Mr. Powell moved, seconded by Mr. Brooks, that the CPSB go into Executive Session for the purpose of hearing a student readmission hearing for up to 20 minutes. Motion carried unanimously and the board went into Executive Session at approximately 6:50 p.m.*

The board went back in to open session at approximately 7:12 p.m. *Mr. Brooks moved, seconded by Mrs. Armstrong, that the student (Tarsa Cooley) be enrolled back in Linwood and then to the CAPT program.*

Dr. Hitchcock inquired for the record how long it takes to enroll the student in the CAPT program? The superintendent said the student will begin the enrollment process Wednesday morning, and it should be concluded by noon. He also stated it will be done in the least intrusive manner for the parent and the school.

*Vote on the motion carried unanimously.*

*Mr. Powell moved, seconded by Mrs. Armstrong, that the CPSB go into Executive Session for up to 20 minutes for the purpose of hearing a student readmission appeal hearing. Motion carried unanimously and the board went into Executive Session at approximately 7:15 p.m.*

The board went back in to open session at approximately 7:20 p.m. *Mr. Brooks moved, seconded by Mr. Burton, to accept staff's recommendation that Kelvin Lewis be permitted to enroll at Woodlawn High School and apply for the Option 3 Program for SY2002-2003. Motion carried unanimously.*

*Mr. Powell moved, seconded by Mrs. Armstrong, that the CPSB go into Executive Session for up to 20 minutes for the purpose of hearing a student expulsion appeal hearing. Motion carried unanimously and the board went into Executive Session at approximately 7:21 p.m.*

The board went back in to open session at approximately 7:40 p.m. *Mr. Powell moved, seconded by Mrs. Armstrong, that Craig Hamilton be returned to University Elementary forthwith. Motion carried unanimously.*

*Mr. Powell moved, seconded by Mrs. Armstrong, that the CPSB go into Executive Session for up to one-half hour for the purpose of hearing an employee appeal. Motion carried unanimously and the board went into Executive Session at approximately 7:55 p.m., following a 15-minute recess.*

The board went back in to open session at approximately 8:23 p.m. *Dr. Hitchcock moved, seconded by Mrs. Armstrong, that the board uphold the termination of LaShun P. Jones. Vote on the motion carried with Board members Thibodeaux and Brooks opposed. Board members supporting the motion included Guin, Hardy, Powell, Milam, Wright, Armstrong and Dr. Hitchcock. Board members Pugh and Mims abstained and Board member Burton was absent for the vote.*

**Adjournment.** *Dr. Hitchcock moved, seconded by Mrs. Armstrong, for adjournment. The motion carried, and the meeting adjourned at approximately 8:25 p.m.*

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James R. Festavan, Interim Secretary

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Phillip R. Guin, President

**October 1, 2002**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:50 p.m. on Tuesday, October 1, 2002, with President Phillip R. Guin presiding. Other school board members present being a quorum were Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The president stated the purpose of the special called meeting is for the CPSB to consider and/or take action on proposed revisions to CPSB Policy IKA and the Pupil Progression Plan.

The superintendent stated that the recommendations being presented to the board are a culmination of work done by a committee of over 100 people in an effort to fine-tune this policy.

*Mr. Thibodeaux moved, seconded by Mr. Powell, that the CPSB approve the recommendations for revisions to CPSB Policy IKA and the Pupil Progression Plan as submitted in the mailout.*

Mr. Thibodeaux stated the only problem he has with the revisions is in the high school area where the semester exam will count for 10-20%. He believes we should set it at either 10% or 20% and be consistent, and asked how the 10-20% was determined?

Mrs. Ritter, director of general education, stated the 10-20% was a compromise in the first discussion that included high school principals and was what they wanted it as a standard percentage. In further discussions, concern was expressed in certain subject areas, i.e. the Career Center that scores students on skill performance rather than testing, and we would not want to set it at 20% because students who could do what they needed to and didn't the whole nine weeks, could come back and ace the test, and the 20% would put them in the passing range. Thus, the 10-20% compromise and the decision that individual faculties would vote on the percentage to be used at their school with the majority being presented to the principal for final approval.

Mr. Powell expressed appreciation for the work put into this, for the 55% being abolished at the high school level, for input from other parishes, and the strong message the board is sending that we will have standards. Mr. Powell asked staff to address the issue of cumulative grading and where this will leave Caddo in this regard? Mrs. Ritter said the most recent committee that met wanted to leave it cumulative as it has been in the past. The original committees had done away with this as they felt it made it more student friendly and a discreet unit as in middle school. Mr. Powell asked if, for all practical purposes, the board approves this, are we actually going back to the way it was before? Mrs. Ritter answered *yes*. She also said a parent representative on the committee said she never understood what this meant, so there is a need to revisit the report card, and change the language to reflect that the nine weeks grade really is a *progress report*, and the actual final grade comes out at the semester. It is important that parents understand this. Mr. Powell said in pulling together these people, getting their input, working very hard, and getting a consensus, he believes some very good, solid recommendations are now being considered and he can support the revisions being recommended.

Mrs. Armstrong asked if there would be letter grades only for music, art and physical education at the elementary level or if the committee discussed using  $\sqrt{+}$  and  $-$  rather than letter grades? Mrs. Ritter responded that it wasn't discussed, but it possibly will be for next year, because when the policy was approved by the board and notice went out concerning the percentage grade, teachers in those areas said it was virtually impossible to give letter grades in these areas.

Mr. Guin asked Mrs. Ritter if in interpreting the sentence which says "the decision as to the amount of value placed on semester examinations will be made by majority of the faculty at each school with approval by the principal", a decision is made to go either 10, 20 or somewhere in between, does this mean every class in that particular school will handle the semester exam the same?. Mrs. Ritter said that is the way she understands it. The decision is made by the majority of the faculty and there would be one percentage number for each individual school.

*Mrs. Armstrong moved, seconded by Mr. Burton, that the CPSB amend the policy under high schools to say the semester examination will count for 10% of a student's grade.*

Mrs. Armstrong stated she doesn't feel we need to leave the number out there for the different schools to decide. If the board is going to have a policy, it should set a figure in the policy that would apply to all. She added she feels 10% of the grade is adequate to reflect an examination.

Mr. Milam asked Mrs. Ritter about this number being a compromise of the 0-20%. Mrs. Ritter said it was a compromise, because the principals originally said make it straight 20% and the discussion went from 10-20%. Mr. Milam asked Mrs. Ritter if she went back to the committee and reported the number had been changed to 10%, what would the response be? Mrs. Ritter said she did not know. Were there some principals who were more adamant about the 20%?

Mrs. Armstrong asked if there is a difference for example with the Career Center or is this the only school with this problem? Mrs. Ritter said there were a couple of principals that didn't wish to penalize students on the semester exam by weighting it too heavily and pulling the students down. Mrs. Armstrong commented that a lot of students do not test well and if a lot of the grade rests on the semester exam, it could pull them down. Therefore, she believes the 10% would be a percentage that could be lived with.

Mr. Milam stated that most of the high schools wanted 20% and if the motion on the floor passes, we would be requiring all high schools to go to 10%. Mrs. Armstrong asked if the high schools are wanting it (at 20%) or is this what they have been doing? Mr. Guin said the high schools have been operating under a policy of 0-20%, and staff has indicated the majority of high schools want 20%.

Dr. Hitchcock stated the superintendent did what the board asked him to do in reconvening the committee to study this and they are asking for some flexibility among the high schools in the parish to make a school-based decision. He doesn't believe, if the grades are cumulative, there would be much difference in the student's final grade, and he doesn't believe the board should arbitrarily pick a number after we asked a large committee to study and make a recommendation. They have done that, and he supports the committee's recommendation. If there are problems with it, it can be looked at again next year; thus, he urged the board to defeat the amendment on the floor.

Mr. Powell stated he concurs with restoring uniformity; and with accountability, we need their input in solutions. If the board adopts the recommendation, it will be setting a general guideline, that will give some flexibility, and there may be valid reasons from school to school for the difference. He spoke in favor of the recommendation of the committee and encouraged the board to defeat the amendment and support the main motion.

Mr. Brooks asked Mrs. Ritter how many principals were involved in this committee. Mrs. Ritter said there were 11 high schools represented, and all were invited to attend and bring their counselor and a teacher. Mr. Brooks encouraged the board to trust what the committee and staff are recommending and support the main motion.

Mrs. Armstrong stated if this policy possibly will come back to the board next year for additional changes if this does not work, she will withdraw her amendment at this time. Mr. Burton withdrew his second.

Mr. Milam asked for staff to respond to the 10% on homework. Mrs. Ritter said there were no arguments or problems with the 10% figure for homework. Originally, the committee looked at possible differences, but this item was not discussed when the committee came back together.

*Vote on the main motion carried unanimously.*

**Adjournment.** *Mr. Burton moved, seconded by Mrs. Armstrong, for adjournment. The motion carried unanimously, and the meeting adjourned at approximately 6:15 p.m.*

**October 1, 2002**

The **Executive Committee** of 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 Tuesday, October 1, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Mims gave the invocation and led in the Pledge of Allegiance.

## **PRESENTATIONS**

**Long-Term Lease Agreement with Shreve Memorial Library.** Interim Superintendent Ron Festavan introduced Mr. James Pelton, Director of Shreve Memorial Library, who shared with the board information about a plan for the location of the Extension Center Library at the present Hollywood Branch site adjacent to the Caddo Career and Technology Center. Mr. Pelton explained changes being proposed at this site with a long-term lease agreement with the Caddo Parish School Board. Mr. Pelton highlighted history of other branches and newly opened branches in various locations in the parish and the effort being made by Shreve Memorial Library to offer educational support to the children/students in Caddo Parish. With the Cedar Grove branch being relocated to a new facility on Line Avenue, the Hamilton Branch Library will be a resource center with the move being made in conjunction with the opening of the new south Caddo library to create a very large resource library. This will bring the total to 3 very large strategically located resource centers in the parish that will be open on Sundays. The Hamilton Branch will move around the first of 2003 and a new Mooretown Library is being built on Hollywood. This new extension center will serve a large number of the population. Mr. Pelton reviewed proposed plans for demolition of the library currently located on the site at Hollywood and Union and plans for the proposed new library. Space, and in particular parking spaces, is a problem as it has been in the past, and there is a need for additional land to build the proposed 8500 square foot library with about 60 spaces for parking, with a plan to expand. He said he has met with school system representatives to discuss a possible exchange and proposed the Shreve Memorial Library would provide adequate parking for the track located on the site, in addition to space for buses, as well as provide adequate parking for the library. In summary, Mr. Pelton said a request is being made for the board's consideration to establish a long-term lease between Shreve Memorial Library and the Caddo Parish School Board so the Shreve Memorial Library can build a library on this site that will serve the community and address the problems of parking.

Mrs. Armstrong asked if Shreve Memorial Library would maintain the present library while construction is in place. Mr. Pelton said the current building would be demolished before construction on the new facility begins. During the interim, the extension book mobile center will be moved to the Hamilton Branch library when this branch moves into its new location on Bert Kouns at Baird Road.

Mr. Brooks inquired about the Mooretown Library and how many entrance possibilities will be available for the students (because of the location of a ditch). Mr. Pelton stated a bridge will be built providing people on the north side of the site access to the new library.

Mr. Festavan stated this is a project that will provide access for the community, maintain the integrity of the track at the school, and provide a nice parking lot at no cost to the board.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE OCTOBER 15, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the October 15, 2002 CPSB meeting and discussion followed as summarized.

**Approval of Revisions to Classroom Teacher Job Description.** Mr. Burton asked the superintendent to summarize the proposed revision to the classroom teacher job description. Mr. Festavan explained there is an approved job description and one of the items listed in that job description is "reporting regularly" to work. Staff has received numerous calls addressing this

item; and after much discussion, believes the term “regularly” is too vague. When principals are evaluating teachers, the problem could be 74 principals with 74 different ways of addressing this. Staff believes the word “promptly” needs to remain; and if there are abuses of regular attendance, there is a policy in place for addressing this.

Mrs. Pugh stated there is a distinct difference between *promptly* and *regularly* and she has known people who have been terminated because they did not participate in the work of the school on a regular basis, i.e. speech teacher who may only be in class Thursday and Friday, and absent Monday through Wednesday. After a period of time of this practice, there would be a need to terminate that employee, and inquired under which policy staff would address this matter. Mr. Festavan responded this would be addressed under *willful neglect of duty* as one of the termination processes under the statute. The principal, when noting a pattern of absenteeism, should conference with the teacher, document in the teacher’s file the absenteeism pattern, and a dismissal could result; but it is not necessary to do this through the observation process in the classroom. Mrs. Pugh asked when would the person be notified of the violation? The superintendent responded that at the time the principal notes attendance is a problem, the principal has the authority to call the teacher in to note the concern and note with the teacher what the expectations are regarding attendance, and have them sign it. Mrs. Pugh asked why this staff has determined the need to delete this term? The superintendent stated staff has never used, to his knowledge, this term before in an evaluation tool. This term was added for the first time this year. After concerns were expressed, staff reviewed it, and recommended that the term *regularly* is too vague, and would cause too many problems in the evaluation process. Mrs. Pugh asked if this job description has been adopted by the school board? The superintendent stated he understands it has been adopted and that is why staff is bringing it back to the board for revision.

Mr. Thibodeaux stated that just as this is vague, he said there are several others that are also vague, and cited several examples in the job description. He does not feel there would be 74 different opinions, but there could be different opinions as to what constitutes the examples listed. Mr. Thibodeaux said if we are going to judge people on objective aspects, then that is what needs to be done.

The superintendent further stated there is by nature some subjectivity in any evaluation process. He believes most of the items listed in this job description have been a part of the past job description and staff has been able to get through the process without a great deal of disparity.

**Approval of Revisions to Formal or Classroom/Worksite Visitation Observation Form.** Mr. Festavan stated these revisions are to reflect the change in the job description by striking the work *regularly*. The superintendent also stated that the form presented is the long form, but has been condensed to a letter size, which is a more workable size form.

**Consideration of Sale of Caddo Exceptional School per Offer from LSU Health Sciences Foundation.** Mrs. Armstrong asked how many students are presently enrolled at Caddo Exceptional. Pam Barker, principal of Caddo Exceptional, responded there are 36 students. Mrs. Armstrong inquired as to where staff would propose housing these students. The superintendent stated there is an option staff is considering in revitalizing the Alexander School site. He has received numerous calls from citizens that are interested in seeing Alexander revitalized as a part of the school system. Mrs. Barker has toured the Alexander site and feels it would work. Marlene Ritter is working on another alternative program that also could be housed at Alexander. Mr. Festavan stated he believes this building could be utilized to house these two programs, as well as accomplish revitalizing the school and the community. Mrs. Armstrong asked if the students could be housed in the back wing at Alexander? The superintendent said this is an option being looked at, and also some IDEA monies are available that would allow us to upgrade the parking lot, as well as improvements in the back for faculty parking.

**Approval of Revisions to CPSB Policy GCJ.** Mr. Festavan explained a change was made in the past year to put principals on a 12-month salary schedule. In discussions with staff, it is believed it will take a long attrition time for this to roll over to a full-time 12-month salary schedule for all principals. Staff does not see the advantage in this change and there are several disadvantages. Based on the information presented, staff is requesting the board’s consideration in revising this policy and eliminating the 12-month contracts.

**Approval of Modifications in Agreement with Kavanaugh/Pro Temps Regarding Long**

**Term Substitutes.** Mr. Guin inquired if backup material is available on this item. The superintendent stated Mr. Wreyford and Ms. Duran have completed an agreement with Kavanaugh, and there will be information in the mailout for the meeting on the 15<sup>th</sup>. Mr. Wreyford explained one year ago the board entered into an agreement with Kavanaugh/Pro Temps Services to outsource day-by-day sub teacher positions in the schools. Concurrently with that change, the board approved a different level of pay for those substitutes who were on an extended assignment level. The pay level for those on day 11, after working 10 days, was set at \$90 a day. The system has maintained the placement of those; however, throughout the year, the process was difficult in attempting to coordinate this between the school, central office and the third party. In some cases, the substitute has missed some work time. There are many advantages to allowing the third party to handle all day-by-day sub staffing. They have had a consistent 97% fill rate and staff is recommending that the contract be modified to allow them to fill those extended day-by-day sub positions. Ms. Duran's office will continue their efforts to place a certified teacher in every classroom for leaves and any other long-term position. He added that the attorney presently is reviewing the proposed modifications and it will be available in the mailout for the October 15<sup>th</sup> meeting.

**Approval of Revisions to Caddo Parish Test Security Policy.** Mr. Guin inquired about backup information for this agenda item. The superintendent said this is wording that will bring Caddo's policy in line with the "No Child Left Behind" legislation. Mrs. Ritter added they are very minor terminology revisions and staff, because of working on school performance scores for the past 2 weeks, is still making those revisions. This will be ready for the *Friday Letter*.

**ADDITIONS TO THE AGENDA**

Mr. Guin stated that at last month's meeting, an item was postponed until a report was received on the Special Education Department; and if the report will be available in October, asked that the postponed item be placed back on the agenda. The superintendent stated he had just reviewed a preliminary report and anticipates this item being brought to the board in October.

Mr. Burton stated he requested at the last board meeting information on staffing at Booker T. Washington and the problems of not having an English teacher. He stated he received a response, but wishes an investigation to determine if the problem Booker T. Washington, and other schools, encountered was a result of the staffing formula. Mr. Burton wishes to make certain schools do not have this problem in the future. Mr. Festavan responded that staff followed up on this request and there were legitimate explanations for the non-certified teachers in classrooms. He stated there are times when staff has not been able to place certified teachers in classrooms, not only at Booker T. Washington but at other schools also. Mr. Burton requested this be a report under the Superintendent's Report on the agenda.

Mr. Burton asked the superintendent if funds could be allocated to Booker T. Washington to replace library books/books that were lost/damaged due to mold? The superintendent stated he met with Dr. Ducote, supervisor of libraries, who made him aware of the problem. As a result, staff is looking at (1) the cause of the mold/mildew that is deteriorating the books and staff is working with maintenance and the energy managers to determine if it is an air conditioning problem, and (2) the replacement of books is being looked at by Dr. Ducote to determine the cost of losses because of the mold.

Mr. Burton also requested that staff provide the newly elected board, after the election and by the end of November, a packet of information concerning the process previously followed in the superintendent search so as to allow time for perusal before the meeting in January.

Mrs. Pugh requested an item be added to the Superintendent's Report on the status (to include funding, inventory and staff) of the board-approved transfer of the Professional Teaching Magnet from Green Oaks High School to Booker T. Washington High School.

Mr. Brooks asked the superintendent to prepare a report on the amount of paperwork employees have to deal with on a daily basis and how the paperwork might be cut in half.

Mr. Brooks also asked that an item be placed on the agenda to return the hiring to the personnel department, because principals are not hiring people that apply for positions at their schools.

Mr. Mims requested a report from the superintendent on how often our T Building roofs are inspected and who is responsible for inspecting them.

**Consent Agenda.** The president recommended that items 9-20 and 23 be categorized as the consent agenda. *Mr. Burton moved, seconded by Mrs. Armstrong, that the proposed agenda and consent agenda for the meeting on October 15<sup>th</sup> be adopted. Motion carried unanimously.*

The president presented the agenda to the public and invited input on the proposed items.

**Caddo Federation of Teachers/Support Personnel.** Jackie Lansdale, president of the Caddo Federation of Teachers/Support Personnel, addressed the modifications to the Classroom/Worksite Visitation Observation Form and expressed concern as to how anyone will be able to determine if this is a formal observation or worksite observation form. She said in order to conduct a formal observation, certain guidelines must be followed – the pre-observation conference, the conference, the post-observation conference. She believes a lot of ambiguity will be faced as a result of this form. She said she observed on this date where someone wrote up an observation on an employee on one of these forms, as opposed to just writing up something that could be rebutted and placed in the employee's file. She stated this appears to be too broad and difficult to be able to defend through due process procedures. She also brought to the board's attention on the teacher job description that some of the items are very broad and subject to interpretation.

Ms. Carolyn Jones Haygood, a resident of Lakeside community, addressed the board on a matter she as a parent has been dealing with at Booker T. Washington and concerns she has in that her son's 10<sup>th</sup> grade English class just received a teacher, 7 weeks into the 9-week period. She stated she has been in communication with the principal and others and there is a real concern for the lack of certified teachers in critical subject areas, not just at Booker T. Washington, but in all schools. She also feels there was not an urgency in staff to fill these positions.

Ms. Bernice Smith, addressed the board relative to the situation at Booker T. Washington and the need for certified teachers. She asked the board to address concerns in all Caddo Parish schools and encouraged them to be in the schools in the individual communities checking on them.

**Caddo Association of Educators.** Pat England, Caddo Association of Educators, addressed the item on the revision to the classroom teacher job description, asking the superintendent to affirm his answer that it had been approved. The superintendent stated it is his understanding the job description has been approved. Ms. England asked what the board's action would be on this item? Mr. Festavan stated it is a revision to the job description, and the revision is indicated with a strikethrough. Ms. England asked if teachers would be required to re-sign their job descriptions, since they had already signed them. The superintendent stated if the board revises the job description, teachers would need to sign a revised job description. Ms. England asked if there is a second page to this job description? Mr. Festavan answered *yes*; and that in an effort to reduce paperwork, only one page was duplicated. Ms. England asked if that also was the reason why there was only one page of the observation/worksite visitation document in the mailout? Bulletin 1525 requires there is a consistent observation of teachers based on a plan for all certified teachers. Ms. England asked if the word *regularly* is removed, does this mean that where certain employees have been noted on their evaluation as missing 3 days of work with no explanation, but it is written in the narrative portion of the evaluation form, will this practice stop? Mr. Festavan stated he does not understand that the action before the board addresses this question on that practice. Ms. England asked where on the document would this be recorded if the practice does not stop? Mr. Festavan said he believes the document would contain space to add that if in fact this is a principle we have been following. He also believes this is more of a legal question. Mr. Festavan stated that, to his knowledge, there is not a prohibition against that. Mrs. England also expressed concern if this document is used for a formal observation and a worksite observation, there are certain things not required in the worksite observation that are required in the formal observation, as outlined in the Personnel Evaluation Plan adopted by the board.

Mr. Brooks requested that the superintendent and staff conduct a survey in every school in the parish and make sure that the schools are operating as they should. He is for neighborhood



schools, but he wants the neighborhood school to be the same as the magnet program schools, making all of them equal.

Mr. Guin stated this is part of the staff's job description, and shared, from a personal standpoint, that one of the school's in his district did not have a math teacher until after mid-term. He understands the problems at BTW, but it is not an isolated problem at one school, but a problem across the parish. Mr. Brooks said this is the reason he believes the hiring should be placed back in the personnel department.

As a point of personal privilege, Mr. Burton recognized Ms. Bernice Smith, as a noted civil rights leader, having worked with Martin Luther King, Jr., her daughter was one of the first two students to integrate C E Byrd High School in 1966, and she has worked diligently in the city to bring fairness. Also, Ms. Jones, guest speaker, was the first student in 1966 to attend Creswell Elementary.

**Adjournment.** *A motion was made by Mrs. Armstrong, seconded by Mr. Burton, for adjournment. Motion carried unanimously and the meeting adjourned at approximately 5:36 p.m.*

**October 15, 2002**

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 Tuesday, October 15, 2002, with President Phillip Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were James R. Festavan, interim secretary, and Reginald Abrams, legal counsel. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

**CONSIDERATION OF MINUTES OF THE SEPTEMBER 17, 2002 AND OCTOBER 1, 2002 CPSB MEETINGS**

*Mr. Burton moved, seconded by Mrs. Pugh, approval of the minutes of the September 17, 2002 and October 1, 2002 CPSB meetings as presented in the mailout. Motion carried unanimously.*

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

The president reviewed the agenda and proposed that items 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 26 and 27 be considered as the consent agenda. Agenda item #24, *Consideration of Recommendations from Special Education Report Review Committee*, was postponed until November.

**SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special presentations/recognitions. The president and superintendent greeted and presented each honoree with a certificate of recognition for their outstanding accomplishment. Parents, school administrators, and other guests of the honorees also were recognized.

**JROTC Cadet Corps Commander Promotion.** Ms. Anderson introduced Lt. Col. Richard Miller, Director of Caddo's Army Instruction Program. Col. Miller introduced Cadet Colonel Blessing A. Enyenihi, student at Caddo Magnet High School, who was promoted to Cadet Colonel as the Corp Commander for the 2002-2003 school year. Mrs. Mary Rounds is the principal of Caddo Magnet High School.

**HOSTS Language Arts Implementation Awards.** Ms. Anderson introduced the four schools in the Caddo School system that received a superior rating from the national HOSTS (Helping One Student To Succeed) organization for the implementation of its Language Arts program. The schools recognized were Southern Hills Elementary, Janie Moran, principal; West Shreveport Elementary, Shirley Pierson, principal; Northside Elementary, Jesse Scott, principal; and Central Elementary, Mary Bethel, principal.

**Louisiana Principal of the Year Regional Finalists.** Ms. Anderson recognized two Caddo principals selected as regional finalists in the Louisiana Principal of the Year Program. The elementary principal finalist is Sara Peace Ebarb, principal at Forest Hill Elementary. The middle school principal finalist is Jan Holliday, principal at Youree Drive Middle School.

**Caddo's 2002 Teachers of the Year.** Ms. Anderson highlighted Caddo's Teacher of the Year program, how it works, judging of those nominated, and how finalists are selected through an interview process. Ms. Anderson recognized Michael Roy, Caddo's videographer, who shared with the board and audience a video presentation on the teachers in their classrooms. Caddo's elementary finalists this year are Mrs. Ginger Williams (Midway Professional Development Elementary School), Mrs. Emily L. Stanford (Shreve Island Elementary), and Mrs. Carol Ann Bedard, elementary winner (University Elementary). The middle school finalists are Mrs. Rosetta Boone (Keithville Elementary/Middle School), Ms. Dory B. Doud (Linwood Middle School), and winner Mrs. Darlene Simons (Youree Drive Middle School). The high school finalists are Mrs. Maggie Green (Captain Shreve High School), Mr. Melvin Landry (Woodlawn High School) and winner Mr. Marvin "Bob" Harris (C E Byrd High School).

**Recess.** The board took a 5-minute recess at approximately 5:12 p.m. and reconvened the meeting at approximately 5:34 p.m.

## VISITORS

Dr. Phillip Rozeman, Alliance for Education, presented to the board an outline of the Education Task Force Steering Committee's work. Dr. Rozeman stated this committee was put together to look at the need for new and improved facilities, because despite the fact that the bond issue failed in July, the need still exists. Dr. Rozeman stated that the failure of the bond issue did not necessarily mean the people do not recognize the need, but more that they want to be involved in the process and have more information. He highlighted decisions the steering committee has made and presented a written report for filing in the Caddo Parish School Board's records.

Jackie Lansdale, president of the Caddo Federation of Teachers/Support Personnel, addressed the CPSB on various items of the Federation, what Florida is doing to limit class sizes, and how important this is in student achievement. She said Caddo's board has recognized the contribution of certified teachers, reducing class sizes and providing the opportunity for quality education. The board also voted on a current budget to address these issues, but now are saying that competing with other states, districts and occupations for competitive salaries, this would need to be put on hold because available funding has been allocated to reduce the class size by monitoring the number of special education students in the regular classroom. Ms. Lansdale stated that spot-checking throughout the district indicates staffing for this year has not changed and as much as 25% of the regular education classrooms population is special education and/or 504. This is problematic in this district, because even though the board changed the promotion policy, years have been spent moving students forward regardless of whether or not they demonstrated mastery of the materials; and now with the accountability that mandates teaching students at their grade level, the effort to mainstream has developed large numbers of students having placement in the classrooms where they are a number of years below their grade level capability. This is compounded with the fact there are multiple students in classrooms whose IAPs and IEPs require a number of accommodations. Ms. Lansdale asked the board to review the budget process in the fall, review special education placements and assure they are appropriate and within the guidelines the board has set forth, assess programs and their level of success. She also asked the board to look for missed opportunities to bring funding to the classroom in supplies monies and salary increases and to consider if the time has come to ask citizens to consider a bond issue and see if they too see the value of the classroom beyond the construction of a building.

Fred Wilson, Rodessa, Louisiana, addressed the board regarding the recent retirement of the principal at North Caddo High School and the leadership at the high school. Mr. Wilson spoke in support of the former principal at North Caddo, stating the former principal had brought child centeredness to North Caddo and asked the board to help bring the principal back.

Rev. Robert T. Green, parent with the North Caddo High School PTSA from Mira, Louisiana and president of the North Caddo Ministerial Conference, addressed the board on the retirement of the principal at North Caddo High School. Mr. Green stated he believes she still would be principal had she received the support from central office that she should have received. Mr. Green commended the former principal on the outstanding job she had done not only at North Caddo, but also at Vivian Elementary Middle School. He talked about her outstanding accomplishments at the school and how she had encouraged and helped the students. Mr. Wilson said that he had secured 500 signatures from those who wished to get the former principal back at North Caddo.

Ms. Roberta Payne, bus driver for North Caddo High School, spoke on behalf of the former principal at North Caddo High School and how much she cared about the students and how the students felt about her. Ms. Payne encouraged the board to get the former principal back.

Chandelyn Washington, student body president at North Caddo High School, addressed the board on the positive encouragement the former principal brought to the students at North Caddo. She encouraged the board to bring the former principal back and to restore the stability that the school experienced when she was there.

Karen White addressed the board on the North Caddo situation and spoke on behalf of the principal at North Caddo High School having earned her respect. She has been firm, caring and earned the students respect first. She feels the principal's retirement has weakened the pillar of stability at NCHS and asked the board to rescind her retirement.

Betty Fisher, parent from Rodessa, spoke in behalf of the former principal at North Caddo High School and the positive influence she had on her son, that she had really cared about him.

Betty Williams, attendance clerk at North Caddo High School, spoke in behalf of the principal at North Caddo High School, the excellent job she had done, and the difference she had made in the students at North Caddo. She encouraged the board to bring back the principal, and if this does not happen, parents are concerned about who might replace her.

Mr. Guin asked the superintendent if, because there are a number of people at the meeting concerned about this issue, staff could meet with them and listen to their concerns. The superintendent said Mr. Hearron and Mr. Wood could do so. Mr. Brooks said he feels the board needs to take the time and listen to what these people have to say about the North Caddo situation and determine what are the problems. The president explained because there is not an item on the agenda addressing this issue, the board cannot discuss or debate it. Mr. Brooks asked legal counsel how this might be handled. Mr. Abrams stated board members could speak with anyone at any time outside of the meeting. Mr. Brooks stated he desires to set a date and time where the board can sit down and hear what the people from North Caddo have to say. Mr. Burton said he would like, under announcements and requests, to ask that the superintendent conduct an investigation and report back to the board and try to resolve this matter.

**Recess.** The president called for a 5-minute recess at approximately 6:15 p.m. and the meeting reconvened at approximately 6:27 p.m.

## **CONFIRM THE CONSENT AGENDA**

The president restated that items recommended for consent include 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25 (added to consent), 26 and 27. Mr. Guin reminded everyone that action by the board on these items will be as reflected on the motion sheet and brought to the board's attention that action on Agenda Item 10. Bids. A.2. Anti-Virus Protection will be to reject all bids and rebid this item at a later date. *A motion was made by Mr. Mims, seconded by Mr. Powell, and carried unanimously that the consent agenda be approved.* The superintendent summarized the board's action and the following items categorized as the consent agenda.

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

**Personnel Recommendations.** Per request from the superintendent, John Dilworth, chief operating officer, introduced the following personnel appointments as recommended by the superintendent and approved by the board. Ms. Sheri Samuels was appointed counselor at Donnie Bickham Middle School; Ms. Loretha Ary-Smith was appointed counselor at Arthur Circle Elementary School; Shirley Thomas was appointed counselor at Fair Park High School; Dr. Elizabeth Sullivan was named counselor at Bethune Middle School; Ms. Ruthie Adams Williams was appointed counselor at Linwood Middle School; and Connie Kidd was named counselor at Woodlawn High School. These appointments will receive the appropriate salary as reflected by the Caddo Parish School Board Salary Schedule applicable to the positions to which they were appointed.

**Requests for Leaves.** The following requests for leaves were approved by the board as recommended by the superintendent.

Sabbatical Leave for Study, Spring Semester, 2002-2003 School Year  
 Stacey T. Daniels  
 Michael A. Ilgenfritz  
 Cindy L. Paul  
 Pauline H. White

Sabbatical Leave/Medical, Fall Semester, 2002-2003 School Year  
 Caroline H. Hamilton

Catastrophic Leave, 6 days, 10/11/02 through 10/18/02  
Daphne Coleman

Catastrophic Leave, 12 days, 9/5/02 through 9/20/02  
Sonya Elie

Catastrophic Leave, 3 days, 10/9/02 through 10/11/02  
Barbara Shoumaker

Waive repayment of monies paid while on Sabbatical Medical Leave, Spring Semester of  
2001-2002 School Year  
Linda G. Brown

**Other (Hiring, Assignment Changes, Separations & Resignations).** The board approved the other personnel transaction report relative to new hires, assignment changes, separations and resignations for certified and classified employees as recommended by staff and submitted in the mailout.

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

**Bids.** Staff recommended that the following bids be approved as submitted in the mailout and indicated on the bid tabulation sheets. (1) The bid of Berg, Inc. totaling \$17,141.00 to REPLACE STEAM LINES AT WOODLAWN; (2) reject all bids for ANTI-VIRUS PROTECTION SYSTEM and bid this item at a later date; (3) Highsmith bid totaling \$6,757.60, Moser totaling \$31,995.00 and Rowley Group totaling \$18,920.85 for LIBRARY FURNITURE and EQUIPMENT; (4) bids of JanPak Supply totaling \$65,297.65, Long's Preferred Products totaling \$34,513.00, and PFS-Professional totaling \$50,490.100 for FOOD SERVICE PAPER AND SUPPLIES; and (5) bids of PFS Professional Food Service, Gerlach Meat Company, Farmer's Fish Co. and Long's Preferred Products for an estimated total expenditure of \$1,500,000 for FOOD AND SUPPLIES (canned and frozen foods, fish, poultry, eggs, meat and specialty items).

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

**Approval of Bus Usage Agreement – North Louisiana Teamworks.** Move approval of the bus usage agreement with North Louisiana Teamworks as recommended by staff and submitted in the mailout.

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

**Approval of Long-Term Lease Agreement with Shreve Memorial Library.** Move approval of the proposed long-term lease agreement with Shreve Memorial Library for expansion of the branch library at 5802 Union Avenue as recommended by staff and submitted in the mailout.

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

**Approval of Revision to Classroom Teacher Job Description.** Move approval of the proposed revision to the Classroom Teacher Job Description as recommended by staff and submitted in the mailout.

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

**Approval of Application for Starting Points Grant.** Move approval of the application for the Starting Points Grant as recommended by staff and submitted in the mailout.

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

**Approval of Application for Educational Excellence Fund Grant.** Move approval of the application for the Educational Excellence Fund Grant as recommended by staff and submitted in the mailout.

**Agenda Item No. 17**

**Approval of the Sale of Caddo Exceptional School per Offer from LSU Health Sciences Foundation.** Move approval of the sale of Caddo Exceptional School per offer from LSU Health Sciences Foundation as recommended by staff and submitted in the mailout.

**Agenda Item No. 18**

**Approval of Proclamation Declaring October as “Child Search/Childnet Awareness Month”.** Move approval of the proposed proclamation declaring October as “Child Search/Childnet Awareness Month” as recommended by staff and submitted in the mailout.

**Agenda Item No. 19**

**Approval of Special Education Contract between CPSB and Alpha Nursing Services.** Move approval of the special education contract between the Caddo Parish School Board and Alpha Nursing Services as recommended by staff and submitted in the mailout.

**Agenda Item No. 20**

**Approval of Revisions to CPSB Policy GCJ.** Move approval of revisions to CPSB Policy GCJ as recommended by staff and submitted in the mailout.

**Agenda Item No. 21**

**Approval of Modifications in Agreement with Kavanaugh/Pro Temps Regarding Long Term Substitutes.** Move approval of modifications in the agreement with Kavanaugh/Pro Temps regarding long term substitutes as recommended by staff and submitted in the mailout.

**Agenda Item No. 22**

**Approval of Revisions to Caddo Parish Test Security Policy.** Move approval of the revisions to the Caddo Parish Test Security Policy as recommended by staff and submitted in the mailout.

**Agenda Item No. 23**

**Approval of Professional Development Day for Fairfield, Shreve Island, EBW Stoner Hill and University Elementary Schools.** Move approval of a professional development day for Fairfield, Shreve Island, EBW Stoner Hill and University Elementary Schools as recommended by staff and submitted in the mailout.

**Agenda Item No. 25**

**Approval of Nominees to Special Education Advisory Council.** Move approval of the nominees to the Special Education Advisory Council as recommended by staff and submitted in the mailout.

**Agenda Item No. 26**

**Approval of Interagency Agreement with Calvary Baptist Church Day Care.** Move approval of an interagency agreement with Calvary Baptist Church Day Care as recommended by staff and submitted in the mailout.

**Agenda Item No. 27**

**Approval of Snack Provision Agreement with Educational Talent Search Program.** Move approval of a snack provision agreement with the Educational Talent Search Program as recommended by staff and submitted in the mailout.

## **APPROVAL OF REVISIONS TO FORMAL OR CLASSROOM/WORKSITE VISITATION OBSERVATION FORM**

Dr. Michael McCoy, vice president of the Caddo Association of Educators, addressed the board on the proposed formal or classroom/worksite visitation observation form and asked that the board look at splitting the form into two separate forms where one follows the policy for the formal observation for teachers. He added that in following the CPSB policy, the principal has to conduct a pre-observation conference and a post-observation conference and that form should be clearly distinguishable from a regular worksite observation form.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, stated there is probably nothing more important to an employee than an evaluation, and the document it is placed on should be clear, concise, and the process clear and protected. The board has always consistently insisted on input from employee organizations; and while they did meet with Dr. Schiller on this plan, when it came to the implementation of the form, they never had the opportunity to provide input. She asked the board to delay action on this form until the employee organizations have the opportunity to meet with the superintendent or whoever might be restructuring this form.

Mrs. Pugh asked the superintendent if he had any ideas as to how this form might be restructured. The superintendent responded he had visited with the Personnel Director and staff does have some ideas; but in response to the speakers comments, if there are those who would desire to sit down with staff with some meaningful ideas on the restructuring of this form, he would welcome them doing so. *Mrs. Pugh moved, seconded by Mrs. Wright/Mr. Powell, that the board postpone action on this item.* Mr. Powell said he appreciates the motion to postpone so meaningful input can be received from the employee groups. Mrs. Wright also requested that meaningful input be sought, but would like to see this done in a timely manner and back on the agenda real soon. Mr. Burton also wanted to make certain it was understood that the postponement is so input can be received from the employee groups. Mrs. Armstrong asked the superintendent if he anticipated a revised format that is more concise and user friendly. Mr. Festavan said staff has also worked on a format that's more user friendly. Mrs. Armstrong also asked that staff seek principal input.

*Vote on the motion carried unanimously.*

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** The superintendent reported that an update on the construction projects was included in the mailout. Mr. Brooks inquired as to the status of the Pine Grove situation. Mr. Guin stated because of litigation, it can't be discussed in open session.

**Report on Staffing Problems at BT Washington.** The superintendent stated that he had mailed a response to Mr. Burton's request on the staffing concerns at Booker T. Washington. Mr. Burton said he had talked to the principal and had been assured that everything is staffed; however, he asked the superintendent about a problem with the auto mechanic. The superintendent said he was unaware of this concern, but will follow up and report back to him.

**Report on Allocation of Books for BT Washington Library and Mold Problem in Library.** The superintendent reported that last week he met with Steve White, et. al., and an investigation in the problem indicates the air conditioner placed in the library many years ago is a 28-ton unit, and the engineering study indicates the amount of space being air conditioned only requires 15 tons. The problem is a large infusion of cold air that will not dehumidify properly and this has caused the mold problem. This is a two-fold problem staff will address in two stages. The air conditioner problem needs to be corrected before addressing the replacement of books. Staff plans to replace the 28-ton unit with three 5-ton units that will give more flexibility in adjusting the airflow in the library as well as get it to the required 15 tons. At the present time, Dr. Ducote is comprising a list of the damaged books and through the library funds budgeted each year and funds available for new books and new libraries, these damaged books will be replaced. When asked how old the 28-ton unit is, Steve White responded it's approximately 30 years old. Mr. Festavan said he would keep the board up to date on the status of this project as it proceeds.

**Report on Status of Transferring Professional Teaching Magnet from Green Oaks High School to B T Washington High School.** The superintendent stated that as a result of board

action, Mr. Roy Thomas was requested to work with the principals in transferring the Professional Teaching Magnet from Green Oaks to BT Washington, and he asked Mr. Thomas to update the board on this matter. Mr. Thomas reported he met with the principals of Green Oaks and BTW and developed a list of all the equipment that was a part of the Teaching Magnet Program. They also decided that equipment on the list that was program specific would automatically follow the program, and equipment that was program/school neutral would be looked at and a determination made as to whether it stayed at Green Oaks or moved to BT Washington; and both principals agreed on the lists. Mrs. Pugh asked Mr. Thomas if he was aware the program was not functioning, the equipment inventory for the program over the past 4 years was still at the old site, and there has not been any budget money transferred to the new school site for the program? Mr. Thomas responded that when he became involved, there were already discussions relative to personnel and funding for the program, and possibly the principals can address this. Mrs. Pugh stated the board expects staff to administer board policies/decisions. Mr. Thomas responded he understands, but he was not a part of the funding/personnel discussions at that time. Mrs. Pugh asked where is the program at this time? How many students are enrolled? How many teachers are there, and where is the secretary for the program? Mr. Thomas answered the program is at BTW; and, he understands there are no students enrolled in the program, nor did any teachers follow the program. Mrs. Pugh stated the program has not transferred as the board recommended, and she asked that staff look at what was promised to the people and implement the program. Mr. Thomas said he was asked only to manage how the equipment for the program would be divided between the two schools. Mr. Guin asked the superintendent to investigate the action of the board and take steps for implementing the program as recommended by the board. The superintendent stated he will do this, and for the record, Mr. Thomas did exactly what he was asked to do and extended appreciation to Mr. Thomas for his work. The superintendent also added he sent to board members correspondence he received from the principal outlining his thoughts about the teaching magnet. The superintendent will also be getting with Mr. Dilworth and staff to discuss this matter. Mrs. Pugh requested that staff include in their report not only what the board said, but also what was the board's intent. Mr. Brooks said the program needs to be implemented at Booker T. Washington and asked that it be implemented by mid term. Mr. Thomas said the only reason the program is not functioning today is there are no students enrolled in the program and the students in the program at Green Oaks did not follow the program. Mrs. Hardy asked why, if the principal at Booker T. Washington did not want the program, didn't the principal indicate such so that an effort could have been made to place the program at another school? She further stated the members of the Foundation that support the Teaching Magnet with scholarships do not understand what is wrong, because this is a good program. She asked the superintendent to direct staff to find out what is going on with this program and report back to the board his findings.

**Report on T Building Roof Inspections.** In responding to Mr. Mims' request as to how T Building roofs are inspected and by whom, the superintendent stated that we do not have a systematic approach of the T Buildings; but when staff is on campuses for routine maintenance trips, an inspection is done on the roofs, etc. and staff will react to problems discovered, i.e. a leak, or follow up on a work order turned in by the principal. Mr. Festavan stated more damage can be done to a T Building roof if we had a program whereby custodians are on the roofs on a regular bases, as this practice causes shingle damage, especially on the older buildings. Mr. Mims shared he feels preventive maintenance will be better than damage that can happen on the inside of these buildings when leaks are not caught in time.

**Election Day.** The superintendent announced that Tuesday, November 5<sup>th</sup> is an election day and our schools will be open. He added staff will take necessary precautions to ensure that our schools, nor the voters are interrupted.

**October 1 Enrollment.** Mr. Festavan announced that based on projected numbers, the October 1<sup>st</sup> enrollment is about 565 students above what was projected. Even though we did lose some students, we did not lose what was projected.

## **UNFINISHED BUSINESS**

Mrs. Wright inquired as to the status of the committee she requested to look at supplies and system wide contracts? The superintendent stated the committee would be formed and he will report back to her on the status. Mrs. Pugh asked the superintendent if the committee would also



look at rental on copier machines in the schools? The superintendent answered that staff is already looking at that project through the Purchasing Department.

## **NEW BUSINESS**

Mr. Brooks inquired of Ben Wreyford, director of finance, when support personnel would be receiving their check? Mr. Wreyford answered October 23<sup>rd</sup>. Mrs. Pugh asked if the check would be sent to employees from here or from Baton Rouge? Mr. Wreyford said the checks will be processed in the same way as the normal checks are from here.

## **ANNOUNCEMENTS AND REQUESTS**

Mr. Burton requested that an investigation be conducted by someone other than the administration, possibly Mr. Collier in the Auditing Department, of the problems at North Caddo centered around the principal's retirement and that some information be sent to the board as early as next week. He also asked that staff include in the investigation information on the law concerning an individual desiring to rescind their retirement and if that is possible under the Louisiana laws or Caddo Parish School Board policy.

Mrs. Wright requested that staff provide her a copy of the communication with the Justice Department on the realignment of the attendance lines for schools as well as an overlay of the attendance zone over the new district lines so board members can see where the students are attending school. She also asked for documentation regarding the original lease-purchase option for the property on Norris Ferry Road, including other options prior to the board's purchase of the property.

Mr. Mims stated he has had several calls relative to the incident at Woodlawn on Monday and asked the superintendent if there is ample security at Woodlawn campus; and if not, is it possible to get more security? The superintendent said we do have security at most of our schools and it's very hard to predict things that are beyond our control. This particular incident did not happen on the school campus; however he is working with the Shreveport Police Department and Chief Roberts who are offering additional officers and assistance in several neighborhoods that may be affected. Mr. Festavan said there is a heightened level of concern but assured the board the school system is doing and will continue to do everything we have the resources for to address this matter in the best way we can.

Mr. Brooks requested that Mr. Thomas implement the Teaching Magnet at B T Washington by mid term. Also, regarding the concerns expressed during the visitors section on the retirement of the principal at North Caddo, he requested an investigation in the matter.

Mr. Powell requested a report from the superintendent on the activity of the North Caddo High School Needs Assessment Committee. He said the board's intent for that committee was for it to be inclusive and comments from speakers tonight indicate the committee is exclusive. The intent was for the committee to be a community endeavor looking at long-term needs of the school; and if it is excluding half of the community, it will not achieve what the board asked for. He also asked staff to include in the report facts if anyone has been excluded from the committee or if anyone has been told more people could not be added to this committee. Mr. Powell also requested a list of the committee members and how many open-end community endeavors there have been in an effort to get more community involvement. Mr. Powell asked that this information be available in the next couple of weeks so if the board needs to take additional action regarding the needs assessment committee, it can do so.

Mrs. Pugh asked if there had been a change in policy regarding organizations placing information in teachers' mailboxes at the schools. The superintendent said there is not a policy, but there is a procedure in place where the principals are asked to approve what is placed in the mailboxes. Mrs. Pugh asked when did this screening procedure begin? Mr. Festavan said he could not speak for other principals, but he followed this procedure when he was a principal. Mrs. Pugh asked for a protocol to be established to be followed by all schools. Mr. Guin stated a meeting was held last year between Dr. Schiller and members of the organizations that resulted in procedures on how organizations would meet with memberships, etc. The superintendent agreed to send board members a copy of this correspondence.

Mr. Powell asked if there had been any change in the last six months and if an employee organization wished to distribute to their membership at the various schools, who would be approving the materials being distributed? Could it be a principal that may be a member of a different organization making that decision? If that is correct, he feels this could be a potential problem and it may take something more than an administrative procedure because of the potential for placing a principal in a position where there may be some conflict of interest. He asked the superintendent to look at developing a board policy that would include procedures for implementing the policy.

Dr. Hitchcock raised a point of order in that the board is discussing and debating an item not on the agenda. While it is perfectly legitimate for a member to request that staff look into or develop a policy, discussion has gotten into the merits, and background and this is out of order. Mr. Burton agreed with the point of order. The president ruled in favor of the point of order.

Mr. Guin requested the superintendent to get with legal counsel and generate a report concerning the status of the litigation on the Pine Grove project.

## **EXECUTIVE SESSION**

**Employee Termination Appeal.** Mr. Guin asked Ruth Morgan if she wished the hearing open or closed and Ms. Morgan indicated she wished it to be open. At the request of legal counsel, Mr. Guin again asked Ms. Morgan if she wished for the hearing to be open or closed and explained that if it is closed, only she and whomever she chose would be in the hearing. Ms. Morgan said she would then prefer the hearing to be closed.

*Mrs. Armstrong moved, seconded by Mr. Burton, that the board go into executive session for up to 10 minutes for the purpose of hearing an employee termination appeal. Motion carried with Mrs. Hardy and Mr. Brooks being absent for the vote. The board went into executive session at approximately 7:35 p.m.*

*The board went back into open session at approximately 7:45 p.m. A motion was made by Dr. Hitchcock, seconded by Mr. Milam, that the board uphold the termination of employee Ruth Morgan as recommended by the superintendent. Motion carried with Mr. Brooks and Mr. Burton abstaining. Board members supporting the motion were Guin, Hardy, Thibodeaux, Pugh, Mims, Powell, Milam, Wright, Armstrong and Dr. Hitchcock.*

**Adjournment.** *Mr. Milam moved, seconded by Mr. Burton, for adjournment. The motion carried unanimously and the meeting adjourned at approximately 7:48 p.m.*

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Phillip R. Guin, President

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James R. Festavan, Interim Superintendent

**November 5, 2002**

The **Executive Committee** of 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 Tuesday, November 5, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Powell gave the invocation and led in the Pledge of Allegiance.

## **PRESENTATIONS**

Dr. Phillip Rozeman, Alliance for Education, addressed the board and updated them on the activities of the task force formed to look at infrastructure and needs at each school. Dr. Rozeman stated the task force held a series of meetings involving all committee members to talk about the committee's vision and made a decision to work on infrastructure as it relates to the school system. A group defined infrastructure as those things that could more or less be bonded. The committee talked about demographics and Gary Joiner addressed the group on this issue. The committee agreed to look at each school as it relates to enrollment changes over the past 20 years. He said a session was held in which the committee discussed previous bond issues, mainly 1997 and the last one. In addressing school construction, members of the committee learned how this department works. Dr. Rozeman stated that one of the things the committee learned is how important it is to look at things on a more global issue. Individual needs at different schools were discussed and an effort is being made to address what the absolute minimum is needed in every school in the parish. As a result of these discussions, the committee put together a list and asked the school system what the system thought was the most important needs. This was done first with cluster directors and the administration. To get additional input, surveys were sent to every principal and to 20 teachers at every school, with the survey listing things of a global concern. Schools were asked to respond to the survey from the respect that they were running the school system and did not have any of the things on the list provided, what would they think would be the most important thing to meet the minimum standards? Dr. Rozeman stated each school will be visited and extended appreciation to the staff for assisting in scheduling visits to the schools for the cluster groups within the task force. Each school was asked to provide the committee with a list of their capital needs and to talk to the committee members about their needs. Visits will take place over the next six weeks. Dr. Rozeman thinks seeing every school is important because that is the fair and credible thing to do in the process. Dr. Rozeman shared with the board a synopsis of his visit to 2 schools on this date. The third area the committee will look at will be holding community forums whereby the committee will meet with the people in the neighborhoods. Major Brock is working with the Kettering Foundation that does community forums around the country and it is hoped that a model can be followed and will be very useful. These forums will be done in January and the committee will meet in February to put together a prioritization list as it relates to infrastructure in the Caddo School System. Dr. Rozeman announced it is the committee's plan to bring this prioritization list to the board by the February board meeting. Throughout the process, Dr. Rozeman said the committee will be communicating with the community as a whole and letting people know what is being done. Dr. Rozeman said he feels the community will support the needs in the schools if they have a broader education as to what the needs are.

Mr. Brooks expressed his appreciation to Dr. Rozeman and the committee for the efforts they are putting forth in addressing the needs in Caddo's schools.

Mr. Guin asked staff if the board were to decide to put a version of Proposition 1 back on the ballot, what time frame is set in order for that to be put on the ballot in April? Mr. Wreyford answered the board would need to take action no later than the January meeting in order to get it on the ballot for April.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE NOVEMBER 19, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the November 19, 2002 CPSB meeting and discussion followed as summarized.

**Approval of Distribution of Savings from Medical Sabbatical Leave Expenditures in 2001-**

**02.** The superintendent explained this item deals with money the state dedicated when doing away with the Gayle Pay Law. Mr. Wreyford explained that in 1999, the Legislature enacted two new laws, one of the laws eliminated unlimited sick leave (the Gayle Pay), and it also eliminated leave for rest and recuperation, replacing it with a new type of leave called Medical Sabbatical Leave. Through the 01-02 school year, it was determined that the savings would be calculated and distributed to the classroom teachers. In the 2001 school year, the savings came to approximately \$122 per teacher. For this year, the savings is about \$59 per teacher and staff is requesting board approval to include this in the teachers' December paychecks.

**Approval of Resolution to Participate in the Qualified Zone Academy Bond Loan Program.**

Mr. Festavan said this item, if approved by the board, would allow Caddo to take advantage of approximately \$2.8 million in interest free money (QZAB) for the purpose of taking care of some of the projects we have which will free up funds for other projects like lighting, retrofits, etc.

**Approval of Revision to CPSB Discipline Policy Relative to Elementary Progressive Disciplinary Dispositions.**

Mr. Festavan explained the proposed revisions in the discipline policy are being recommended as a result of a recent incident in a school where a weapon was involved and board counsel suggested the board look at its policy and adjust it in order to reflect state law. Mr. Dilworth added staff is recommending adding an option for grades K-5 when it pertains to a student bringing a knife or weapon on campus that exceeds 2" in length. The policy now reads expulsion, but the revision would give the principal an option of expulsion or suspension.

**Approval of Revisions to Formal or Classroom/Worksite Visitation Observation Form.**

The superintendent stated staff has been working on redoing the worksite observation and evaluation forms by working with a committee to receive input. He said it is believed a consensus of the committee has been reached and these proposed forms will be in the mailout.

**Approval of Louisiana Teacher Assistance and Assessment Program Extenuating Circumstances Plan for the 2002-2003 School Year.**

Mr. Festavan explained the state mandates that a plan be on file and a proposed plan is being submitted for the board's consideration on the 19<sup>th</sup>.

**Approval of Policy for Distribution of Mail through Teachers' Mailboxes at Schools from Organizations.**

The superintendent stated a proposed policy has been prepared by staff for the board's consideration at its meeting on November 19<sup>th</sup> that would address the distribution of mail through teachers' mailboxes at schools by professional organizations. Mrs. Armstrong inquired if the draft being presented covers all propaganda from not only organizations, but from other individuals who wish materials distributed through the teachers' mailboxes. Mr. Festavan said this policy addresses more specifically professional organizations, because it talks about members' mailboxes. He further stated if the board wishes a blanket policy that covers any mail that comes into the school, the staff can address that. Mrs. Armstrong asked if the proposed policy as written disallows building representatives from placing information in all faculty boxes. Mr. Festavan said it does. Mrs. Armstrong stated there have been occasions where surveys have been done and feels we would be remiss if we do not include all teachers in surveys that will affect all, and asked if an allowance for that could be incorporated in the policy? The superintendent referred to surveys and the surveys he is aware of are those of membership and he wishes to be very careful we do not, under the blanket of "everyone", force someone to receive something in their mailbox they do not want to receive. He does not wish to tread on anyone's personal right to receive or not receive information. Mrs. Armstrong asked if there might be a way this could be opened up to be inclusive in case there is something to be placed in the mailboxes that would affect all professionals and asked staff to give it some additional thought in the next week. Mr. Festavan shared with the board how, when he was principal, he addressed this situation by color coding mailboxes' for those teachers who did not want to receive a lot of this type information. Mrs. Armstrong also addressed the principal being authorized to approve all materials to be posted on the bulletin board. Mr. Dilworth stated this portion of the proposed policy has been revised as a result of counsel review and elaborated on ways discussed whereby if a teacher wants to receive information from an organization, there is nothing in the policy that precludes the teacher from contacting the building representative and letting them know she

wishes to receive the organization's publication. Mr. Festavan also asked if it is the intent of the board that staff include in this policy things sent by the newspaper for distribution or by an organization that does not have a building representative, because in the past these type of things have been left to the principal's discretion, and he believes that anything other than materials to be distributed by professional organizations should be left to the principal's discretion. The superintendent stated he wants to establish a fair, consistent way to handle this so (1) everyone feels like they are getting what they want and (2) no one is denied access to anything they want to be a part of.

Mr. Brooks asked the superintendent if this is the practice that has been followed before the policy that is being proposed? Mr. Brooks stated he believes information should be distributed to all teachers' mailboxes and if there is something a teacher does not want, she can just throw it away.

Mr. Burton said he does not wish for the school system to get too far into censoring materials since it is a part of an American's right to receive mail and the teacher should be given an option to restrict what they receive in their mailboxes. He encouraged the board to be consistent throughout the system in setting any policy to address this issue. Mr. Burton also noted in the memorandum regarding this matter, one organization representative abstained from voting and the other representative voted against, so he feels the policy needs to be looked at very closely and try to come up with a compromise.

Mrs. Pugh asked why there is now a need to have this policy when we have not had one for years. Mr. Powell indicated he asked for a policy because since we have had change in superintendents, a situation came up at the beginning of the school year as to what organizations could place what materials in the teachers' mailboxes and there was supposedly a practice in place, but it was not being followed, and it was being handled differently from school to school. Thus, he requested a policy be developed that could apply to avoid any divergence between schools, that no censorship is going on, and that principals are not put in the position of choosing between materials/organizations. He believes a policy in place would be a coherent way to manage this matter. Mrs. Pugh inquired how having a policy will eliminate the problems that have been encountered in this area? Mr. Festavan said a policy will give staff a rule and staff members/principals will be required to follow the rule set by the board with representatives in the schools being allowed to distribute their materials to those who wish to receive it.

Mrs. Hardy stated she has an agenda item that addresses this matter that she will add at the appropriate time in discussion.

Mr. Powell stated there are statutory provisions for someone requesting from the school board information such as addresses for teachers and teachers can complete it stating they do not wish certain personal information released. He asked if something along the same lines could be included in the information sent? He said he appreciates the work that has gone into developing the proposed policy and asked if it could be possible to get input from teachers since they are the recipients?

Mr. Powell said after hearing comments, he believes having a policy in place will help alleviate the problem of some saying they don't know what the policy/practice is and after talking with the superintendent and learning we do not have a policy to address this, perhaps clarification is needed and he believes staff's proposal is a work in progress and he is interested in hearing what Mrs. Hardy has to bring to the board.

Mr. Burton asked about what legal rights does someone have to not give a person his/her mail without their permission. If someone sends a teacher mail, can the principal decide not to give them that mail. Mr. Abrams stated there is difference between U S Postal mail and someone wanting something placed in the mailboxes.

**Approval of C E Byrd Pilot Semester Exam Schedule.** The superintendent said Mrs. Ritter and Mr. Lavergne, principal at C E Byrd High School, were both present to address any questions the board may have about this item. Mrs. Pugh asked the superintendent if the proposal meets with his approval, would it not also be able to work in the other high schools? The superintendent said we do not have any base line data on the success and staff would like to see it if it is going to be successful. If the program is successful, it would be his intent to spread

this to all high schools. Mrs. Pugh reminded the superintendent that Caddo has 2 high schools that operate on a different format and asked how they would be affected? Mr. Festavan said staff will not know this until the program at C E Byrd is put into place and analyzed. Mrs. Pugh asked how this would affect transportation, those students from Byrd that catch or change buses at an exchange, because there are many students throughout the parish that are transported to Byrd? Mr. Festavan said transportation has been looked into and the necessary adjustments can be made. Mrs. Pugh also stated this concept was introduced to Caddo several years ago and was not implemented at that time and asked why it is being considered now? Mr. Festavan stated he would like to pilot the program at Byrd under the guidelines set forth in the proposal, and if the evaluation of the program reveals that it is successful, then he would like to build on the pilot for other schools. Mr. Powell inquired how was Byrd selected as the pilot site? Mrs. Ritter explained it was not staff that chose Byrd, but the school put together the proposal and presented it to staff. Mr. Lavergne used a similar program when serving as principal at Rayne High School in Acadia Parish, several other parishes use a similar program, and it has been very effective. Mrs. Ritter stated she, Mr. Hearn and Mr. Wood reviewed the proposal to make certain it was in alignment with all state regulations/laws, standards and policies and that it is a good curricular decision. Mr. Powell asked about the reference to another principal coming forth in the past with a similar request. Mr. Hearn stated about 6 years ago, Dr. McCalla asked for an almost identical proposal for Captain Shreve. The request was turned down at that time because the schools were on 360 minutes per day and had not looked at the 63,700 instructional minutes required for the year, thus it could not be worked out with those students enrolled in pullout programs, ie. Caddo Career, Medical Careers, etc. Mr. Hearn further stated with each school now required to have 63,700 minutes, many of the schools have extra minutes built into the day. Captain Shreve now has the extra minutes built into the calendar year. Mr. Powell asked Mr. Hearn if he believes this will be something that will make a favorable impact on high school students' performance? Mr. Hearn answered in the affirmative and that he felt confident in the proposal presented by Mr. Lavergne. He added Mr. Lavergne presented the proposal before the beginning of summer and staff has taken the time to make certain it was a possibility (addressing logistic concerns, i.e. buses, meals, Career Center students, and students in the magnet program). The total is approximately 6 hours the school will have to make up if schools do not have the extra minutes built in. Mr. Powell inquired as to which schools had the extra minutes built in? Mr. Hearn said he has asked cluster directors to get this information from the schools. The only two schools that have requested this are Captain Shreve and C E Byrd High School and both are over 65,000 minutes in the school year. Mr. Powell asked if the principal at Captain Shreve had given any indication of continued interest in trying this? Mr. Hearn answered in the affirmative. Mr. Powell stated since the school is the one making the request and a school previously making a similar request and was denied, but is still interested, he would like to see consideration given to Captain Shreve also. Mr. Powell asked if there will be any increased costs relative to logistics if the pilot program is approved? Mr. Festavan said he does not anticipate any increased costs, but there will be some changes in bus routes. Mr. Powell encouraged staff to recommend including Captain Shreve.

Mr. Brooks asked Ms. Ritter if this program would work for those high schools that don't have students catching buses at exchanges. Ms. Ritter answered the program will work in any high school that has the additional time built in to the schedule, and the faculty and staff agree to it. Ms. Ritter stated there is an additional point to consider in that all teachers are going to be adding a reading component, a writing component, and critical skills areas to be tested on their test. The tests will be more like the LEAP and norm referenced tests, and the teachers must be willing to commit to doing the extra things in order for it to help student achievement. Mr. Brooks said he feels this is a good thing and would like to see it in all high schools. Ms. Ritter said if the schools are interested and put together a proposal that meets all the criteria and regulations, adding the extra things, then they can be considered for participation. Mr. Brooks asked Ms. Ritter to explain the "nuts and bolts" of this program. Ms. Ritter said the students on the days of testing would, upon arriving at school, go through a 15-minute review for that particular class and then take the test (1 hr., 30 minutes). Following the first test, there is a review before the second test (which is about 1 hr., 30 minutes). After the two tests, the students are released to go home. The teachers and administration remain and score the tests, give grades and go home at the normal time. This addresses concerns raised last year about the tests being difficult and timely to score and the extra time teachers put in to do this outside of the regular school day. This would allow the teachers the opportunity to score the tests during the school day and leave to go home at the end of the normal school day.

Mr. Burton shared some of his concerns relative to students taking LEAP exams all day and this is very hard on them. He encouraged staff to work with the state to see if the concept of this new testing schedule would be possible when students are taking the LEAP, IOWA, etc.

Mr. Milam asked the superintendent what is his opinion in addressing this item (1) the original request of one school, or (2) include the second school that is interested, or (3) offer to all schools? The superintendent responded that work has been done on doing this pilot and he does not want to prevent anyone from participating, but would like to see if it is going to work. Mr. Festavan suggested we ask schools if they are interested to submit a proposal, which the school designs and which meets the criteria. Mr. Milam asked would this still be considered a pilot project, no matter how many schools might be accepted for this year? Mr. Festavan said he does not want for schools to continue anything that is not beneficial to the students' curriculum wise. He also said he does not wish to water down the program in any way. Mr. Milam asked if the time element might prohibit the board from acting on this at the next meeting. Mr. Festavan asked Ms. Ritter how she feels expanding the program to those schools willing to submit a proposal will work. Ms. Ritter said her concern would be the time element in schools getting proposals back to staff for review and then getting them to the board for action at its next meeting. Schools interested in participating may already have a proposal; however, a major concern would be transportation, the Career Center, and the CAPT program. Mr. Festavan suggested it be opened up and schools offered the opportunity to present proposals and at such time staff believes this can be handled, and the logistics worked out, he will recommend it to the board. Mr. Milam asked Dr. McCalla about her interest in the past and she said six years ago her concern was from an instructional point in that if such a program were implemented, it would help students by limiting the number of tests in a day and also assist teachers by providing time during the school day for the grading. Dr. McCalla shared some of the problems that were concerns in the past, but indicated she is still interested in Captain Shreve participating in the program.

Mr. Brooks stated his only concern is the program needs to be opened up for all to participate in and wants to make sure that all schools are aware of this program's availability to them. Mr. Festavan said he is committed to any program that is successful and will share that with all schools.

Mr. Guin said in reading the proposals, he sees a list of advantages of the program. A problem he has, in way of encouragement, is when piloting the 4 x 4 and year-round school, no one came back with information to warrant that it's working. He said he would like to see, if both schools are determined to participate in a pilot program, at what point will we look at test scores and make a determination the program is working.

**Approval of District Master Technology Plan.** The superintendent announced that this item addresses a plan over a certain period of time that will maintain the implementation of technology grants.

**Consideration of Recommendations from Special Education Report Review Committee.**

Mr. Festavan stated board members received a copy of the report from Dr. Cody on Caddo's Special Education operations. Mr. Festavan introduced Special Education staff present who worked on the report. Dr. Cody, over a 5-day period, interviewed many of the special education staff and prepared the report before the board today.

Mr. Brooks said his appreciation of Dr. Cody's report is there are some facilitators who have been in the system since 1974 and their hours are going to be cut. Mr. Brooks said he feels cuts in employees and hours should be done through attrition. Mr. Festavan said everyone knows the complexity of the Special Education Department as it exists. In that department, there are 9 month employees, 9 1/4 month employees, 9 1/2 month employees, 10 month employees, and 12-month employees and this is a nightmare to keep up with. They are on the teacher pay scale and enjoy a 260-day work year on that pay scale, and enjoy benefits of the administrative pay scale. Everything in the report submitted addresses the infrastructure of the department. Mr. Festavan clarified that in talking about the report, he is not referring to people or personnel, but only the workings of the department, and that is what the report attempted to address. Many of the problems have been mentioned by the board over the years. Mr. Brooks stated there is a good director over special education and feels if everyone works together, this can be straightened out.

Mr. Thibodeaux said he agrees the infrastructure needs to be taken care; however, the problem of the morale, fairness, and how people are treated needs to be addressed. He feels the superintendent needs to take a hold of the problem and address it. If those in the unit cannot get along and feel unappreciated, addressing anything else is wasted time.

Mr. Milam asked if Dr. Cody would be at the board meeting on the 19<sup>th</sup>? The superintendent answered that he is not scheduled to be at the meeting, as that was not part of his contract. Mr. Milam asked if the report stays in the parameters as set forth by the superintendent? He answered *yes*. Dr. Cody also mentioned underlying problems he did not address since it was not in the charge. He asked staff to communicate with Dr. Cody and determine if the board wishes him to be at the next meeting, how much will it cost and how much time will be involved? Mr. Dilworth responded if the board were in executive session, he felt he would be able to answer some of the questions addressing the problems at special education, since he has been working on those problems since January 2001. Mr. Festavan said *yes* staff can contact Dr. Cody and determine his availability and cost.

Mr. Powell stated at the end of the report Dr. Cody discusses the recommendations in the report not being ready for implementation. He also said the report addresses some of the problems that are perceived to exist. Mr. Powell said the Chief Operating Officer alluded to the comments about the problems in special education, which are evidently personnel since he could not discuss them, and he does not see where the board can deal with the problems if they do not have complete information. Mr. Powell stated he will not make a decision on less than full information and if staff has been dealing with these problems for this length of time, he will be reluctant to act on this report until he hears from staff as to what needs to be done to fix the problems. He feels the board has a responsibility to get full information and address what needs to be done to fix those problems. Mr. Powell requested the superintendent to get with Mr. Dilworth and board counsel to determine the appropriate vehicle, and appropriate notifications, so the board can make informed decisions in this area.

Mrs. Armstrong asked the superintendent if and when the vehicle by which we will further discuss the item is determined, to include those persons who are directly affected in the special education area. There are several departments under one umbrella, and it is important to get their input on concerns/problems so solutions can be worked out in the best interest in the department.

Mr. Brooks asked Mr. Dilworth, his staff and the Director of Special Education to come together in an executive session to hear everything firsthand, because the problems have been in special education for 20 years.

Mr. Guin said he will work with Mr. Festavan and the Board Attorney to make the proper notifications and determine the appropriate vehicle to address this matter.

Mrs. Pugh asked the president if he had received a copy of a letter from the occupational therapists. Mr. Guin answered he has received several letters and staff is addressing them.

## **ADDITIONS TO THE AGENDA**

The superintendent announced that in addition to the New Construction Report, he will also have a report on the North Caddo Needs Assessment study, in addition to a status report on the Fair Share Committee's work.

Mr. Burton requested the superintendent to announce the news about Caddo's School Bus Fleet. The superintendent stated there will be something at the November meeting.

Mr. Festavan also requested three items be added to the board agenda: (1) approval of personnel evaluation forms, (2) sale of property at Caddo Middle and Technology Center, a servitude on Union Street, and (3) an executive session to hear a report on litigation on Pine Grove.

Mrs. Hardy stated she will bring a motion to the board addressing mail in teachers' mailboxes.

Mr. Brooks said he is concerned about the practice of not hiring our four-hour workers in the system when there is opportunity for improvement and requested staff to bring to the board for consideration a policy or administrative procedure for filling full time vacancies with current



part-time (4 hour) employees and requested input from the employee organizations be included in the development of a proposed policy/procedure.

Mr. Milam requested an item be added to the agenda titled *Legal Services Budget Update*. Mr. Milam stated he received a quarterly report in the mail on the estimate for legal expenses for the next quarter. The amount quoted for the upcoming quarter is high and if the prediction is correct, Mr. Milam stated his level of concern has been raised and would like to discuss this.

Mr. Thibodeaux, in line with Mr. Milam's request, requested the board be provided with comparisons over the past 4 or 5 years. Mr. Powell also requested counsel provide the board a plan or proposal for cost containment measures to assure the board is getting full value for services within the system as well as an explanation as to why legal costs will be higher.

Mr. Burton requested that the number of cases we are involved in, how long they have been where they are, and a comparison in legal fees be included. Mr. Brooks also said there have been a lot of cases just sitting there and we now have the opportunity to get rid of these cases, thus the cost is going to be higher.

**Consent Agenda.** The president recommended that items 9-15 and 18 be categorized as the consent agenda. *A motion was made by Mr. Burton, seconded by Mrs. Armstrong, that the proposed agenda and consent agenda be accepted for the CPSB meeting on November 19, 2002. Motion carried unanimously.*

The president presented the proposed agenda and invited input from the public and organizations.

**Caddo Federation of Teachers/Support Personnel.** Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, addressed the board on the agenda item addressing the Special Education Department. She referred to the supervisor and facilitator's salaries and that anytime someone is supervising another employee, they must make a higher salary than that person, even if it is only \$1.00. She asked if this practice could be used as a mechanism for people to get pay raises throughout the district and asked that this be looked into. Additionally, Ms. Lansdale referred to the daily rate of pay (on page 6), noting this is not offered to all employees and in fact has been denied, and asked why this is acceptable with certain groups of employees, and not others? She also commented on the issue of this going to BESE and for the people not certified to be supervisors, a mechanism would be put into place where the principal could supervise and then sign off and they object to such a practice. Ms. Lansdale said they are not faulting anyone who is in this position, but asked the board to consider addressing this by bringing those people to the table to explain their position and offering some options for them. Also, the system neither should be faulted for this.

**Caddo Association of Educators.** Pat England, Caddo Association of Educators, stated she had met with Dr. Cody and after reading the report and the accompanying memo regarding staff's recommendations, she urged the board to note in final deliberations that Dr. Cody in his recommendations offered options for implementation. She added that problems in the Special Education Department have evolved over the past 20 years and the current board and the new board will have the responsibility for addressing this issue. She encouraged the board to compare what Dr. Cody has recommended with the staff's recommendations.

**Adjournment.** *Mr. Burton moved, seconded by Mrs. Armstrong, for adjournment, and the motion to adjourn carried unanimously and the meeting adjourned at approximately 6:25 p.m.*

**November 5, 2002**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 6:40 p.m. on Tuesday, November 5, 2002, with President Phillip R. Guin presiding. Other school board members present being a quorum were Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. The invocation and Pledge of Allegiance were omitted. President Guin announced that Dr. Hitchcock was not present at the meeting today because he is in the hospital.

### **APPROVAL OF RESOLUTION TO ISSUE GENERAL OBLIGATION REFUNDING BONDS**

*Mr. Thibodeaux moved, seconded by Mrs. Pugh, approval of a resolution giving preliminary approval to the issuance of general obligation refunding bonds as recommended by staff and submitted in the mailout.*

Mr. Thibodeaux said we have done this before and if it saves taxpayers' money, it is something we should support. Mr. Powell stated that for the record he would like to know how this will save taxpayers' money. Mr. Wreyford explained that around the country people are refinancing houses because of lower interest rates; and even though bond financing is different than a home mortgage, the similarity is lower interest rates will reduce interest payments on outstanding bonds. Over the next couple of years, on the 93 series of bonds, Caddo can save approximately \$250,000 by taking advantage of this at this time. Grant Schleuter, of Foley & Judell, further explained that in monitoring those outstanding issues, if they see a way to save money, they will bring it to the board. This 1993 issue is scheduled to be paid off in March 1, 2005 and normally it would not be refinancable; however, rates have gone so low that the last 2 maturities can be refunded (if the market holds over the next few weeks) and it will save almost a quarter of a million dollars of tax payers' money. If the board approves this tonight, Foley & Judell would sent out an RFP to banks, get quotes back in about 3 weeks, and assuming the rate holds, would come back to the board to accept the low bidder for refinancing and close this in December before year end. Mr. Powell extended his appreciation to staff and the bond counsel for watching and seeking ways to save taxpayers' dollars. *Vote on the motion carried unanimously.*

The following resolution was offered by Michael J. Thibodeaux and seconded by Mildred Pugh:

#### **RESOLUTION**

A resolution giving preliminary approval to the issuance of not to exceed Eight Million Five Hundred Thousand Dollars (\$8,500,000) of General Obligation School Refunding Bonds, of the Parishwide School District of Caddo Parish, Louisiana; making application to the State Bond Commission for approval of said Bonds; and providing for other matters in connection therewith.

WHEREAS, pursuant to the provisions of Article VI, Section 33 of the Constitution of the State of Louisiana of 1974, Sub-Part A, Part III, Chapter 4, and Chapter 14-A of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, the Parishwide School District of Caddo Parish, Louisiana (the "Issuer") has heretofore issued \$28,265,000 of General Obligation School Refunding Bonds, Series 1993, dated April 1, 1993 (the "Series 1993 Bonds"); and

WHEREAS, in order to provide debt service savings to the Issuer, the Issuer desires to refund the callable maturities of the Issuer's outstanding Series 1993 Bonds, pursuant to the provisions of Chapter 14-A of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority (the "Act"), through the issuance of its refunding bonds; and

WHEREAS, pursuant to the Act, and subject to the approval of the State Bond Commission, the Issuer desires to accomplish the refunding by authorizing the issuance of not exceeding Eight Million Five Hundred Thousand Dollars (\$8,500,000) of its General Obligation

School Refunding Bonds, in one or more series (the "Bonds"), to be payable from unlimited ad valorem taxes; and

WHEREAS, the Issuer desires to make formal application to the State Bond Commission for approval of the issuance of the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board of the Parish of Caddo, State of Louisiana (the "School Board"), acting as the governing authority of the Parishwide School District of Caddo Parish, Louisiana (the "Issuer"), that:

SECTION 1. Preliminary Approval of the Bonds. Preliminary approval is given to the issuance of not exceeding Eight Million Five Hundred Thousand Dollars (\$8,500,000) of General Obligation School Refunding Bonds (the "Refunding Bonds"), of the Issuer, to be issued for the purpose of refunding the callable maturities of the Issuer's outstanding General Obligation School Refunding Bonds, Series 1993, dated April 1, 1993, and paying the costs of issuance of the Refunding Bonds, said Refunding Bonds to be payable from and secured by unlimited ad valorem taxes now being levied and collected annually in excess of all other taxes on all the property subject to taxation within the territorial limits of the Issuer. The Refunding Bonds shall bear interest at a rate or rates not to exceed five percent (5%) per annum, to be determined by subsequent resolution of this School Board at the time of the sale of the Refunding Bonds, and shall mature in annual installments due no later than March 1, 2005. The Refunding Bonds shall be issued in fully registered form, shall be sold to the purchasers thereof at a price of not less than 97% of par, plus accrued interest, and shall have such additional terms and provisions as may be determined by this School Board.

SECTION 2. Employment of Bond Counsel. This Governing Authority finds and determines that a real necessity exists for the employment of special bond counsel in connection with the issuance of the Refunding Bonds, and accordingly the law firm of Foley & Judell, L.L.P., of New Orleans, Louisiana, is hereby employed as special bond counsel to the Issuer to do and perform comprehensive legal and co-ordinate professional work with respect to the issuance and sale of the Refunding Bonds. The fee of special bond counsel in connection with the issuance of the aforesaid Refunding Bonds of the District shall not exceed 70% of the maximum fee allowed by the Attorney General's fee guidelines for comprehensive legal and coordinate professional services in the issuance of general obligation bonds, based on the amount of bonds actually issued, sold, delivered and paid for, plus "out-of-pocket" expenses. Bond Counsel fees may be paid from the proceeds of said Refunding Bonds and shall be contingent upon the issuance, sale and delivery of said Refunding Bonds. A certified copy of this Resolution shall be forwarded to the Attorney General of the State of Louisiana for his approval of the employment and of the fees herein designated.

SECTION 3. State Bond Commission. Application is hereby made to the State Bond Commission, Baton Rouge, Louisiana, for approval of the issuance and sale of the Refunding Bonds and for consent and authority to proceed with the issuance and sale of the Refunding Bonds as provided above, and Bond Counsel is directed to make application to the State Bond Commission in accordance with the foregoing on behalf of the School Board.

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

YEAS: Phillip R. Guin, Eursla Hardy, Michael Thibodeaux, Mildred Pugh, Alvin Mims, Jerry Tim Brooks, Mike Powell, Mark Milam, Wanda Wright, and Ginger Armstrong.

NAYS: None.

ABSENT: Dr. Miles Hitchcock.

And the resolution was declared adopted on this, the 5th day of November, 2002.

/s/ Ron Festavan  
Secretary

/s/ Phillip R. Guin  
President

**APPROVAL OF RIGHT OF WAY AND EASEMENT WITH AEP SOUTHWESTERN  
ELECTRIC POWER COMPANY**

*A motion was made by Mrs. Pugh, seconded by Mr. Brooks, for approval of a Right of Way and Easement with AEP Southwestern Electric Power Company to provide power for the auxiliary gym for J S Clark, Project 2001-110. Motion carried unanimously.*

**Adjournment:** *Mr. Milam moved, seconded by Mrs. Armstrong, for adjournment. Vote on the motion carried unanimously and the meeting adjourned at approximately 6:50 p.m.*

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James R. Festavan, Interim Secretary

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Phillip R. Guin, President

**November 19, 2002**

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 Tuesday, November 19, 2002, with President Phillip Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were James R. Festavan, interim secretary, and Reginald Abrams, legal counsel. Mrs. Pugh read a scripture from the Bible given to the CPSB by Ms. Mimie Cherry (Psalms 145), gave the invocation and led in the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE OCTOBER 15, 2002 AND NOVEMBER 5, 2002 CPSB MEETINGS**

*Mr. Burton moved, seconded by Mr. Mims, approval of the minutes of the October 15, 2002 and November 5, 2002 CPSB meetings as presented in the mailout. Motion carried with Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supporting the motion. Mr. Brooks was absent for the vote.*

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

President Guin stated the superintendent has requested Item 20 be postponed until the December meeting as staff seeks legal counsel input. Mr. Guin also requested Item 26(2) be deleted and a new Item 27 "Resolution to Call for a Tenure Hearing for a CPSB Teacher" be added, and Item 28 will be Adjournment.

Mr. Powell stated his concern for following the Open Meetings Law, and asked if 26(2) could be moved out from under Executive Sessions. In deleting an item from the agenda and adding another item on the agenda, the board may be in violation of the Open Meetings Law in not giving 24 hour notice about the deletion/addition to the agenda. If the item were just moved out from Executive Sessions, it is there and the board will be only reversing the order. Mr. Guin stated legal counsel advised that the name of this item needed to be changed as well as moved out from under Executive Sessions. Mr. Abrams responded this was correct and in actuality the personnel matter just states tenured teacher and what staff is asking for is a resolution. Mr. Abrams added with a 2/3 majority vote of the board, it could be added. Mr. Powell said he understands suspending the rules, but the Open Meetings Law is a separate matter and he is concerned about the aspect of it, unless it is an emergency, being voted on today. Mr. Abrams stated with a 2/3 vote of the body, the board can add this agenda item. Mr. Guin asked if board members felt more comfortable in suspending the rules to address this matter, he is agreeable.

Dr. Hitchcock requested it be clearly reflected in the minutes that he disagrees with counsel on this ruling. He said he believes it is one thing for the board by a 2/3 vote to suspend the rules and add an agenda item; but the Louisiana Open Meetings Law has a requirement that if we add something to the agenda that it be of an emergent nature, whether you have a 2/3 vote or not. He added that Roberts Rules of Order would allow the item to be added with the 2/3 vote, but the board may be violating the Open Meetings Law; and he wishes the minutes to reflect that he asked counsel again if this is true and asked for counsel's response to be in the minutes. Mr. Abrams responded that Louisiana Revised Statute 42:7 paragraph (A)(B)2, states "*notice shall include the agenda, date, time and place of meeting provided that upon approval of 2/3 of members present at a meeting of the public body, the public body may take up a matter not on the agenda, that does not include matters that go into executive session. Executive Session is the one that requires there will be an emergency situation, not to handle one that is in open session*" and he stands by that ruling.

Mrs. Pugh asked if the matter under 26(2) has to do with the same person. Mr. Guin said actually the item listed under 26(2), the motion on the motion sheet and what staff is asking for has not changed. It is just the item is in the wrong location and staff is not looking for the board to go into executive session to discuss it. Mrs. Pugh stated the action of the board should be to remove the agenda item from that category and attend to it under whatever facet it should be. The resolution is regarding this issue, thus the board can act on this today.

*Mr. Burton moved to suspend the rules to make a change of Item 26(2). The motion was seconded by Mr. Thibodeaux and carried with board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Milam, Wright and Armstrong supporting the motion. Board members Powell and Dr. Hitchcock were opposed.*

*Mr. Burton moved, seconded by Mr. Thibodeaux, to place Item 26(2) in another category #27 concerning a resolution calling for a tenured teacher hearing. Vote on the motion carried with Board members Powell and Dr. Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Milam, Wright and Armstrong supporting the motion.*

The president reviewed the agenda and proposed that items 9 (A, B, D and E), 10-15, 17-18 be the consent agenda.

## **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special presentations/recognitions. The president and superintendent greeted and presented each honoree with a certificate of recognition for their outstanding accomplishment. Parents, school administrators, and other guests of the honorees also were recognized.

**National Association for the Education of Homeless Children and Youth.** Mrs. Tasha Munsen-Robinson was recognized as the 2002 “Outstanding Individual Working in a Program; in the category of Teacher and Instructional Staff”. Ms. Munsen-Robinson, a teacher at Southwood High School, was commended for her outstanding efforts to provide services to homeless children, youths and families in the Caddo community.

**Character Education Awards.** Ms. Anderson recognized the following students who were recognized as poster, essay and overall poster winners. Poster winners are Camellia Jiles, ECE student at Central Elementary; Asia Williams, kindergarten student at 81<sup>st</sup> Street Elementary; Jonathan Cox, 1<sup>st</sup> grade student from Shreve Island Elementary; 3<sup>rd</sup> grade winner Region Walpool from Sunset Acres; Kiaaryn Samuel, 4<sup>th</sup> grade winner from Sunset Acres Elementary; Sadie Glick, 5<sup>th</sup> grade student at Fairfield Elementary, and Ryan Caldwell, 5<sup>th</sup> grade student at Central Elementary; Shelley Belcher, 5<sup>th</sup> grade student at Shreve Island, 8<sup>th</sup> grade winner Jerry Terry, Jr., from Donnie Bickham Middle School; Nikkie Rougeau, 8<sup>th</sup> grade winner from Herndon Magnet. Essay winners are Shelly Ebarb, 10<sup>th</sup> grade student from Captain Shreve High School; 11<sup>th</sup> grade winner from Northwood Joshua Carver; 12<sup>th</sup> grade winners Chassidy Boatwin from Hamilton Terrace and Ashley Wallace from Northwood High School. Overall elementary poster winner is Jeremy Fitzpatrick, second grade student at Werner Park Elementary. Overall middle school grand prize winners are Paige Falgout from Vivian Elementary (6<sup>th</sup> grade) and Katherine Sexton 7<sup>th</sup> grade student from Youree Drive Middle School. Overall essay grand prize winners are (tie) Phillip Homza, 9<sup>th</sup> grade student at C E Byrd High School and Lauren Pettiette, 10<sup>th</sup> grade student at C E Byrd High School.

**Louisiana Outstanding Elementary Science Teacher of the Year, 2002.** Mrs. LuLu Martin, science lab teacher at South Highlands Academic and Performing Arts Elementary Magnet was recognized as the Louisiana Outstanding Elementary Science Teacher of the Year for 2002. Mrs. Martin was recognized at the state convention where she was also awarded a trophy and \$400 to be used in her classroom or attend a national convention.

**Creative Ticket National School of Distinction.** Mrs. Judy Ball Johnson, art teacher, and Mrs. Sandra Ryan, music teacher at South Highlands Academic and Performing Arts Elementary Magnet, were recognized as the winners of the Creative Ticket National School of Distinction Award awarded by the John F. Kennedy Center for Performing Arts. This award is presented to only five schools nationwide, and a cash award is presented to the school for the school’s art program.

**Great Fleets Across America Award.** The CPSB Transportation Department was recently recognized in the October issue of *The School Bus Fleet*, a California-based trade magazine. One school bus fleet from each state was recognized for the Great Fleets Across America Award, and Caddo’s Transportation Department was recognized for the State of Louisiana. Staff members present to accept the award were Cynthia Tisby, routing coordinator; Ms. Mary P.

Williams and Wesley Southern, bus drivers; Richard Stringer, shop foreman from the Vivian Garage; John Webb, representing the mechanics; Otis Jones, transportation supervisor; and Donald Toppett, director of transportation.

**Japanese Delegation.** Ms. Anderson recognized representatives of a Japanese delegation visiting the Caddo School System. Ms. Anderson said the delegation chose to visit Caddo schools because of its excellence in education. She said 16 educators from Japan on Monday learned how the Caddo Public School System works, today they spent time in an elementary school, Wednesday they will visit a middle school and Thursday a high school. Board members were invited to join them in the boardroom on Friday morning for an exchange of program ideas. Mr. Kenji Aioka interpreted comments by Mrs. Kazumi Nakao, team leader, who extended appreciation to the Caddo system for assisting them in their education study mission.

**The Louisiana Angel Award.** Ms. Anderson stated that the Louisiana Angel Award is a statewide recognition sponsored by Blue Cross/Blue Shield of Louisiana and introduced James Bustillo, regional director of marketing for the western division of Louisiana, who presented the award to Dr. Phillip Rozeman. James Bustillo shared comments with the board about how Dr. Phillip Rozeman is making a difference in education in the community. Dr. Rozeman, on his own, 3 years ago founded the Alliance for Education and brought together civic and business leaders with a commitment to make change happen in public schools. His efforts came to Blue Cross/Blue Shield's attention when they were searching for the Angels of Louisiana as part of the annual Louisiana Angel Award, which is an award to Louisiana individuals who have made a difference in the lives of Louisiana's children. Blue Cross/Blue Shield believes the best investment it can make in Louisiana's future is in the future of the children. Mr. Bustillo shared accolades made by those recommending Dr. Rozeman for this award and a video presentation highlighting Dr. Rozeman's accomplishments. A check for \$5,000 was presented to Dr. Rozeman and the Alliance for Education. Dr. Rozeman extended his appreciation to Blue Cross/Blue Shield for this recognition and introduced the members of the Alliance for Education present, recognizing them for the many hours they put into the Alliance and the programs and efforts through the Alliance. He recognized local businesses and individuals who donated in addition to \$50,000 to the idea, before the Alliance was formed, as well as those who spent countless hours in organizing the Alliance for Education. He expressed his appreciation to Blue Cross for recognizing him, but stated that in actuality, the award belongs to the Shreveport-Bossier community for what they have done. Mrs. Anderson recognized Dr. Rozeman's family and members of his staff.

**Recess.** The board recessed at 5:25 p.m. and reconvened at approximately 5:40 p.m.

## **VISITORS**

John Carruth, parent, addressed the board regarding his commitment to Fairfield. Mr. Carruth stated he moved his child to Fairfield because he believes in the future of this school. He talked about the excitement and enthusiasm on the Fairfield campus as a result of the recently released school performance scores. The recently released scores revealed Fairfield's increase from 55.7% in the fall of 2001 to 77% in the fall of 2002. He added this jump of 38% and the goal set for fall of 2003 was 65.7, noting that Fairfield has already exceeded its 03-04 goal. He highlighted some of the accomplishments made at Fairfield over the last couple of years. Mr. Carruth encouraged the board to begin immediately to begin the search process to fill this vacancy and to include the parents in this process.

John Sunderland, parent, addressed the board on the reassignment of the Fairfield principal. Mr. Sunderland shared his feelings of anger and helplessness over the recent development to move the principal at Fairfield Elementary. He shared that it was a difficult decision to make when placing his child in Fairfield, but felt confident in making that decision because of the strength of the faculty, the school curriculum changes for the future and the constancy of leadership. His child was recruited from another top achieving school in the parish. He said he is now questioning the decision he made, because of the changes being made at the school relative to leadership. He feels the recommendation to move the principal, particularly at mid year, is disheartening. He encouraged the board to move quickly to fill this void with a quality principal and he believes this change will be felt more by Fairfield than at South Highlands.

Arthur Carmody, parent, spoke against the recommendation to transfer the principal at Fairfield to South Highlands. He said he has six children and all of them have been in Shreveport private schools. After hearing the accomplishments in the public school system, he and his wife made a decision to put two of their children in Fairfield Magnet. He said it has been a rewarding experience for the children, from the teachers to the administration. He commented the job done by Keith Burton at Fairfield has been outstanding and wanted to wish him well. Mr. Carmody encouraged the board to fill this principal position with the most competent individual and in a very timely fashion, as they wish to continue the success that has been witnessed at Fairfield.

Anita Vailes, teacher at South Highlands, shared her support of the decision to name Keith Burton as the new principal at South Highlands. Ms. Vailes commented on the success at South Highlands under the leadership of Ms. Byrd, and her belief that the experience and success Mr. Burton has demonstrated in the classroom and as principal at Fairfield will be beneficial to keeping South Highlands the top school that it is in the nation, state and parish.

Witt Caruthers, parent, spoke in support of Keith Burton's appointment as principal at South Highlands and appreciation for his talents.

Louis Avallone, Avallone Architectural Specialties, addressed the board on a situation whereby their company did some work for the Caddo Parish School Board at Building 6 and they have never been paid for it. He shared with the board the difficulties they have encountered in dealing with the CPSB attorneys in attempting to solve this situation. He said they have spent over \$20,000 in legal fees trying to collect monies owed them for supplies and services purchased by the general contractor and because the school board had not required a payment bond, a performance bond nor an executed contract, there is no recorded contract at the court house. He added that to date there persists this violation of the law, which brings them to the situation that in seeking to be paid, the attorneys have refused to secure payment. He said if a surety bond had been in place, they would have been paid by now; but in order to protect their claim, they were forced to file suit. The battle with the attorneys is that CPSB did not do business with a company called DBCS, but claims that the CPSB did business with a company named DBDS. This one letter distinction has prohibited them from paying the claim that has resulted in the enormous legal fees for them in attempting to prove that these two companies are actually alter egos of one another. He said there is a signed affidavit by former superintendent Robert Schiller that attested to the fact that he did not know who DBCS was and later he admitted he may have purged himself because he had no personal knowledge of what he was referring to. He said the CPSB deserves a vigorous defense in all matters, but there is a public trust that is sacred in a public body such as this and he encouraged them to settle the legitimate claims and fight the illegitimate claims to lower legal fees and exposure to increased liability.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, addressed the board on a meeting held between teachers, principals, central office administrators, and professional organization representatives to consider a recommendation submitted by staff and a policy submitted by Board member Eursla Hardy on the distribution of professional organization materials. She said after much discussion, the group embraced Ms. Hardy's proposed policy with a few minor changes that everyone agreed on. The committee was told the policy and recommendation would be sent to board counsel for revision. She said the members of the committee had the understanding that a review would be done by the board's legal counsel; but believed that any major changes would come back to the committee for approval. They did not know that an amendment, adding a concept that the committee discarded in the process, was going to be added. She read the amendment - *"Employees who do not desire to receive information from all or certain professional organizations may notify the principal/designee or building supervisor in writing."* She said the group considered this, but felt this would be cumbersome to implement and unnecessary in that employees were discerning and could choose what they did not wish to read. Mrs. Lansdale expressed her disappointment in the bringing together of employees and representatives and then circumventing their intentions through semantics. She said there has been a successful practice in place for the past seven years and the committee has agreed on a policy that according to their lawyers did not need any revisions to make it legal, yet actions indicate a conscious decision was made to limit an established practice of the rights of employees to be informed, a practice called censorship. She encouraged the board to indicate faith in the employees by honoring the decision made by the committee and approving the proposal submitted by Mrs. Hardy and defeating any recommendation attempting to under mind the attempt of the committee.



**Recess.** The board recessed at approximately 6:10 p.m. to allow visitors and others who wanted to clear the room. The board reconvened the meeting at approximately 6:15 p.m.

## **CONFIRM THE CONSENT AGENDA**

*Mr. Powell moved, seconded by Mrs. Wright, approval of the consent agenda. Motion carried unanimously.* The superintendent summarized the board's action and the following items categorized as the consent agenda.

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

**Personnel Recommendations.** Per the superintendent's request, John Dilworth, chief operating officer, introduced the following personnel appointments approved by the board. Dr. Joanne Hood was appointed principal at Barret Elementary School; Nathaniel Harvey was appointed counselor at Hamilton Terrace Learning Center; Dr. Edwin Holt was appointed counselor at Linear Middle School; John Waldon was appointed counselor at Youree Drive Middle School; Barbara Allen was appointed counselor for the Options Program at Hamilton Terrace and the Caddo Career & Technology Center; Krista Long was appointed counselor at University Elementary School and Linda Bradford was appointed counselor at Caddo Middle Magnet. These appointments will receive the appropriate salary as reflected by the Caddo Parish School Board Salary Schedule applicable to the positions to which they were appointed.

**Requests for Leaves.** The following requests for leaves were approved by the board as recommended by the superintendent.

Sabbatical/Study Leave for Spring Semester 2002-2003 School Year  
Linda Franks, teacher, Atkins Technology School  
Malekah Salem-Morgan, teacher, Linwood Middle School

Sabbatical/Study Leave for Spring Semester 2002-2003 School Year and Fall Semester 2003-2004 School Year  
Carolyn Hardy, Librarian, Westwood Elementary School

Sabbatical/Medical Leave for Spring Semester 2002-2003 School Year  
Deborah Langley, teacher, Southern Hills Elementary School

Catastrophic Leave for 30 days beginning October 25, 2002  
Bonita Douzart, teacher, Caddo Middle Career & Technology School

Catastrophic Leave for 30 days beginning November 4, 2002  
Deborah Langley, teacher, Southern Hills Elementary School

Revision of Catastrophic Leave for Barbara Shoumaker (teacher, Creswell Elementary School) from 10/9/02 through 10/11/02 to 9/11/02.

Rescind Sabbatical/Medical Leave for the fall semester of the 2002-2003 school year for Caroline Hamilton (teacher, West Shreveport) as she will be taking an Extended Sick Leave instead.

Leave without Pay for January 2003-January 2004  
Dixie Deaver, Teacher Aide, Donnie Bickham Middle School

Catastrophic Leave for September 13, 2002-October 14, 2002  
Toni Giles, Bus Driver

**Renewal of Administrative Contracts.** Promotional/Administrative Appointment Contract renewals between the Caddo Parish School Board and Esther Everett (3/19/2003), Charles Lowder (4/08/2003) and Janie Moran (4/17/2003) were approved as recommended by staff and submitted in the mailout.

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

**Bids.** Staff recommended the following bid be approved as indicated on the bid tabulation sheet in the mailout. (1) The bid of Learning Services for LIBRARY COMPUTER SOFTWARE totaling \$11,970.00.

**Bids (Construction and Capital Projects).** Move approval of the following bids as recommended by staff and indicated on the bid tabulation sheet in the mailout. (1) The bid of J D Electric for the sum total of \$105,256 for Project 2003-318B for Wiring for Technology High School Business Labs at Byrd, Caddo Career, Caddo Middle Magnet, Caddo Magnet High, Captain Shreve, Fair Park, Green Oaks, Hamilton Terrace, Huntington, North Caddo, Southwood and B T Washington; (2) the bid of Telemedia Communications for the sum total of \$621,587 for Project 2003-319A for Telephone Communication Wiring at Bethune, Broadmoor, J S Clark, Eighty-First Street, Hillsdale, Linear, Mooringsport, North Highlands, Southern Hills, Sunset Acres, Timmons & Vivian; (3) the bid of Hope Contractors for the sum total of \$517,839.44 for Project 2003-405Q “Energy Conservation/Lighting Retrofit at J S Clark and Woodlawn.

**Sale of Property at Caddo Middle Career Technology and Approval of Temporary Construction Servitude Along Union Street.** Staff recommended approval of the sale of property at Caddo Middle Career and Technology Center to the City of Shreveport as submitted in the mailout.

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

**Approval of Distribution of Savings from Medical Sabbatical Leave Expenditures.** Staff recommended approval of the distribution of savings from medical sabbatical leave expenditures in the December 2002 paychecks as submitted in the mailout.

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

**Approval of Resolution to Participate in the Qualified Zone Academy Bond Loan Program.** The staff recommended approval of the resolution to participate in the Qualified Zone Academy Bond Loan Program as follows:

#### **RESOLUTION**

A RESOLUTION APPROVING AND AUTHORIZING PARTICIPATION BY THE CADDO PARISH SCHOOL BOARD (THE “BORROWER”) IN THE LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY (THE “AUTHORITY”) QUALIFIED ZONE ACADEMY BOND PROGRAM (THE “PROGRAM”); ESTABLISHING ONE OR MORE QUALIFIED ZONE ACADEMIES; ADOPTING ONE OR MORE COMPREHENSIVE EDUCATION PLANS; AUTHORIZING AND APPROVING A LOAN FROM THE AUTHORITY PURSUANT TO THE PROGRAM; PROVIDING FOR THE REIMBURSEMENT OF EXPENDITURES OF THE BORROWER FROM THE PROCEEDS OF THE LOAN AND OTHERWISE PROVIDING WITH RESPECT THERETO.

**WHEREAS**, the Louisiana Local Government Environmental Facilities and Community Development Authority (the “Authority”) has established its Qualified Zone Academy Bond Program (the “Program”) to allow qualified public schools within the State of Louisiana (the “State”) to borrow monies for various projects authorized under the QZAB Regulations (as defined herein); and

**WHEREAS**, the Authority has established the Program to reduce the costs, burdens and complexities generally associated with Qualified Zone Academy Bond (“QZAB”) financing and to allow qualified public schools to access QZAB financing by borrowing from a loan pool rather by issuing individual bonds; and

**WHEREAS**, the Borrower has determined that (i) it has a need to finance the projects identified in **Exhibit A** attached hereto (the “Projects”); (ii) the costs of the Projects constitute “Qualified Purposes” pursuant to Section 1397E of the Internal Revenue Code of 1986, as

amended, and the sections of the Regulations of the United States Department of the Treasury applicable thereto (the “QZAB Regulations”); (iii) it desires to establish one or more Qualified Zone Academies as set forth in **Exhibit B** attached hereto (each an “Academy” and collectively the “Academies”) and (iv) it desires to obtain QZAB financing for the Projects and to participate in the Program; and

**WHEREAS**, in connection with the Program, each of the Academies has received or will receive an allocation of the State’s zone academy bond limitation from the Department of Education of the State and the Borrower will borrow monies from the Program for use in each Academy pursuant to a Loan Agreement with the Authority (the “Loan Agreement”) and the Promissory Note delivered by the Borrower in connection therewith (the “Promissory Note”) for a period not to exceed fifteen (15) years at no (0%) interest; and

**WHEREAS**, prior to the Borrowers receipt of its QZAB financing, the Borrower may expend its own funds for the purpose of accomplishing certain portions of the Projects, and reasonably expects to reimburse said expenditures from monies borrowed from the Program, said reimbursement not to exceed the amount of the Loan (as defined herein).

**NOW, THEREFORE**, it is hereby resolved by the governing body of Caddo Parish School Board (the “Board”), that:

**SECTION 1.** Each of the Projects shown in **Exhibit A** attached hereto and the expenditures in connection therewith are hereby approved with such changes, additions, or deletions as may be approved by the Borrower’s Authorized Representative, and the Borrower hereby declares its intent to undertake the Projects.

**SECTION 2.** Each of the Academies shown in **Exhibit B** attached hereto is hereby designated as a “Qualified Zone Academy” pursuant to the QZAB Regulations.

**SECTION 3.** The Borrower hereby declares its intent to borrow not to exceed \$3,000,000 (the “Loan”) from the Authority for the purpose of completing the Projects pursuant to the terms of the Comprehensive Education Plan, the Loan Agreement, the Promissory Note, the Standby Security Agreement, the Contribution Agreement, and the Tax Regulatory Agreement (each as defined herein, and collectively referred to herein as the “Borrower’s Financing Documents”). The Loan shall be repaid from Lawfully Available Funds (as defined in the Loan Agreement), and shall be for a term not exceeding fifteen (15) years at 0% interest.

**SECTION 4.** Prior to the closing of the Loan, the Borrower may expend its own funds for the purpose of accomplishing certain portions of the Projects; accordingly, a portion of the proceeds of the Loan may be used to reimburse said expenditures in accordance with the QZAB Regulations and the Borrower’s Financing Documents. No portion of the Loan shall be used to reimburse expenditures incurred more than 60 days before the date of this Resolution; furthermore, the allocation of the Loan to reimburse the Borrower shall be made in writing not later than 18 months after the later of: (a) the date the original expenditure is paid or (b) the date the Project is placed in service or abandoned, but in no event more than three years after the original expenditure is paid.

The Loan proceeds shall be used to reimburse Project expenditures and not for the reimbursement of operating costs or similar working capital items. This resolution is the official action of the Board to state the Borrower’s intent to reimburse prior Project expenses from Loan proceeds.

**SECTION 5.** The Comprehensive Education Plan for each Academy (the Comprehensive Education Plan”) is hereby approved in substantially the form and on substantially the terms shown on **Exhibit C** attached hereto, with such changes, additions, or deletions as may be approved by the Borrower’s Authorized Representative.

**SECTION 6.** The State of Louisiana Qualified Zone Academy Bonds Program Application (the “Application”) is hereby approved in substantially the form and on substantially the terms shown in **Exhibit D**, with such changes, additions, or deletions as may be approved by the Borrower’s Authorized Representative.

**SECTION 7.** The Loan Agreement is hereby approved in substantially the form and on

substantially the terms shown in **Exhibit E** attached hereto, with such changes, additions, or deletions as may be approved by the Borrower's Authorized Representative.

**SECTION 8.** The Promissory Note is hereby approved in substantially the form and on substantially the terms shown in **Exhibit F** attached hereto, with such changes, additions or deletions as may be approved by the Borrower's Authorized Representative.

**SECTION 9.** The Standby Security Agreement (the "Standby Security Agreement") is hereby approved in substantially the form and on substantially the terms shown on **Exhibit G** attached hereto, with such changes, additions or deletions as may be approved by the Borrower's Authorized Representative.

**SECTION 10.** The Contribution Agreement (the "Contribution Agreement") is hereby approved in substantially the form and on substantially the terms shown on **Exhibit H** attached hereto, with such changes, additions or deletions as may be approved by the Borrower's Authorized Representative.

**SECTION 11.** The Tax Regulatory Agreement (the "Tax Regulatory Agreement") is hereby approved in substantially the form and on substantially the terms shown in **Exhibit I** attached hereto, with such changes, additions or deletions as may be approved by the Borrower's Authorized Representative.

**SECTION 12.** Abrams & Lafargue, L.L.C. (the "Borrower's Counsel") is hereby appointed and engaged to serve as counsel to the Borrower in connection with the transactions contemplated by this Resolution. The duties of Borrower's Counsel shall be to review the Borrower's Financing Documents, to counsel and advise the Borrower with respect to the transactions contemplated by this Resolution, and to issue its opinions as may be necessary to obtain the Loan.

**SECTION 13.** The Board hereby designates its President and Secretary (either of them acting alone) or such other officer(s) as they may designate as the "Borrower's Authorized Representative" for purposes of this Resolution. The Borrower's Authorized Representatives (any one of them acting alone) are hereby authorized and directed, for and on behalf of and in the name of the Borrower, to do any and all things necessary to effectuate and to implement this Resolution, including without limitation (i) to execute and deliver the Borrower's Financing Documents; (ii) to arrange for publication of this Resolution as may be required by law; (iii) to accept any qualified contributions from any qualified contributor, (iv) to execute and deliver any and all other agreements, documents or certificates necessary to implement the transactions contemplated herein; and (v) to approve any changes, additions or deletions in any of the Borrower's Financing Documents and other agreements, documents, or certificate referred to or contemplated by this Resolution.

**SECTION 14.** If any provision, item or application of this Resolution or the applications thereof are held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications; and, to this end, the provisions of this Resolution are hereby declared severable.

**SECTION 15.** This Resolution shall become effective immediately upon its adoption and shall be spread upon the minutes of the Board and made available to the public in the same manner as other official actions of the Board.

**SECTION 16.** All Resolutions in conflict herewith are hereby repealed.

**UPON MOTION OF BOARD MEMBER \_\_\_\_\_, SECONDED BY \_\_\_\_\_**, the above and foregoing Resolution was adopted on this, the \_\_\_\_ day of \_\_\_\_\_, 2002, with the votes being:

<b>Board Member</b>	<b>Yea</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstaining</b>
Armstrong, Ginger	X			
Brooks, Jerry Tim	X			
Burton, Willie D.	X			
Guin, Phillip R.	X			
Hardy, Eursla D.	X			

Hitchcock, Miles	X
Milam, Mark	X
Mims, Alvin	X
Powell, Mike	X
Pugh, Mildred B.	X
Thibodeaux, Michael	X
Wright, Wanda	X

And this Resolution was declared adopted on this, the \_\_\_ day of \_\_\_\_\_, 2002.

**CADDO PARISH SCHOOL BOARD**

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**Mr. Phillip Guin**  
**President**

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**Mr. James R. Festavan**  
**Secretary**

[Seal of Borrower]

**Agenda Item No. 13**

**Approval of Revision to CPSB Discipline Policy Relative to Elementary Progressive Disciplinary Dispositions.** Staff recommended approval of the proposed revision to the CPSB Discipline Policy relative to elementary progressive disciplinary dispositions relative to possessing weapons as submitted in the mailout.

**Agenda Item No. 14**

**Approval of Revisions to Formal or Classroom/Worksite Visitation Observation Forms.** Staff recommended approval of revisions to the formal or classroom/worksite visitation observation forms as submitted in the mailout.

**Agenda Item No. 15**

**Approval of Louisiana Teacher Assistance and Assessment Program Extenuating Circumstances Plan for the 2002-2003 School Year.** Staff recommended approval of the Louisiana Teacher Assistance and Assessment Program Extenuating Circumstances Plan for the 2002-2003 School Year as submitted in the mailout.

**Agenda Item No. 17**

**Approval for High Schools to Pilot the Semester Examination Schedule.** Staff recommended approval for Byrd, Captain Shreve, Northwood, Woodlawn, Booker T. Washington, Fair Park and Southwood High Schools to pilot the semester examination (two tests per day for three days) schedule as submitted in the mailout.

**Agenda Item No. 18**

**Approval of District Master Technology Plan for 2003-2006.** Staff recommended approval of the proposed District Master Technology Plan for 2003-2006 as submitted in the mailout.

**Personnel Transactions Report (C.) Other (Hiring, Assignment Changes, Separations & Resignations).** Mr. Powell referenced a report on the transfer of a principal, stated he understands the superintendent's purview to do that, and requested to ask a question of Keith Burton and the superintendent. Dr. Hitchcock called for point of order in that Paragraph 4 of Roberts Rules of Order reads "*When necessary a motion can be preferenced by a few words of explanation which must not become a speech. For a member to begin to discuss a matter while no question is pending, without promptly leading to a motion, implies an unusual circumstance and requires permission of the assembly. Discussion can be entered into only at the sufferance of the chair or until a point of order is made. In the latter case, the chair must immediately require that a motion be offered or the discussion cease.*" Mr. Guin ruled in favor of the point of

order and asked for a motion. *Mr. Powell moved, seconded by Mr. Brooks, approval of agenda item 9(c).*

Mr. Powell requested Keith Burton to come to the podium. Dr. Hitchcock called for a point of order in that Paragraph 42 of *Roberts Rules of Order* reads “*In debate a member’s remarks must be germane to the question before the assembly – that is, his statements must have bearing on whether the pending motion should be adopted.*” Dr. Hitchcock pointed out that the report sent to the board (agenda item 9(c)) makes no reference to Fairfield or South Highlands and the motion on the floor is to approve the report and there is nothing in that report concerning the individual at the podium, nor either school involved, thus it is not germane to the motion. President Guin asked legal counsel for a ruling. Mr. Abrams agreed, as unless the board is discussing Fairfield or the transfer, it is not germane to the motion on the floor. Mr. Powell stated the motion for this item as indicated on the motion sheet requests approval of other personnel reports as recommended by staff and submitted in the mailout. He added the board received in the mail a report indicating a transfer of the principal from Fairfield to South Highlands and how staff will handle the vacancy at Fairfield. Mr. Guin asked legal counsel if this report can be considered a part of this. Dr. Hitchcock said the report covers the period of September 16 through October 8, 2002 and not something that is going to happen. Mr. Guin asked Mr. Burton if he is prepared to answer the question. Mr. Burton said he is confident he can. The president ruled in favor of Board member Powell’s request to ask Mr. Burton a question. Dr. Hitchcock appealed the ruling of the chair. The president stated in voting a *yes* vote will support the ruling of the chair (to allow board member Powell to ask a question), and a *no* vote will agree with Dr. Hitchcock’s appeal. The vote ruled in favor of the chair’s ruling with Board members Guin, Hardy, Burton, Thibodeaux, Brooks, Powell, Milam, and Wright voting yes. Board members Mims and Hitchcock voted no and Board members Pugh and Armstrong abstained.

Mr. Powell asked Mr. Burton for the record if he wanted to transfer to South Highlands as principal? Mr. Burton said he spent many hours in making the decision that he is ready to work with the faculty, students and parents to make South Highlands as much a success in the future as it has been in the past. Mr. Powell asked the superintendent when the principalship at Fairfield would be advertised and if he can assure the parents at Fairfield they will have an opportunity to be actively engaged and their input solicited in the selection of the next principal? The superintendent answered that he has heard and appreciates the parents of Fairfield coming forward. He believes it prudent at this time to move forward with all deliberate speed and find a principal for Fairfield and that is what he intends to do. He said it has always been the policy of the board to seek parental input and the same will be offered to the parents at Fairfield.

Mr. Brooks extended his appreciation for the parents here today voicing their opinion about their school and their principal. Mrs. Pugh stated that last year the board created a school and used a technique to attract students to Fairfield. She said the board has a responsibility to the parents and to allow the school to grow. This new program has not had time to grow and still needs perfecting and placing a new principal in a new program could be detrimental. The board does not need to send a message that every six months administrators could be changed. She asked the superintendent to take a close look at this decision, as South Highlands already has its rating and it is not going to grow, and she believes the principal at Fairfield will be able to shine a light at Fairfield, but not at South Highlands. She said she has monitored while serving on the board the improvements at South Highlands, and she knows the principal currently at Fairfield can make a difference at Fairfield and the test scores can continue to improve at Fairfield; they are not going to change at South Highlands. She said all we are doing is pacifying people with personalities and that is not what education is about. Mr. Guin encouraged the superintendent to not send out mailouts until ready to place on the agenda for board action in an effort to avoid this same confusion.

*Vote on the motion (agenda Item 9(c)) carried unanimously. Board member Pugh abstained.*

#### **APPROVAL OF POLICY FOR DISTRIBUTION OF MAIL THROUGH TEACHERS’ MAILBOXES AT SCHOOLS FROM ORGANIZATIONS**

Arthur Williams, teacher at Turner and a member of the committee to review the policy, addressed the board relative to the amendment made to the policy since the committee discussed this idea and overwhelmingly decided this was not something that should be done.

Josephine Wade, addressed the board in support of employees receiving information from the teacher organizations. She said this is an excellent way of communicating with the employees and for the board to attempt to interfere with the flow of information is an insult to education. She is the building rep at her school who distributes this information and does so on her own time. She added if the flow of information to educators is hindered in any way, this is censorship and asked the board to support Board member Hardy's proposed policy and reject any additions.

Pat England, Caddo Association of Educators, addressed the board on the best practice of receiving information from organizations and how for 25 years a practice has been in place as to how employees would receive literature through the gray box (whether they were members or not of an organization). Recently, the board felt the need for that practice to be put into policy. Concerns were expressed regarding the censoring and having approval of documents placed in the mailboxes. Mrs. England stated the language in the policy proposed by Ms. Hardy was very well received by the committee and the organization saw nothing wrong with the language. She also said some information placed in the mailboxes is of interest/concern to all employees (legislation). She said her hope is that the policy reflects there will be no decision made where principal will have to keep a building representative informed of who wishes to receive materials and who does not, because the building rep would have to keep an updated list of who is or is not supposed to receive the information and thus encouraged the board to approve the recommendation without the amendment.

*Mrs. Hardy moved, seconded by Mr. Brooks, that the Caddo Parish School Board acknowledges the right of employees to participate in professional organizations. All professional organizations that are recognized for payroll deduction, as per revised statute and recognized by the Caddo Parish School Board, will be allowed to place information in the mailboxes of employees at their school/work site. All information shall clearly identify the organization distributing the material. A copy of material of mass distribution shall be provided to the principal/designee and building supervisor at the time of distribution.*

Mrs. Hardy said she believes this is a very fair motion for all employees in Caddo Parish schools and said we should not have trouble coming from other sources. She added we should not add any problems and this would cause censorship. She stated those who do not wish to receive something, should simply put it in the trash can. She encouraged board members to support her motion and not the one from staff. Mr. Brooks said we are creating a problem when there is not a problem and if employees do not want to read the information in their mailboxes, they should just throw it away. He feels this is an item that should have never come to the board.

The superintendent stated he would address separately the misconceptions shared with the board about input to staff into board policy. Mr. Festavan stated this recommendation mirrors what staff is recommending. He further stated that when this began two months ago, he went on record as not supporting any policy that denies an employee the right to choose what goes in his mailbox at the building level. He said he knows the problems this can cause and, in his opinion, this will turn into a problem for the system. He added he hopes if the board passes this motion, it can be revisited at another time if it becomes an unreasonable burden for the system.

Mrs. Wright stated she believes all our teachers and employees are adults and can choose what they want and don't want to read. If not, she certainly does not want them in the classroom teaching her children. She encouraged the board to support Mrs. Hardy's motion in its originality.

Mr. Powell said two months ago he asked staff to look at this and after much thought will support the motion on the floor. He noted for the record that the motion before the board today is not the motion that the committee looked at. Changes (deletion/addition of words) have been made, and what the committee acted on was before board counsel became involved and changes were made. He said he believes we need to take a step to make sure teachers have available to them information which may be important. The only reservation he has is it may be ingenuous for the board to criticize staff for adding a provision that would allow those same employees to say they do not want something in their mailbox, and the board needs to be fair with staff. He asked staff to look at it, not saying he would agree with staff's recommendation, but staff needed to be the one to take a look at this issue and make a recommendation. He extended his appreciation to the superintendent and staff for the process that was begun and followed to make

a recommendation to the board. He hopes that it is not the problem as the superintendent believes it could be; but if it is, the board will address that. He also said he hopes we are open in our process, with no censorship. He asked that this be monitored; and if needed, reconsidered.

Dr. Hitchcock asked the superintendent about correspondence from Mr. Dilworth to the superintendent which says the staff recommends approval of proposed policy submitted by Eursla Hardy with revisions recommended by counsel and if that staff recommendation included the superintendent's recommendation. Mr. Festavan said that is correct and he did recommend those revisions as made by counsel and clarified the differences of the two memorandums. Dr. Hitchcock asked for the superintendent's basis for not now recommending approval? Mr. Festavan said he was advised by counsel that there was some problems with the language brought forward in the original motion and after meeting with Mr. Dilworth, who had met with the committee, and after he looked at it to add this which was supported by staff and counsel, and restated his statement of 2 months ago that he would not support anything that allowed the indiscriminate placing of materials in teachers' boxes, and denying them the right of saying they could not have it in there. Dr. Hitchcock asked on what basis did legal counsel make his recommendations? The superintendent answered legal counsel indicated there could be some legal problems based on some of the wording. Those changes were made and staff added the second paragraph and that is his (the superintendent's) motion. Dr. Hitchcock inquired if paragraph 2 was a legal issue or is it the superintendent and his staff's recommendation based on experience as a building principal? The superintendent said staff agrees this policy is needed, but stops short of treading on the rights of those persons who say they are not interested in being involved and receiving the information.

*Dr. Hitchcock moved, seconded by Mr. Milam, to amend the motion to include a new paragraph that says "Employees who do not desire to receive information from all or certain professional organizations may notify the principal/designee or building supervisor in writing." Dr. Hitchcock said he has no problem with paragraph 1 and we rely on those we bring in to run the system and in their judgment, and he supports the superintendent's judgment and encouraged the board to support the amendment. Mr. Milam asked if this does become a big problem that the board would reconsider if employees come back with what the superintendent has mentioned could be a problem. Mrs. Pugh said she recalled days passed and how the administration received what was to be distributed in the mailboxes. She added this is an old tradition and should be left in the past and the communication should be left open to all in the school system. Time is a factor and we don't have staff that allows the time needed to sort through and for this reason, she encouraged the board to defeat the amendment.*

*Mr. Burton called for the question on the amendment and main motion. Motion seconded by Mr. Thibodeaux and carried with Board member Guin opposed and Board members Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Wright, Armstrong and Hitchcock supporting the motion.*

*Vote on the amendment failed with Board members Milam and Hitchcock supporting the motion. Board members opposed were Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Wright and Armstrong.*

*Vote on the main motion carried with Board member Hitchcock opposed and Board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Wright and Armstrong supporting the motion.*

## **CONSIDERATION OF RECOMMENDATIONS FROM SPECIAL EDUCATION REPORT REVIEW COMMITTEE**

Pat England, Caddo Association of Educators, appealed to the board and asked them to seek more information in order to make the kind of decision the board likes to make and that is the most informed decision. The item on the agenda refers to a Special Education Report Review Committee, and she has asked on more than one occasion in the last 2 months who is on the committee. She remembered the committee sat on the front row of the meeting last month. She said the Special Ed Center issue involves hundreds of employees and there has not been a lot of input from the day to day employees and encouraged the board to get their input into any major decisions affecting the Special Education Department. Ms. England referred to item #1 in the recommendations regarding a reduction in the work force in the Special Education Department



and the board has taken no action to invoke a reduction in force. She said this action would reduce these employees' salary from 12 months to 10 months, and gave examples of how this would affect employees. Ms. England appealed to the board to continue in their pursuit to obtain information needed in order to make an informed decision, as she feels the recommendation presented is still lacking in all the information the board needs before making a final decision.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, referenced the same item, and stated clearly the employees referenced in recommendation #1 were hired into the positions and thus they should not be punished. She said these employees are being called teachers, yet they are not really teachers. She said there are some 2,000 teachers in the system and then there are an additional 30 *special* teachers with special privileges and special salaries and that does not speak well to the other teachers. Ms. Lansdale suggested that one recommendation might be to rename these employees and no longer call them teachers, but recategorize them into management positions, readvertise them with the required qualifications, and those in the positions could apply. She encouraged the board to discontinue what is presently a *sub class* of employees. She also asked the board to consider the idea of employees that supervise someone who makes more than them wanting to get a pay raise, and the potential abuse of this practice. She urged the board to fulfill our obligation to operate in the best interest of children, to see that dollars are spent as properly as possible, and to move people into positions because they are qualified and not because someone needs a pay increase. She also asked the board to not go after the messenger for bringing this issue to you, as that would send a very poor message to the employees.

The superintendent said he believed the mailout is self-explanatory. The report was done by Dr. Wilmer Cody. He stated to the board that he did invite employees in to visit with him about this report and listened to them as to what they felt were the problems. He did not invite the more than 200 employees in; however, he did seek out those directly affected by the decision that might be made, with everyone he spoke with having a different take on what was the problem. He also said staff took the report and involved staff (supervisors) and discussed it item by item and feels what's presented today is a start to addressing the problems (positions) in the Special Education Department, not people specifically. This is about fiscal responsibility and the best use of the school systems' funds. Many speakers have addressed the mess in the Special Education Department, and there is a need to align the positions and work year, work day. He stated he believes the recommendations being presented are a beginning to addressing and hopefully fixing the problem.

Mr. Brooks asked the media present to understand what the superintendent is saying in that we are trying to fix a problem that has been there for 25 years, this is not something new. The superintendent and his staff are working hard to try and resolve these problems.

*Mr. Mims moved, seconded by Dr. Hitchcock, that the recommendations from the "Report on Selected Issues in the Department of Special Education" be approved as recommended by staff and submitted in the mailout.*

Mr. Powell asked if Dr. Cody had any additional comments regarding his report or any of the comments that were shared today in the meeting. Dr. Cody said the recommendations presented to the board from the superintendent are very reasonable recommendations and a step in the right direction. He said there are other issues in the report, but it would probably be premature, they would need more work, and he sees this as an on going process.

Mr. Powell stated he noticed Dr. Cody had made a comment about implementation and the board is voting on partial implementation, and he also mentioned attrition vs. going ahead as stated in the motion and implement by July 1, 2003. Mr. Powell stated he did not note a recommendation in the report regarding implementation and the report even indicated that implementation would need further study.

Dr. Cody said his recommendation was based on the conclusion that the work load during the summer is less than during the year, 27 or 30 full time people at full salary. As a fiscal issue, it's really not warranted. The question then is how to get from here to there and there are two options/two approaches to save the money. Probably the quickest is to redefine the jobs as 10-month jobs, or attrition, or do nothing (and that would not be his recommendation). Mr. Powell asked if he has a recommendation in this matter? Dr. Cody said he did not and in a conversation

with the superintendent, mentioned contract issues he is not familiar with and the time he devoted to his report did not include going back 10 years and getting with the attorney as to Louisiana law on these matters and this needs to be checked (that contracts can be changed). If it is no because the employees have tenure on a 12-month basis, then you really have to go the other approach (attrition). He said he left those things to be addressed by the superintendent and for him to decide what he wanted to recommend to the board.

Mr. Powell said the report indicated Dr. Cody had spoken with numerous people; however he has had contact with employees from the different categories who indicated they did not know of anyone in their particular category that offered input into the report and asked Dr. Cody if he sought out employees that are currently in positions and doing the jobs? Dr. Cody responded that these were defined as management/administration organizational issues and he started with the superintendent and the chief operating officer and went down (the organizational structure) from there. Dr. Cody commented that some of the conclusions reached were not as a result of conversations, but documents (i.e., case loads during the different times of the year, number of assessments being done). Dr. Cody detailed how he proceeded with those he talked with throughout the process. Mr. Powell said he understands Dr. Cody was not asked to go into special ed and trouble shoot problems perceived, but was asked by the superintendent to address some very limited areas (i.e. structure and pay), which are stated in the report. Dr. Cody said that was correct and referred to the five areas outlined by the superintendent, which document also is attached to his report. Mr. Powell asked Dr. Cody how important is it in implementing change to have the employees doing the work buy into the changes which will result in better services for students? Dr. Cody said input across the line is important, but does not mean concurrence. Mr. Powell said he is concerned because even though the board recognizes there are problems and need for change, the input is important from those who will be affected. Dr. Cody verified that his input was from administrators across the district on the specific issues he was asked to address and the last paragraph of his report essentially reinforces what is being advocated, the need to get full input when implementing the recommendations and come up with an effective way to implement the recommendations. Mr. Powell expressed his appreciation for the work done and because of the exposure this issue has received, he wishes to have all information before making a decision.

Mrs. Pugh said the document does not cite all information needed at this time, i.e. item #3. The chief operating officer indicated in the last meeting the need for an executive session. She said if there is a need to hold an executive session to receive information before the board makes a decision in this matter, she believes this item should be postponed to allow all information to be shared and allow the new board members to be able to monitor special education and some of the things that are going on in that department. Mrs. Pugh said there may be a need to go back and look at the records as to what has transpired and bring that information forward. *Mrs. Pugh made a substitute motion, seconded by Mrs. Wright, that the recommendations be deferred until more information can be gathered for the January board meeting.*

Mrs. Pugh said she believes the new board will be the one to follow up on what is in the report presented today and more information is needed before action is taken and she would like the incoming board to address this matter. She encouraged the board to support deferring action on this item until January or whenever the incoming board would like to address it. Mrs. Wright stated she believes the board does not have enough information at this time to make an informed decision on this entire situation. Mr. Thibodeaux stated he believes allowing the new board the opportunity to find a new superintendent, to focus on a new budget and to solve the special education problems is the wise thing to do and supports the substitute motion. Mr. Powell extended his appreciation of the wisdom of sixteen years on the board from District 5 and hopes if we are going to make large structural change, that we address all the problems and that the solutions will be holistic. Mr. Powell referred to the board asking that surveys be conducted at schools, allowing for anonymous surveys that would not be included in the evaluation of employees, but would seek input about what is going on. He asked that this survey or a similar one in concept be used at Building 6; and encouraged the use of such a survey, not to decide the outcome, but to allow the board to receive legitimate information not before the board at this time that may affect the decision made. Thus, Mr. Powell encouraged the board to not only support the motion, but also the intent of the motion, which is to say the board thinks this is serious business and needs substantial thought and input not only from administrators in special ed, but from across the department. The board's accountability is to deal with problems that ultimately affect children in the classroom. Mr. Brooks also stated his support for deferring

action on this item today in order to get all necessary information needed before making a decision to address and straighten out this situation.

*Mr. Milam moved, seconded by Mr. Powell, to amend the substitute motion to include implementing a survey of employees.*

Mr. Milam said he believes the survey adopted in 1999 is a good idea and a good way to hear from all the employees within that department, if they so desire; and since the board will be looking at the budget and ways to save money, this would help the new board make a well informed decision. He suggested the surveys could be sent in unsigned, the executive committee could review them, or the board could assign someone to review them. Mr. Powell supports the inclusion of implementing a survey. Mr. Brooks supports delaying this item and asked for an explanation as to what staff would be gathering information. Mrs. Pugh explained that it's staff's responsibility through the superintendent to do research requested by the board to be brought back to the board for action. Mr. Brooks asked if staff would include the director of special education? Mrs. Pugh answered that everyone in the system is under the superintendent as a part of his staff. Mr. Brooks asked if the director of special education will be included? Mr. Festavan answered *absolutely*. The superintendent asked for clarification on the directive from the board about staff going back and doing more, but also bringing a survey to the executive committee. Is the survey the board's survey? Mr. Milam answered the motion is coming from the board, the survey would go out to employees, it would be anonymous, they would not have to sign it and the executive committee could handle the surveys once they come in or they could have someone on staff (i.e., Mr. Collier) look at them. Mr. Brooks said we need to go back and find out where the problems are and where they began.

Dr. Hitchcock stated he supports the motion to postpone, and supports the motion for the survey; but asked the maker of the motion if guidance to the superintendent would be to survey school based personnel, in particular building principals, about the effectiveness of special ed and the problems associated with special ed? Mr. Milam answered he does not have a problem with that being included. Dr. Hitchcock shared that in his experience, it is not buses (as alluded to earlier in the meeting) that get all the attention, but special education is where he gets the most complaints from principals about the horrible organization, the ineffectiveness, the mismanagement, parents complaining students cannot be tested or evaluated and he wishes to offer them an opportunity to go on record with those problems they have been experiencing.

Mr. Guin said he is in total agreement and added that the same applies for Gateway programs in high schools throughout the parish along with the qualifying method.

*Vote on the amendment carried unanimously, with Board members Guin, Hardy, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Wright and Hitchcock supporting the motion. Mr. Burton left the meeting at approximately 7:30 p.m.*

*Vote on the substitute motion as amended carried unanimously.*

**Recess.** The board recessed at approximately 7:42 p.m. and reconvened at approximately 8:00 p.m.

## **UPDATE ON LEGAL SERVICES BUDGET**

Mr. Milam expressed his appreciation for the information received on legal expenses as this is something the board will need to look at when looking at the budget.

## **SUPERINTENDENT'S REPORT**

**Update on CPSB Construction Projects.** Mr. Festavan stated in the mailout is an update on the construction projects.

**North Caddo Needs Assessment Report.** Mr. Festavan introduced Rich Arnold, chair of the Needs Assessment Committee of North Caddo High School, to update the board on this committee's work. Mr. Arnold stated the committee elected him to serve as the moderator of the group and presented a progress report on the needs assessment for North Caddo High School. Mr. Arnold said the board last summer directed and identified different areas and certain person

groups that should be included in this assessment committee. The committee included representatives from the students, teachers, local government, community leaders, parents, ministers, parent-teacher associations and local businesses. The former principal and PTA president were asked to identify people who met the criteria from these various groups and called and asked people to serve. Mr. Arnold said the committee selected a moderator (himself) and looked at various areas of concern (academics, PTSA, community recommendations, sports, extracurricular activities, organizations, buildings & grounds). The committee conducted a brainstorming session at the first meeting to try and combine any of the above areas of concern that are of similar interests, as well as divide the committee into four subcommittees to address the various issues as indicated in correspondence presented. He stated there were some adjustments to the committee after the first meeting, as some of the members withdrew from serving on the committee and others added. The committee decided to do interview surveys rather than a mailout, actually conducting interviews with closed-ended questions followed by open-ended questions for the faculty and students. Training sessions were conducted for those who would be conducting the interviews so all would be trained with the same interviewing, interpersonal communicating, note taking and listening techniques/skills. Only the persons completing the training would be conducting the interviews. A sampling of 20% of the student population was selected representing the various groups in the student population, and these students were scheduled for interviews during the school day when they were in elective courses. The final draft of the survey sample is to be presented at the next committee meeting Tuesday, November 26<sup>th</sup>, and the first week in December is set for completion of the surveys. The committee hopes to identify the why as to some of the things identified, i.e. (1) it is known that North Caddo has a declining student population, yet the community population is stable; (2) North Caddo has experienced significant change in demographics in recent years, yet the community does not reflect a correlating change; (3) North Caddo has some unique curriculum offerings and is a magnet school; however few students are recruited into the magnet programs; (4) North Caddo's test scores are unacceptable and show no improvement; and (5) North Caddo has been unable to hire certified teachers, thus positions have been filled with daily sub teachers for in excess of 90 days. The survey also will be carried to some of the former graduates/ students, former teachers to seek their input before making any final recommendations.

Mr. Powell asked if the school board had provided the access resources and information necessary for the committee to conduct the needs assessment to this point in the process? Mr. Arnold said the school board staff has been very cooperative. Mr. Powell asked if at some point the committee felt the need for some additional assistance, would the committee bring that to the board's attention? Mr. Arnold said they would. Mr. Powell expressed his appreciation to all those involved in the process as he realizes it is voluntary and this committee has made sacrifices of their time to do this, and the board is very appreciative. The superintendent also expressed his appreciation to Mr. Arnold and the assessment committee for the time and energy they have put into this study.

**Fair Share Committee Update.** Mr. Guin updated the board on the activities of the Fair Share Committee's progress. He said there have been 3 meetings and the next meeting will be December 10<sup>th</sup>. He stated the committee has met with various persons with experience in fair share type programs. At this time, staff has been asked to take the information to date and develop a program for the Caddo Parish School System for the committee's consideration at its meeting on December 10<sup>th</sup>. He shared with the board correspondence of a proposed time line as to how staff sees when each one of the occurrences will take place. He added there has been input received from the communities as well as members of the community who have attended the meetings.

## **UNFINISHED BUSINESS**

Mrs. Pugh said a person in the visitors' section shared some contractual situations in the school system and she does not remember the board being made aware of these situations. Mrs. Pugh asked the superintendent if he could share with the board about this project? The superintendent consulted with board counsel as the company mentioned is involved in litigation and the situation brought to the board's attention tonight is a spin off from that litigation. Mr. Guin stated he has asked the superintendent to get with Mr. Abrams and prepare a report for the board on this matter for next month. Mrs. Pugh said she feels next month is too long a time frame when there is an accusation of not having a contract and questioned the dollar amount of performance if the allegations are true; and if they are not true, we need to refute the allegation;

as this says something to the quality of staff. She hopes it is not true that it happened as indicated in the presentation. If there is a limitation as to how much work we can do without a contract and if what the visitor stated is fact, she would like to be made aware of this information. Mr. Abrams understands this matter is in litigation and the allegation that there was not a contract signed is an issue. This is something that did not occur recently but some time ago and has been ongoing for some time, not just within the last 2 years. Mrs. Pugh questioned if it was not within the last 2 years, why the former superintendent's name was mentioned? Mr. Abrams indicated the issue involved is on appeal of the requirement for a bond to be put in place initially. That particular bond required that a performance bond be put into place. The contractor won the bid, the bid bond did not go forward now was a contract signed; therefore the issue before the court is whether or not because of the bid bond that was in effect, can we recover what is due and make the school board whole. As far as the attorneys handling the file, it appears it is on appeal. The court recently ruled that because of the name change, the bond company is the one raising the issue. The school board is trying to make certain the bid bond is actually good in order to recoup the money from that. Mr. Abrams said he would be glad to make sure the attorney handling this matter is present at the next meeting for an executive session if the board so desires. Mrs. Pugh said for clarity and for the record, she would like for the record to reflect that we will release as much information as is possible.

Mrs. Pugh noted that on the report the board approved for semester exam schedules, Fair Park has an incorrect date. It should be December 20<sup>th</sup> instead of November 20<sup>th</sup>.

Mr. Powell commented that the work on Building 6 was done when Dr. Foster was superintendent and he is concerned about the length of time this matter has been unresolved. He realizes this is some of what our legal firms are trying to bring closure to and asked if it was fair to say that the school system can test some of the things he stated as fact or are there other versions of the facts that may not agree with what the board heard tonight? Mr. Abrams said he understands the contract was not entered into or at some point the company refused to sign a contract, and the contention is the bid bond should cover the fact that they did not get a performance bond or contract. Mr. Powell believes this is something that needs to be looked into and the board fully informed as to specifics of the situation. Mr. Brooks said everyone needs to know our legal representatives are trying to clean up some of the cases that have been out there for a long time and the budget for this item will be higher at this time.

Mrs. Armstrong asked for an update on the construction projects, specifically the time line for Walnut Hill, as she continues to see this project in the design phase and asked how long will it take for this? Mr. White updated the board on a meeting last week with the architect and Mr. Hardison to look at 3 or 4 possible plans. Currently, bids on surveys for the site are being received to get exact topographical information. He added it seems like a long time, but staff tries to be more careful up front and hopefully eliminate any problems that may be encountered with construction. He will be glad to get a time line from the architect and engineers, and assured the board they were working on it expeditiously.

Mrs. Pugh expressed a concern about the Fair Park gymnasium and asked if there is funding or if there is anyone available that is skilled to address the bleachers in the gym. Mr. White responded his department does not have the personnel skilled in these type repairs, but this service would be contracted out and added that replacing the bleachers was not an approved project last year. Mrs. Pugh asked if this fell under Mr. White's domain? Mr. White said it would if the bleachers are replaced; however if repairs are done, it would depend on the dollar amount involved as to whether it came under his domain or maintenance. He further explained that if the dollar amount is up to \$7,500, it is handled through maintenance; if the dollar amount is over \$7,500, it is handled through capital projects/new construction. Mrs. Pugh inquired if we had the employees skilled in repairing the bleachers. Mr. White stated he was not certain if there were skilled employees to handle repairs or if it is contracted out. If handled through capital projects, there are not employees in this department to do repairs, thus it would be contracted out. Mr. Smith, director of maintenance, explained his department has been looking at the Fair Park situation trying to find contractors, as we do not have employees skilled in doing such renovations. Mrs. Pugh asked for an assessment of the situation at Fair Park? Mr. Smith said there are multiple problems with this situation and the one cost estimate received is over the \$7,500 limit. He anticipates a second quote by tomorrow and then will get a third quote. Mrs. Pugh expressed her concern that this problem has been there since school began and now the school is in competitive games and there are not enough seats for the visitors. Mr. Smith said he

became aware of this situation on August 21<sup>st</sup> and there is no one in the city of Shreveport that can do this type of work. The closest company that did the work in Shreveport was located in Ruston and they do work nationwide. Mrs. Pugh stated this is a need and we need to have someone skillful enough to do this work inhouse if we are unable to contract this work out. Mr. Smith said he was not aware of where anyone could get local training in this type of work. Mrs. Pugh requested that some immediate action be taken at Fair Park.

## **NEW BUSINESS**

### **ANNOUNCEMENTS AND REQUESTS**

Mr. Powell stated that when the board adopted the budget for this year and projected that reductions would have to be made for the coming year, the board made a commitment to early on consider ramifications and start looking down the road. He referred to a memorandum sent to the board members, and incoming board members, requesting staff to begin looking at possible places for reduction in expenditures, at least 10% in the non-instructional areas. He knows that staff has begun this process, and considering the board committed to do this and with the new board coming on, he does not feel it is too early to look at modifications that will need to be made in next year's budget. Some additional areas he requested staff to look at include charging a fee for reports that are generated for the purposes of evaluating children, establishing cost containment measures to reduce and hold down CPSB legal fees, evaluating insurance options, possibly utilizing inhouse counsel, utilizing utility measures to reduce costs of utilities, reaching out to the business community to assist in analyzing and seeking ways to better utilize funds, looking at parishwide copier contracts, etc. He said it will be important that the budget is continually monitored.

Mrs. Armstrong asked the superintendent to determine if all the new school buses received have been assigned and are running routes and if not, why?

Mr. Mims requested the board president and the superintendent to plan a retreat in early January for the board in Shreveport and include on the agenda the budget items discussed by Mr. Powell.

Mr. Guin stated that earlier in the year the board did not give teachers pay raises and used the monies to reduce classroom sizes. He asked the superintendent to provide the board a report on the classroom sizes as we go into the semester break.

Mr. Thibodeaux asked the superintendent if he had made a decision to transfer the principal at Fairfield to South Highlands, and the superintendent said that he had made that decision. Mr. Thibodeaux expressed his concern over the interruptions created as the result of moving a principal mid year, and asked the superintendent to reconsider his decision and leave the principal at Fairfield in place at least until the end of the school year. He believes this situation is one that the board made a commitment at Fairfield and the negative effect at Fairfield will be much greater than at South Highlands for the period of one semester. He understands the superintendent's ability to laterally transfer people from one position to another, but asked that this situation be reconsidered because if we wish to see the program at Fairfield continue to grow and flourish, now is a terrible time to move the leader. The superintendent stated he is willing to do whatever is in the best interest of the children and will visit again with the principal at Fairfield and South Highlands.

Mrs. Armstrong requested the superintendent, depending on the decision after meeting with the two principals, to immediately begin the process of searching for a principal for Fairfield and that a meeting be held with parents and staff for their input to hopefully have a principal in place before the end of the school year. The superintendent said after hearing the parents tonight, his intention was to move forward; but asked for clarity from the board as to the board's wishes for him to move forward in getting a principal at Fairfield so parents will have full knowledge of who will be the leader at Fairfield (and if he does that, there is no need to leave the current principal at Fairfield) or does the board wish to leave Mr. Burton at Fairfield until a new principal is in place? Mrs. Armstrong said she believes this is what should happen. Mr. Thibodeaux said he believes Mr. Burton should stay at Fairfield until the end of the school year, but as a second option, he would favor the above. Mr. Mims supported the superintendent in his decision and reminded the board the two previous superintendents made lateral moves and those decisions were not questioned. He said Fairfield in the last two and one-half years has had four

principals and the board has not questioned this. After the new program was in place for only two weeks, the principal retired and a new principal brought to Fairfield. He understands the superintendent's decision is a win-win situation for both schools and would not like to see what the superintendent has recommended altered in any way.

Mr. Powell said the decision was made by the superintendent to make this transfer; and since he has served on the board, while the board has approved promotional contracts, the board has not had to approve transfers because the contracts are with the school system. He said we want both schools to succeed and feels confident the superintendent will take the information he has heard and move forward to make the best decision for the children. Mr. Mims added that when Mr. Burton was considered for Fairfield, the principal at South Highlands worked with him and he believes that Mr. Burton will do the same thing with his replacement and this will give the process a chance to succeed.

### **EXECUTIVE SESSION**

*Mrs. Armstrong moved, seconded by Mr. Brooks, to go into executive session for up to 15 minutes to hear an update on litigation involving Pine Grove. Motion carried with board members Guin, Hardy, Thibodeaux, Pugh, Powell, Milam, Wright and Armstrong supporting the motion, and the board went into executive session at approximately 8:57 p.m.*

The board went back into open session at approximately 9:30 p.m.

### **APPROVAL OF RESOLUTION TO CALL FOR A TENURE HEARING FOR A CPSB TEACHER**

*Mrs. Armstrong moved, seconded by Ms. Wright, approval of the resolution to hold a tenure teacher hearing. Vote on the motion carried with Board member Powell opposed and Board members Guin, Hardy, Pugh, Mims, Brooks, Wright and Armstrong supporting the motion.*

**Adjournment.** *Mrs. Armstrong moved, seconded by Mr. Powell, for adjournment. The motion carried unanimously, and the meeting adjourned at approximately 9:35 p.m.*

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James R. Festavan, Interim Secretary

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Phillip R. Guin, President

**December 3, 2002**

The **Caddo Parish School Board (CPSB)** met in *special session* in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 5:45 p.m. on Tuesday, December 3, 2002, with President Phillip R. Guin presiding. Other school board members present being a quorum were Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

**APPROVAL OF RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$8,190,000 OF GENERAL OBLIGATION SCHOOL REFUNDING BONDS, SERIES 2002 OF THE PARISHWIDE SCHOOL DISTRICT; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

*Mr. Powell moved, seconded by Mr. Thibodeaux, that the resolution be approved providing for the issuance and sale of Eight Million One Hundred Ninety Thousand Dollars (\$8,190,000) of General Obligation School Refunding Bonds, Series 2002, of the Parishwide School District of Caddo Parish, Louisiana; prescribing the form, fixing the details and providing for the rights of the owners thereof; providing for the payment of the principal of and interest on such bonds and the application of the proceeds thereof to the refunding of certain bonds of said District; and providing for other matters in connection therewith.*

Mr. Grant Schleuter of Foley, Judell, shared that last month the board authorized RFPs for refinancing an outstanding 1993 bond issue. He said RFPs were sent to 16 banks and 4 responded with three proposals. The lowest proposal received was from AmSouth in Shreveport and they bid a 2.49% interest rate. This rate will reduce interest on the outstanding bonds from 5.2% to 2.49% with no extension of the maturities. This will net out in savings to the taxpayers of over \$272,000. Mr. Schleuter announced with board approval, closing will be on December 19<sup>th</sup> to lock in this savings. Mr. Schleuter also explained that this low rate can be attributed to not only the rates being low, but because of the fact that Caddo has the highest rating in the state of all the school districts and national rating agencies look at this in addition to the economy, the debt load, and the operations (school and financial operations).

*Vote on the motion carried unanimously and the following resolution was approved.*

**RESOLUTION**

A resolution providing for the issuance and sale of Eight Million One Hundred Ninety Thousand Dollars (\$8,190,000) of General Obligation School Refunding Bonds, Series 2002, of Parishwide School District of Caddo Parish, Louisiana; prescribing the form, fixing the details and providing for the rights of the owners thereof; providing for the payment of the principal of and interest on such bonds and the application of the proceeds thereof to the refunding of certain bonds of said District; and providing for other matters in connection therewith.

WHEREAS, pursuant to the provisions of Article VI, Section 33 of the Constitution of the State of Louisiana of 1974, Sub-Part A, Part III, Chapter 4, and Chapter 14-A of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, Parishwide School District of Caddo Parish, Louisiana (the "Issuer"), acting through its governing authority, the Parish School Board of the Parish of Caddo, State of Louisiana (the "Governing Authority"), has heretofore issued \$28,265,000 of General Obligation School Refunding Bonds, Series 1993 (the "Series 1993 Bonds"); and

WHEREAS, the Issuer is authorized to borrow money and issue general obligation bonds payable from ad valorem taxes to refund its outstanding general obligation bonds, pursuant to Chapter 14-A of Title 39 of the Louisiana Revised Statutes of 1950, as amended (the "Act"), and other constitutional and statutory authority; and

WHEREAS, the Issuer has found and determined that the refunding of the outstanding Series 1993 Bonds, consisting of \$7,980,000 of Series 1993 Bonds which mature March 1, 2004 and March 1, 2005 (the "Refunded Bonds"), would be financially advantageous to the Issuer and



would result in a lower effective interest rate on such Refunded Bonds and debt service savings to the Issuer; and

WHEREAS, pursuant to Chapter 14-A of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, it is now the desire of this Governing Authority to adopt this Resolution in order to provide for the issuance of Eight Million One Hundred Ninety Thousand Dollars (\$8,190,000) principal amount of its General Obligation School Refunding Bonds, Series 2002, of the Issuer (the "Bonds"), for the purpose of refunding the Refunded Bonds, to fix the details of the Bonds and to sell the Bonds to the purchaser thereof; and

WHEREAS, it is necessary to provide for the application of the proceeds of the Bonds and to provide for other matters in connection with the payment or redemption of the Refunded Bonds; and

WHEREAS, it is necessary that this Governing Authority prescribe the form and content of the Escrow Deposit Agreement providing for the payment of the principal and interest of the Refunded Bonds and authorize the execution thereof as hereinafter provided; and

WHEREAS, in connection with the issuance of the Bonds, it is necessary that provision be made for the payment of the principal and interest of the Refunded Bonds described in Exhibit A hereto, and to provide for the call for redemption and defeasance of the Refunded Bonds, pursuant to a Notice of Defeasance and Call for Redemption substantially in the form attached hereto as Exhibit E; and

WHEREAS, the Issuer desires to sell the Bonds to the purchaser thereof and to fix the details of the Bonds and the terms of the sale of the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board of the Parish of Caddo, State of Louisiana, acting as the governing authority of the Issuer, that:

#### ARTICLE 1 DEFINITIONS AND INTERPRETATION

SECTION 1.1. Definitions. The following terms shall have the following meanings unless the context otherwise requires:

"Act" shall mean Chapter 14-A of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other applicable constitutional and statutory authority.

"Bond" or "Bonds" shall mean any or all of the General Obligation School Refunding Bonds, Series 2002 of the Issuer, issued pursuant to the Bond Resolution, as the same may be amended from time to time, whether initially delivered or issued in exchange for, upon transfer of, or in lieu of any previously issued Bond.

"Bond Obligation" shall mean, as of the date of computation, the principal amount of the Bonds then Outstanding.

"Bond Resolution" shall mean this Resolution, as it may be amended and supplemented as herein provided.

"Business Day" shall mean a day of the year other than a day on which banks located in New York, New York and the cities in which the principal offices of the Escrow Agent and the Paying Agent are located are required or authorized to remain closed and on which the New York Stock Exchange is closed.

"Code" shall mean the Internal Revenue Code of 1986, as amended.

"Costs of Issuance" shall mean all items of expense, directly or indirectly payable or reimbursable and related to the authorization, sale and issuance of the Bonds, including but not limited to printing costs, costs of preparation and reproduction of documents, filing and recording fees, initial fees and charges of any fiduciary, legal fees and charges, fees and disbur-

sements of consultants and professionals, costs of credit ratings, fees and charges for preparation, execution, transportation and safekeeping of the Bonds, costs and expenses of refunding, premiums for the insurance of the payment of the Bonds, if any, and any other cost, charge or fee paid or payable by the Issuer in connection with the original issuance of Bonds.

"Debt Service" for any period shall mean, as of the date of calculation, an amount equal to the sum of (a) interest payable during such period on Bonds and (b) the principal amount of Bonds which mature during such period.

"Defeasance Obligations" shall mean (a) cash, or (b) non-callable Government Securities.

"Escrow Agent" shall mean Bank One Trust Company, N.A., in the City of New Orleans, Louisiana, as successor in trust to Premier National Bank, and its successor or successors, and any other person which may at any time be substituted in its place pursuant to the Bond Resolution.

"Escrow Agreement" shall mean the Defeasance and Escrow Deposit Agreement dated as of December 1, 2002, between the Issuer and the Escrow Agent, substantially in the form attached hereto as Exhibit B, as the same may be amended from time to time, the terms of which Escrow Agreement are incorporated herein by reference.

"Executive Officers" shall mean, collectively, the President and the Secretary of the Governing Authority.

"Fiscal Year" shall mean the one-year accounting period commencing on July 1 of each year, or such other one-year period as may be designated by the Governing Authority as the fiscal year of the Issuer.

"Governing Authority" shall mean the Parish School Board of the Parish of Caddo, State of Louisiana, or its successor in function.

"Government Securities" shall mean direct general obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America, which may be United States Treasury Obligations such as the State and Local Government Series and may be in book-entry form.

"Interest Payment Date" shall mean March 1 and September 1 of each year, commencing March 1, 2003.

"Issuer" shall mean Parishwide School District of Caddo Parish, Louisiana.

"Outstanding" when used with reference to the Bonds, shall mean, as of any date, all Bonds theretofore issued under the Bond Resolution, except:

- (a) Bonds theretofore cancelled by the Paying Agent or delivered to the Paying Agent for cancellation;
- (b) Bonds for the payment or redemption of which sufficient Defeasance Obligations have been deposited with the Paying Agent or an escrow agent in trust for the owners of such Bonds as provided in Section 11.1 hereof, provided that if such Bonds are to be redeemed, irrevocable notice of such redemption has been duly given or provided for pursuant to the Bond Resolution, to the satisfaction of the Paying Agent, or waived;
- (c) Bonds in exchange for or in lieu of which other Bonds have been registered and delivered pursuant to the Bond Resolution; and
- (d) Bonds alleged to have been mutilated, destroyed, lost, or stolen which have been paid as provided in the Bond Resolution or by law.

"Owner" or "Owners" shall mean the Person reflected as registered owner of any of the Bonds on the registration books maintained by the Paying Agent.

"Paying Agent" shall mean The Bank of New York Trust Company of Florida, N.A., in the City of Jacksonville, Florida, as paying agent and registrar hereunder, until a successor Paying Agent shall have become such pursuant to the applicable provisions of the Bond Resolution, and thereafter "Paying Agent" shall mean such successor Paying Agent.

"Person" shall mean any individual, corporation, partnership, joint venture, association, joint-stock company, trust, unincorporated organization, or government or any agency or political subdivision thereof.

"Purchaser" shall mean AmSouth Bank, in the City of Shreveport, Louisiana.

"Record Date" shall mean, with respect to an Interest Payment Date, the fifteenth day of the calendar month next preceding such Interest Payment Date, whether or not such day is a Business Day.

"Refunded Bonds" shall mean the Issuer's \$7,980,000 of outstanding General Obligation School Refunding Bonds, Series 1993, which mature March 1, 2004 and March 1, 2005, which are being refunded by the Bonds, as more fully described in Exhibit A hereto.

"State" shall mean the State of Louisiana.

SECTION 1.2. Interpretation. In this Bond Resolution, unless the context otherwise requires, (a) words importing the singular include the plural and vice versa, (b) words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders and (c) the title of the offices used in this Bond Resolution shall be deemed to include any other title by which such office shall be known under any subsequently adopted charter.

## ARTICLE 2 AUTHORIZATION AND ISSUANCE OF BONDS

### SECTION 2.1. Authorization of Bonds; Refunding of Refunded Bonds.

- (a) This Bond Resolution creates a series of Bonds of the Issuer to be designated "General Obligation School Refunding Bonds, Series 2002, of Parishwide School District of Caddo Parish, Louisiana" and provides for the full and final payment of the principal of and interest on all the Bonds.
- (b) The Bonds issued under this Bond Resolution shall be issued for the purpose of refunding the Refunded Bonds through the escrow of a portion of the proceeds of the Bonds, and a transfer of existing funds, in accordance with the terms of the Escrow Agreement, in order to provide for the payment of the principal of and interest on the Refunded Bonds as they mature or upon earlier redemption as provided in Section 13.1 hereof, and paying the Costs of Issuance.
- (c) Provision having been made for the orderly payment until maturity or earlier redemption of all the Refunded Bonds, in accordance with their terms, it is hereby recognized and acknowledged that as of the date of delivery of the Bonds under this Bond Resolution, provision will have been made for the performance of all covenants and agreements of the Issuer incidental to the Refunded Bonds, and that accordingly, and in compliance with all that is herein provided, the Issuer is expected to have no future obligation with reference to the aforesaid Refunded Bonds, except to assure that the Refunded Bonds are paid from the funds so escrowed in accordance with the provisions of the Escrow Agreement.
- (d) The Escrow Agreement is hereby approved by the Issuer and the Executive Officers are hereby authorized and directed to execute and deliver the Escrow Agreement on behalf of the Issuer substantially in the form of Exhibit B hereof, with such changes, additions, deletions or completions deemed appropriate by such signing officials, and it is expressly provided and covenanted that all of the provisions for the payment of the principal of and interest on the Refunded Bonds from the special trust fund created under the Escrow Agreement shall be strictly observed and followed in all respects.

SECTION 2.2. Bond Resolution to Constitute Contract. In consideration of the purchase and acceptance of the Bonds by those who shall own the same from time to time, the provisions of this Bond Resolution shall be a part of the contract of the Issuer with the Owners of the Bonds and shall be deemed to be and shall constitute a contract between the Issuer and the Owners from time to time of the Bonds. The provisions, covenants and agreements herein set forth to be performed by or on behalf of the Issuer shall be for the equal benefit, protection and security of the Owners of any and all of the Bonds, each of which Bonds, regardless of the time or times of its issue or maturity, shall be of equal rank without preference, priority or distinction over any other thereof except as expressly provided in this Bond Resolution.

SECTION 2.3. Obligation of Bonds. The Bonds shall constitute general obligations of the Issuer, and the full faith and credit of the Issuer is hereby pledged for their payment and for the payment of all the interest thereon. The Issuer is bound under the terms and provisions of law and this Bond Resolution to impose and collect annually, in excess of all other taxes, a tax on all the property subject to taxation within the territorial limits of the Issuer, sufficient to pay the principal of and interest on the Bonds falling due each year, said tax to be levied and collected by the same officers, in the same manner and at the same time as other taxes are levied and collected within the territorial limits of the Issuer. All ad valorem taxes levied by the Issuer in each year for the payment of the Bonds shall, upon their receipt, be transferred to the Governing Authority, which shall have responsibility for the deposit of such receipts and for the investment and reinvestment of such receipts and the servicing of the Bonds and any other general obligation bonds of the Issuer.

SECTION 2.4. Authorization and Designation. Pursuant to the provisions of the Act, there is hereby authorized the issuance of Eight Million One Hundred Ninety Thousand Dollars (\$8,190,000) principal amount of Bonds of the Issuer to be designated "General Obligation School Refunding Bonds, Series 2002, of Parishwide School District of Caddo Parish, Louisiana," for the purpose of refunding the Refunded Bonds and paying the Costs of Issuance. The Bonds shall be in substantially the form set forth as Exhibit C hereto, with such necessary or appropriate variations, omissions and insertions as are required or permitted by the Act and this Bond Resolution.

This Governing Authority hereby finds and determines that upon the issuance of the Bonds, the total outstanding amount of general obligation bonds of the Issuer issued and deemed to be outstanding will not exceed the Issuer's general obligation bond limit.

SECTION 2.5. Denominations, Dates, Maturities and Interest. The Bonds are issuable as fully registered bonds without coupons in the denominations corresponding to the principal amount of each maturity (one Bond per maturity), and shall be numbered R-1 upward.

The Bonds shall be dated the date of delivery thereof, shall mature on March 1 in the years and in the principal amounts and shall bear interest, payable on March 1 and September 1 of each year, commencing March 1, 2003, at the rates per annum, as follows:

DATE (MARCH 1)	PRINCIPAL PAYMENT	INTEREST RATE
2003	\$ 175,000	1.95%
2004	3,925,000	2.37
2005	4,090,000	2.56

The principal of the Bonds is payable in such coin or currency of the United States of America as at the time of payment is legal tender for payment of public and private debts at the principal office of the Paying Agent, upon presentation and surrender thereof. Interest on the Bonds is payable by check mailed on or before the Interest Payment Date by the Paying Agent to the Owner thereof (determined as of the close of business on the Record Date) at the address of such Owner as it appears on the registration books of the Paying Agent maintained for such purpose.

Except as otherwise provided in this Section, Bonds shall bear interest from date thereof or from the most recent Interest Payment Date to which interest has been paid or duly provided for, as the case may be, provided, however, that if and to the extent that the Issuer shall default in

the payment of the interest on any Bonds due on any Interest Payment Date, then all such Bonds shall bear interest from the most recent Interest Payment Date to which interest has been paid on the Bonds, or if no interest has been paid on the Bonds, from their dated date.

The person in whose name any Bond is registered at the close of business on the Record Date with respect to an Interest Payment Date shall in all cases be entitled to receive the interest payable on such Interest Payment Date notwithstanding the cancellation of such Bond upon any registration of transfer or exchange thereof subsequent to such Record Date and prior to such Interest Payment Date.

### ARTICLE 3 GENERAL TERMS AND PROVISIONS OF THE BONDS

SECTION 3.1. Exchange of Bonds; Persons Treated as Owners. The Issuer shall cause books for the registration and for the registration of transfer of the Bonds as provided in this Bond Resolution to be kept by the Paying Agent at its principal office, and the Paying Agent is hereby constituted and appointed the registrar for the Bonds. At reasonable times and under reasonable regulations established by the Paying Agent said list may be inspected and copied by the Issuer or by the Owners (or a designated representative thereof) of 15% of the outstanding principal amount of the Bonds.

All Bonds presented for registration of transfer or exchange shall be accompanied by a written instrument or instruments of transfer in form and with a guaranty of signature satisfactory to the Paying Agent, duly executed by the Owner or his attorney duly authorized in writing.

The Bonds may be transferred, registered and assigned only on the Bond Register, and such registration shall be at the expense of the Issuer. A Bond may be assigned by the execution of an assignment form on the Bond or by other instruments of transfer and assignment acceptable to the Paying Agent. A new Bond will be delivered by the Paying Agent to the last assignee (the new Owner) in exchange for such transferred and assigned Bond after receipt of the Bond to be transferred in proper form. Such new Bond shall be in an authorized denomination. Neither the Issuer nor the Paying Agent shall be required to issue, register, transfer or exchange any Bond during a period beginning at the opening of business on a Record Date and ending at the close of business on the Interest Payment Date.

No service charge to the Owners shall be made by the Paying Agent for any exchange or registration of transfer of Bonds. The Paying Agent may require payment by the person requesting an exchange or registration of transfer of Bonds of a sum sufficient to cover any tax or other governmental charge that may be imposed in relation thereto.

The Issuer and the Paying Agent shall not be required to issue, register the transfer of or exchange any Bond during a period beginning at the opening of business on a Record Date and ending at the close of business on the Interest Payment Date.

All Bonds delivered upon any registration of transfer or exchange of Bonds shall be valid obligations of the Issuer, evidencing the same debt and entitled to the same benefits under this Bond Resolution as the Bonds surrendered.

Prior to due presentment for registration of transfer of any Bond, the Issuer and the Paying Agent, and any agent of the Issuer or the Paying Agent may deem and treat the person in whose name any Bond is registered as the absolute owner thereof for all purposes, whether or not such Bond shall be overdue, and shall not be bound by any notice to the contrary.

SECTION 3.2. Bonds Mutilated, Destroyed, Stolen or Lost. In case any Bond shall become mutilated or be improperly cancelled, or be destroyed, stolen or lost, the Issuer may in its discretion adopt a resolution and thereby authorize the issuance and delivery of a new Bond in exchange for and substitution for such mutilated or improperly cancelled Bond, or in lieu of and substitution for the Bond destroyed, stolen or lost, upon the Owner (i) furnishing the Issuer and the Paying Agent proof of his ownership thereof and proof of such mutilation, improper cancellation, destruction, theft or loss satisfactory to the Issuer and the Paying Agent, (ii) giving to the Issuer and the Paying Agent an indemnity bond in favor of the Issuer and the Paying Agent in such amount as the Issuer may require, (iii) complying with such other reasonable regulations

and conditions as the Issuer may prescribe and (iv) paying such expenses as the Issuer and the Paying Agent may incur. All Bonds so surrendered shall be delivered to the Paying Agent for cancellation pursuant to Section 3.4 hereof. If any Bond shall have matured or be about to mature, instead of issuing a substitute Bond, the Issuer may pay the same, upon being indemnified as aforesaid, and if such Bond be lost, stolen or destroyed, without surrender thereof.

Any such duplicate Bond issued pursuant to this Section shall constitute an original, additional, contractual obligation on the part of the Issuer, whether or not the lost, stolen or destroyed Bond be at any time found by anyone. Such duplicate Bond shall be in all respects identical with those replaced except that it shall bear on its face the following additional clause:

"This bond is issued to replace a lost, cancelled or destroyed bond under the authority of R.S. 39:971 through 39:974."

Such duplicate Bond may be signed by the facsimile signatures of the same officers who signed the original Bonds, provided, however, that in the event the officers who executed the original Bonds are no longer in office, then the new Bonds may be signed by the officers then in office. Such duplicate Bonds shall be entitled to equal and proportionate benefits and rights as to lien and source and security for payment as provided herein with respect to all other Bonds hereunder, the obligations of the Issuer upon the duplicate Bonds being identical to its obligations upon the original Bonds and the rights of the Owner of the duplicate Bonds being the same as those conferred by the original Bonds.

SECTION 3.3. Preparation of Definitive Bonds, Temporary Bonds. Until the definitive Bonds are prepared, the Issuer may execute, in the same manner as is provided in Section 3.5, and deliver, in lieu of definitive Bonds, but subject to the same provisions, limitations and conditions as the definitive Bonds except as to the denominations, one or more temporary typewritten Bonds substantially of the tenor of the definitive Bonds in lieu of which such temporary Bond or Bonds are issued, in authorized denominations, and with such omissions, insertions and variations as may be appropriate to temporary Bonds.

SECTION 3.4. Cancellation of Bonds. All Bonds paid either at or before maturity, together with all Bonds purchased by the Issuer, shall thereupon be promptly cancelled by the Paying Agent. The Paying Agent shall thereupon promptly furnish to the Secretary of the Governing Authority an appropriate certificate of cancellation.

SECTION 3.5. The Bonds shall be executed in the name and on behalf of the Issuer by the manual or facsimile signatures of the Executive Officers, and the corporate seal of the Issuer (or a facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. In case any one or more of the officers who shall have signed or sealed any of the Bonds shall cease to be such officer before the Bonds so signed and sealed shall have been actually delivered, such Bonds may, nevertheless, be delivered as herein provided, and may be issued as if the person who signed or sealed such Bonds had not ceased to hold such office. Said officers shall, by the execution of the Bonds, adopt as and for their own proper signatures their respective facsimile signatures appearing on the Bonds or any legal opinion certificate thereon, and the Issuer may adopt and use for that purpose the facsimile signature of any person or persons who shall have been such officer at any time on or after the date of such Bond, notwithstanding that at the date of such Bond such person may not have held such office or that at the time when such Bond shall be delivered such person may have ceased to hold such office.

SECTION 3.6. Registration by Secretary of State. The Bonds shall be registered with the Secretary of State of the State of Louisiana and shall bear the endorsement of the Secretary of State of Louisiana substantially in the form set forth in Exhibit C hereto, provided such endorsement shall be manually signed only on the Bonds initially delivered to the Purchaser and any Bonds subsequently exchanged therefor as permitted in this Bond Resolution may bear the facsimile signature of said Secretary of State.

SECTION 3.7. Registration by Paying Agent. No Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Bond Resolution unless and until a certificate of registration on such Bond substantially in the form set forth in Exhibit C hereto shall have been duly executed on behalf of the Paying Agent by a duly authorized signatory, and

such executed certificate of the Paying Agent upon any such Bond shall be conclusive evidence that such Bond has been executed, registered and delivered under this Bond Resolution.

SECTION 3.8. Recital of Regularity. This Governing Authority, having investigated the regularity of the proceedings had in connection with this issue of Bonds, and having determined the same to be regular, the Bonds shall contain the following recital, to-wit:

"It is certified that this Bond is authorized by and is issued in conformity with the requirements of the Constitution and statutes of this State."

#### ARTICLE 4 SINKING FUND; PAYMENT OF BONDS

##### SECTION 4.1. Sinking Fund.

(a) For the payment of the principal of and the interest on the Bonds, the Issuer will maintain a special fund, to be held by the regularly designated fiscal agent of the Issuer (the "Sinking Fund"), into which the Issuer will deposit the proceeds of the aforesaid tax described in Section 2.3 hereof and no other moneys whatsoever (except for interest earnings thereon). The depository for the Sinking Fund shall transfer from the Sinking Fund to the Paying Agent at least three (3) days in advance of each Interest Payment Date, funds fully sufficient to pay promptly the principal and interest falling due on such date.

(b) All moneys deposited with the regularly designated fiscal agent bank or banks of the Issuer or the Paying Agent under the terms of this Bond Resolution shall constitute sacred funds for the benefit of the Owners of the Bonds, and shall be secured by said fiduciaries at all times to the full extent thereof in the manner required by law for the securing of deposits of public funds.

(c) All or any part of the moneys in the Sinking Fund shall, at the written request of the Issuer, be invested in accordance with the provisions of the laws of the State of Louisiana, in which event all income derived from such investments shall be added only to the Sinking Fund. Accrued interest, if any, received upon delivery of the Bonds shall be invested only in Government Securities maturing on or prior to the first Interest Payment Date.

SECTION 4.2. Payment of Bonds. The Issuer shall duly and punctually pay or cause to be paid as herein provided, the principal of every Bond and the interest thereon, at the dates and places and in the manner stated in the Bonds according to the true intent and meaning thereof.

#### ARTICLE 5 REDEMPTION OF BONDS

SECTION 5.1. Redemption of Bonds. The Bonds are not callable for redemption prior to their stated dates of maturity.

#### ARTICLE 6 APPLICATION OF BOND PROCEEDS

SECTION 6.1. Application of Bond Proceeds. As a condition of the issuance of the Bonds, the Issuer hereby binds and obligates itself to:

(a) Deposit irrevocably in trust with the Escrow Agent under the terms and conditions of the Escrow Agreement, as hereinafter provided, an amount of the proceeds derived from the issuance and sale of the Bonds (exclusive of accrued interest), together with additional moneys of the Issuer, as will enable the Escrow Agent to fully redeem the Refunded Bonds on March 1, 2003. The moneys so deposited with the Escrow Agent shall constitute a trust fund irrevocably dedicated for the use and benefit of the owners of the Refunded Bonds.

(b) Deposit accrued interest, if any, received on the delivery date of the Bonds into the Sinking Fund established by Section 4.1 hereof and apply said funds to pay a portion of the interest due on the Bonds on the first Interest Payment Date therefor. Accrued interest, if any, received upon delivery of the Bonds shall be invested only in Government Securities maturing on or prior to the first Interest Payment Date.

ARTICLE 7  
SUPPLEMENTAL BOND RESOLUTIONS

SECTION 7.1. Supplemental Resolutions Effective Without Consent of Owners. For any one or more of the following purposes and at any time from time to time, a resolution supplemental hereto may be adopted, which, upon the filing with the Paying Agent of a certified copy thereof, but without any consent of Owners, shall be fully effective in accordance with its terms:

- (a) to add to the covenants and agreements of the Issuer in the Bond Resolution other covenants and agreements to be observed by the Issuer which are not contrary to or inconsistent with the Bond Resolution as theretofore in effect;
- (b) to add to the limitations and restrictions in the Bond Resolution other limitations and restrictions to be observed by the Issuer which are not contrary to or inconsistent with the Bond Resolution as theretofore in effect;
- (c) to surrender any right, power or privilege reserved to or conferred upon the Issuer by the terms of the Bond Resolution, but only if the surrender of such right, power or privilege is not contrary to or inconsistent with the covenants and agreements of the Issuer contained in the Bond Resolution;
- (d) to cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision of the Bond Resolution; or
- (e) to insert such provisions clarifying matters or questions arising under the Bond Resolution as are necessary or desirable and are not contrary to or inconsistent with the Bond Resolution as theretofore in effect.

SECTION 7.2. Supplemental Resolutions Effective With Consent of Owners. Except as provided in Section 7.1, any modification or amendment of the Bond Resolution or of the rights and obligations of the Issuer and of the Owners of the Bonds hereunder, in any particular, may be made by a supplemental resolution, with the written consent of the Owners of a majority of the Bond Obligation at the time such consent is given. No such modification or amendment shall permit a change in the terms of redemption or maturity of the principal of any outstanding Bond or of any installment of interest thereon or a reduction in the principal amount or redemption price thereof or in the rate of interest thereon without the consent of the Owner of such Bond, or shall reduce the percentage of Bonds the consent of the Owner of which is required to effect any such modification or amendment, or change the obligation of the Issuer to levy and collect taxes for the payment of the Bonds as provided herein, without the consent of the Owners of all of the Bonds then outstanding, or shall change or modify any of the rights or obligations of either the Paying Agent or the Escrow Agent without its written assent thereto. For the purposes of this Section, Bonds shall be deemed to be affected by a modification or amendment of the Bond Resolution if the same adversely affects or diminishes the rights of the Owners of said Bonds.

A supplemental resolution, upon the filing with the Paying Agent of a certified copy thereof, shall become fully effective in accordance with its terms.

ARTICLE 8  
TAX AND SECURITIES LAWS COVENANTS

SECTION 8.1. Tax Covenants. The Issuer covenants and agrees that, to the extent permitted by the laws of the State of Louisiana, it will comply with the requirements of the Code to in order to establish, maintain and preserve the exclusion from "gross income" of interest on the Bonds under the Code. The Issuer shall not take any action or fail to take any action, nor shall it permit at any time or times any of the proceeds of the Bonds or any other funds of the Issuer to be used directly or indirectly in any manner, to acquire any securities or obligations the acquisition of which would cause any Bond to be an "arbitrage bond" as defined in the Code or would result in the inclusion of the interest on any Bond in "gross income" under the Code, including, without limitation, (i) the failure to comply with the limitation on investment of the proceeds of the Bonds, (ii) the failure to pay any required rebate of arbitrage earnings to the



United States of America, or (iii) the use of the proceeds of the Bonds in a manner which would cause the Bonds to be "private activity bonds" under the Code.

The Executive Officers are hereby empowered, authorized and directed to take any and all action and to execute and deliver any instrument, document or certificate necessary to effectuate the purposes of this Section.

SECTION 8.2. Bonds are "Bank-Qualified". The Bonds are designated as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code. In making this designation, the Issuer finds and determines that:

- (a) the Bonds are not private activity bonds within the meaning of the Code; and
- (b) the reasonably anticipated amount of qualified tax-exempt obligations which will be issued by the Issuer and all subordinate entities in the calendar year 2002 will not exceed \$10,000,000.

SECTION 8.3. Disclosure Under SEC Rule 15c2-12. It is recognized that the Issuer will not be required to comply with the continuing disclosure requirements described in the Rule 15c-2-12(b) of the Securities and Exchange Commission [17 CFR §240.15c2-12(b)], because:

- (a) the Bonds are not being purchased by a broker, dealer or municipal securities dealer acting as an underwriter in a primary offering of municipal securities, and
- (b) the Bonds are being sold to only one financial institution (i.e., no more than thirty-five persons), which (i) has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the prospective investment in the Bonds and (ii) is not purchasing the Bonds for more than one account or with a view to distributing the Bonds.

## ARTICLE 9 REMEDIES ON DEFAULT

SECTION 9.1. Events of Default. If one or more of the following events (in this Bond Resolution called "Events of Default") shall happen, that is to say,

- (a) if default shall be made in the due and punctual payment of the principal of any Bond when and as the same shall become due and payable, whether at maturity or otherwise; or
- (b) if default shall be made in the due and punctual payment of any installment of interest on any Bond when and as such interest installment shall become due and payable; or
- (c) if default shall be made by the Issuer in the performance or observance of any other of the covenants, agreements or conditions on its part in the Bond Resolution, any supplemental resolution or in the Bonds contained and such default shall continue for a period of forty-five (45) days after written notice thereof to the Issuer by any Owner; or
- (d) if the Issuer shall file a petition or otherwise seek relief under any Federal or State bankruptcy law or similar law;

then, upon the happening and continuance of any Event of Default the Owners of the Bonds shall be entitled to exercise all rights and powers for which provision is made under Louisiana law.

## ARTICLE 10 CONCERNING FIDUCIARIES

SECTION 10.1. Escrow Agent; Appointment and Acceptance of Duties. Bank One Trust Company, N.A., in the City of New Orleans, Louisiana, is hereby appointed Escrow Agent. The Escrow Agent shall signify its acceptance of the duties and obligations imposed upon it by this Bond Resolution by executing and delivering the Escrow Agreement.

SECTION 10.2. Paying Agent; Appointment and Acceptance of Duties. The Issuer will at all times maintain a Paying Agent having the necessary qualifications for the performance of the duties described in this Bond Resolution. The designation of The Bank of New York Trust

Company of Florida, N.A., in the City of Jacksonville, Florida, as the initial Paying Agent is hereby confirmed and approved. The Paying Agent shall signify its acceptance of the duties and obligations imposed on it by the Bond Resolution by executing and delivering to the Executive Officers a written acceptance thereof. The Governing Authority reserves the right to appoint a successor Paying Agent by (a) filing with the Person then performing such function a certified copy of a resolution or ordinance giving notice of the termination of the agreement and appointing a successor and (b) causing notice to be given to each Owner. Furthermore, the Paying Agent may be removed by the Issuer at any time for any breach of its duties set forth herein, effective upon appointment of a successor Paying Agent as set forth above. Every Paying Agent appointed hereunder shall at all times be a trust company or bank organized and doing business under the laws of the United States of America or of any State, authorized under such laws to exercise trust powers, and subject to supervision or examination by Federal or State authority.

## ARTICLE 11 MISCELLANEOUS

SECTION 11.1. Defeasance. (a) If the Issuer shall pay or cause to be paid to the Owners of all Bonds then outstanding, the principal and interest to become due thereon, at the times and in the manner stipulated therein and in the Bond Resolution, then the covenants, agreements and other obligations of the Issuer to the Owners shall be discharged and satisfied. In such event, the Paying Agent shall, upon the request of the Issuer, execute and deliver to the Issuer all such instruments as may be desirable to evidence such discharge and satisfaction and the Paying Agent shall pay over or deliver to the Issuer all moneys, securities and funds held by them pursuant to the Bond Resolution which are not required for the payment of Bonds not theretofore surrendered for such payment.

Bonds or interest installments for the payment of which money shall have been set aside and shall be held in trust (through deposit by the Issuer of funds for such payment or otherwise) at the maturity date thereof shall be deemed to have been paid within the meaning and with the effect expressed above in this Section. Bonds shall be deemed to have been paid, prior to their maturity, within the meaning and with the effect expressed above in this Section if they have been defeased pursuant to Chapter 14 of Title 39 of the Louisiana Revised Statutes of 1950, as amended, or any successor provisions thereto.

### SECTION 11.2. Evidence of Signatures of Owners and Ownership of Bonds.

(a) Any request, consent, revocation of consent or other instrument which the Bond Resolution may require or permit to be signed and executed by the Owners may be in one or more instruments of similar tenor, and shall be signed or executed by such Owners in person or by their attorneys-in-fact appointed in writing. Proof of (i) the execution of any such instrument, or of an instrument appointing any such attorney, or (ii) the ownership by any person of the Bonds shall be sufficient for any purpose of the Bond Resolution (except as otherwise therein expressly provided) if made in the following manner, or in any other manner satisfactory to the Paying Agent, which may nevertheless in its discretion require further or other proof in cases where it deems the same desirable:

(1) the fact and date of the execution by any Owner or his attorney-in-fact of such instrument may be proved by the certificate, which need not be acknowledged or verified, of an officer of a bank or trust company or of any notary public or other officer authorized to take acknowledgments of deeds, that the person signing such request or other instrument acknowledged to him the execution thereof, or by an affidavit of a witness of such execution, duly sworn to before such notary public or other officer. Where such execution is by an officer of a corporation or association or a member of a partnership, on behalf of such corporation, association or partnership, such certificate or affidavit shall also constitute sufficient proof of his authority;

(2) the ownership of Bonds and the amount, numbers and other identification, and date of owning the same shall be proved by the registration books of the Paying Agent.

(b) Any request or consent by the Owner of any Bond shall bind all future Owners of such Bond in respect of anything done or suffered to be done by the Issuer or the Paying Agent in accordance therewith.

SECTION 11.3. Moneys Held for Particular Bonds. The amounts held by the Paying Agent for the payment due on any date with respect to particular Bonds shall, on and after such date and pending such payment, be set aside on its books and held in trust by it, without liability for interest, for the Owners of the Bonds entitled thereto.

SECTION 11.4. Parties Interested Herein. Nothing in the Bond Resolution expressed or implied is intended or shall be construed to confer upon, or to give to, any person or entity, other than the Issuer, the Paying Agent, the Escrow Agent and the Owners of the Bonds any right, remedy or claim under or by reason of the Bond Resolution or any covenant, condition or stipulation thereof; and all the covenants, stipulations, promises and agreements in the Bond Resolution contained by and on behalf of the Issuer shall be for the sole and exclusive benefit of the Issuer, the Paying Agent, the Escrow Agent and the Owners of the Bonds and the Refunded Bonds.

SECTION 11.5. No Recourse on the Bonds. No recourse shall be had for the payment of the principal of or interest on the Bonds or for any claim based thereon or on this Bond Resolution against any member of the Governing Authority or officer of the Issuer or any person executing the Bonds.

SECTION 11.6. Successors and Assigns. Whenever in this Bond Resolution the Issuer is named or referred to, it shall be deemed to include its successors and assigns and all the covenants and agreements in this Bond Resolution contained by or on behalf of the Issuer shall bind and enure to the benefit of its successors and assigns whether so expressed or not.

SECTION 11.7. Subrogation. In the event the Bonds herein authorized to be issued, or any of them, should ever be held invalid by any court of competent jurisdiction, the Owner or Owners thereof shall be subrogated to all the rights and remedies against the Issuer had and possessed by the owner or owners of the Refunded Bonds.

SECTION 11.8. Severability. In case any one or more of the provisions of the Bond Resolution or of the Bonds issued hereunder shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of the Bond Resolution or of the Bonds, but the Bond Resolution and the Bonds shall be construed and enforced as if such illegal or invalid provisions had not been contained therein. Any constitutional or statutory provision enacted after the date of the Bond Resolution which validates or makes legal any provision of the Bond Resolution or the Bonds which would not otherwise be valid or legal shall be deemed to apply to the Bond Resolution and to the Bonds.

SECTION 11.9. Publication of Bond Resolution. This Bond Resolution shall be published one time in the official journal of the Issuer; however, it shall not be necessary to publish any exhibits hereto if the same are available for public inspection and such fact is stated in the publication.

SECTION 11.10. Execution of Documents. In connection with the issuance and sale of the Bonds, the Executive Officers are each authorized, empowered and directed to execute on behalf of the Issuer such documents, certificates and instruments as they may deem necessary, upon the advice of bond counsel, to effect the transactions contemplated by this Bond Resolution, the signatures of the Executive Officers on such documents, certificates and instruments to be conclusive evidence of the due exercise of the authority granted hereunder.

## ARTICLE 12 SALE OF BONDS

SECTION 12.1. Sale of Bonds. The Bonds are hereby awarded to and sold to the Purchaser at the price of par and accrued interest and under the terms and conditions set forth in the commitment letter attached hereto as Exhibit D, and after their execution, registration by the Secretary of State and authentication by the Paying Agent, the Bonds shall be delivered to the Purchaser upon receipt by the Issuer of the agreed purchase price.

ARTICLE 13  
REDEMPTION OF REFUNDED BONDS

SECTION 13.1. Defeasance and Call for Redemption. The Issuer's \$7,980,000 of General Obligation School Refunding Bonds, Series 1993, consisting of the callable maturities of that issue, maturing March 1, 2004 and March 1, 2005, which are being refunded by the Bonds, as more fully described in Exhibit A hereto, are hereby called for redemption on March 1, 2003, at the principal amount of each bond so redeemed, together with accrued interest to the call date, in compliance with the resolution authorizing their issuance.

SECTION 13.2. Notice of Defeasance and Call for Redemption. In accordance with the resolution authorizing the issuance of the Refunded Bonds, a notice of defeasance and call for redemption in substantially the form attached hereto as Exhibit E, shall be sent by the paying agent for the Refunded Bonds to the registered owners of the Refunded Bonds as the same appear on the registration books of said paying agent by means of first class mail not less than thirty (30) days prior to the date of redemption.

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

YEAS: Phillip Guin, Eursla Hardy, Michael Thibodeaux, Mildred Pugh, Alvin Mims, Jerry Tim Brooks, Mike Powell, Mark Milam, Wanda Wright, Ginger Armstrong, Dr. Miles Hitchcock and Willie Burton.

NAYS: None.

ABSENT: None.

And the resolution was declared adopted on this, the 3rd day of December, 2002.

/s/ Ron Festavan

/s/ Phillip R. Guin

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Secretary

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President

EXHIBIT A  
TO BOND RESOLUTION

OUTSTANDING BONDS TO BE REFUNDED

PARISHWIDE SCHOOL DISTRICT  
OF  
CADDOPARISH, LOUISIANA

GENERAL OBLIGATION SCHOOL REFUNDING BONDS, SERIES 1993  
DATED 4/1/93

<u>DATE</u> <u>(MARCH 1)</u>	<u>PRINCIPAL</u> <u>PAYMENT</u>	<u>INTEREST</u> <u>RATE</u>
2004	\$3,860,000	5.10%
2005	4,120,000	5.20%

All bonds maturing March 1, 2004 and March 1, 2005 will be called for redemption on March 1, 2003, at the principal amount thereof and accrued interest to the date fixed for redemption.

EXHIBIT B (Defeasance and Escrow Deposit Agreement), EXHIBIT C (Form of Bond), EXHIBIT D (Commitment Letter) and EXHIBIT E (Notice of Defeasance and Call for Redemption) to this resolution have not been published. These Exhibits are on file with the minutes of the Caddo Parish School Board, at 1961 Midway, Shreveport, Louisiana, 71108, and are available for inspection during regular business hours weekdays, Monday through Friday.

#### EXECUTIVE SESSIONS

Diane Atkins, director of Child Welfare and Attendance, stated the parents of three students present seeking readmission under R.S.17:416(d)(2) are in agreement to place each student in an alternative educational setting offered by the Caddo Parish School Board as recommended by staff. The students are (1) Willie Harris (parent Cynthia Bloomer); (2) Jeremy Ellison (parent Mrs. Ellison); and (3) Thaddeus James (parent Ms. Gwen Daniels).

*Dr. Hitchcock moved, seconded by Mrs. Pugh, that the Caddo Parish School Board uphold the recommendation of the superintendent in placement of these three students – Thaddeus James, Jeremy Ellison and Willie Harris.*

*Mr. Burton moved, seconded by Mr. Brooks, to amend the motion to approve readmitting Corey Clay to Green Oaks as recommended by the superintendent.*

Dr. Hitchcock asked if student Corey Clay's parents were present at the meeting. Mrs. Atkins said they had not arrived. Dr. Hitchcock asked if the student falls in the same category as the other 3 students?. Mrs. Atkins stated this student is different in that the student is seeking readmission to Green Oaks, having his expulsion time modified from the Hamilton Terrace expulsion program. Dr. Hitchcock asked if it is correct that the amendment made by Board member Burton is the superintendent's recommendation? Ms. Atkins answered that is correct. Mr. Milam asked Ms. Atkins would she have made the same recommendation had the student been present with his parents? Ms. Atkins said she would have. Mrs. Pugh inquired if the principal from Green Oaks concurred with the recommendation to readmit Corey Clay to Green Oaks? Mr. Guin asked legal counsel if the board is to discuss the student does the board need to offer the student the choice of going into executive session or having an open session? Mr. Thibodeaux stated as a point of order the question is whether or not the principal agrees with the recommendation. Legal counsel agreed the principal could answer the question "does she agree with the superintendent's recommendation?" Mary Nash Robinson, principal at Green Oaks, responded Green Oaks would welcome Corey Clay back per the recommendation.

*Vote on the amendment carried unanimously.*

*Vote on the main motion as amended carried unanimously.*

**Adjournment.** There being no additional business, *Mr. Burton moved for adjournment. The motion was seconded by Mr. Powell, carried unanimously, and the meeting adjourned at approximately 5:55 p.m.*

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James R. Festavan, Interim Secretary

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Phillip R. Guin, President

**December 3, 2002**

The **Executive Committee** of 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 Tuesday, December 3, 2002, with President Phillip R. Guin presiding and Willie D. Burton and Ginger Armstrong present being a quorum. Other school board members present were Jerry Tim Brooks, Eursla D. Hardy, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were Interim Secretary James R. Festavan, Legal Counsel Reginald Abrams, staff and other visitors. Mr. Thibodeaux gave the invocation and led in the Pledge of Allegiance.

## **PRESENTATIONS**

**Vivian Classroom Wing Addition.** Steve White, director of Capital Projects and New Construction, introduced Bill Gary, architect for the new classroom wing at Vivian. Mr. White stated Mr. Gary was the architect for two other classroom wings, the first classroom wing at Vivian and the wing at North Highlands. Mr. Gary reported that Aillet, Fenner, Jolly & McClelland would be the engineers for the mechanical and electrical projects on this wing. He highlighted the new wing by showing slides of the proposed site for the wing location, information on the base bid (6 rooms) as well as the alternate bid (which would add an additional 2 rooms). He said the base bid of 6 rooms is 7,535 square feet (\$600,000). The alternate bid would be a total of 9,390 square feet. He outlined details of materials to be used, i.e. brick structure, the type roof, heating and air conditioning system, floor plans, elevations, etc. The schedule is for the project to be put on the market this month and bid in January. Construction is anticipated to be 9 to 12 months depending on the weather. Mr. Milam asked about the capacity of the classroom being 33 and if the state mandate is 20-25, why are we building it to accommodate 33? Mr. White said the minimum square feet is 750 and with the 762 square feet per room, this is just a little over the minimum. He worked with Marlene Ritter and the state allows up to 33; however staff does not recommend building a room for 20-25 and it being so small that it could not accommodate 33 if the need came to have that many students per class. Mr. Milam inquired if this also allowed ample space for cabinets, outlying desks, etc.? Mr. White answered yes and the 750 square feet is the size used for the past three years, the basic 24 x 32 classroom, in all the new wing additions. Mrs. Pugh inquired about the soil and drainage from existing buildings? Mr. White explained steps in the plans to address any possible drainage problems. Mrs. Pugh indicated in the past, consideration had not been given to existing buildings and the way the water flowed; and when new buildings were constructed, it created a drainage problem on the playgrounds. Mrs. Armstrong asked if teacher input was sought in the design of the classrooms and if the brick being used would be the same color as the existing building? Staff responded yes teacher input was received and Mr. Gary shared what brick would be used so as to match the existing brick as closely as possible. Mr. Guin asked that it be noted in future presentations that the name of the school is Vivian Elementary Middle Magnet School. Mr. Guin also inquired about the slab for the new wing and what will be used? Mr. White stated the instructional engineer (Matt Wallace with Aillet, Fenner, Jolly and McClelland) met with the geotechnical engineer to address this matter, and there should be no problem with the expanse of clay under this building.

## **EXECUTIVE COMMITTEE – ESTABLISH AGENDA FOR THE DECEMBER 17, 2002 CPSB MEETING**

The superintendent reviewed the proposed agenda for the December 17, 2002 CPSB meeting and discussion followed as summarized.

**Personnel Transactions Report.** Mr. Powell asked for clarification on this item in that Personnel Recommendations (which is listed as A. under this report) is not listed on the report the board receives, but they come to the board separately as recommendations from the superintendent. He said also listed under personnel transactions report is the movement of every teacher, and motions provided for the board in the past include *approval*, and he is not certain if the board is to approve the hiring of teachers. Mr. Powell asked for this to be looked into, is the board being asked to accept or approve this report?, and asked the president to look at cleaning this up so there is no confusion over the title of the agenda item when there are items including requests for leaves, etc. Mr. Burton said if the categories A., B., C., D., E. listed do not address the hiring and firing at the schools, it may be possible to add a letter F for a report. Mrs. Pugh reminded the board that at one time *Personnel Transactions* was under Superintendent's Report and was moved to Agenda Item #9, which title is incorrect. Mr. Guin said he will contact Board Counsel to address this matter.

**Confirmation of Administrator, Caddo-Shreveport Sales & Use Tax Commission.** Mr. Festavan stated that with the retirement of the current Sales & Use Tax Commission administrator, confirmation on the replacement is required by the City Council as well as the Caddo Parish School Board. He said he has asked Mr. Wreyford to invite the newly appointed administrator to be at the meeting on December 17<sup>th</sup>.

**Approval of Renewal of Group Medical, Dental and Life Insurance Plans.** The superintendent reported Mr. Watson met with teacher support group personnel and employee groups to discuss this renewal.

**Consideration of Approval for Implementation of Pilot Talented Arts Program at Selected Sites.**

The superintendent stated this program is being offered to enhance the *Talented* portion of Caddo's Gifted and Talented Program through the Special Education Department. Mr. Powell inquired as to the funding mechanism for this program. Dr. Taylor answered *through the General Fund*. He asked if implementation is being requested for the next school year? Dr. Taylor answered staff is looking to implement the program in the Spring of 2003. Mr. Powell inquired if staff was looking solely to the General Fund. Dr. Taylor reported \$10,000 was budgeted for this program to be implemented in the 2002-03 school year. For clarification, Mr. Powell asked if this is a Special Ed program, and is the funding already budgeted for it? Dr. Taylor said *that is correct*. And, Mr. Powell, asked if there were any additional monies being requested other than what has already been approved? Dr. Taylor said *no additional monies are being requested*.

**Approval of Special Education Job Descriptions.** The superintendent asked that this item be postponed until a later date as staff puts together additional information.

**Approval of Resolution for Tenured Teacher Hearing.** Dr. Hitchcock requested clarification if this is a second tenure hearing and the board passed a resolution for the calling of a tenure hearing in January. The superintendent answered *that is correct*.

**Approval of Transfer of Teaching Magnet to Caddo Career Center.** Mr. Festavan stated he sent the board correspondence regarding this item and approval would mean the official move of the program. He added staff is present to address any questions the board may have. Mrs. Pugh stated the board appropriated funding for this program at Green Oaks and with that funding transferred out of the program, what funding will follow this program to the Career Center to insure its success? Mr. Dilworth stated funding did not follow the program to Booker T. Washington and he understands Ms. Flowers will work up a budget and possibly present to the board what funding is needed to make this program successful. Mrs. Pugh stated her concern in the board transferring a program to another school knowing it is not funded, and recommended the board kill the program before transferring it without necessary funding to make it successful.

Mr. Festavan stated he has a commitment from the principal to accept the program and work with staff for the program's success. He said he believes funding exists that never transferred, and he intends to work out the funding to get the program off the ground. He added once staff determines where the program might be headed, and if necessary, he would come back to the board. Mrs. Pugh stated it is in the records where the program was developed at Green Oaks with funding. The superintendent said his intent is to make this a win-win situation for everyone, not to kill a program.

Mrs. Hardy asked Gayle Flowers, principal at Caddo Career Center, if she is willing to accept this program knowing there are no funds for the program? Ms. Flowers stated she had been assured there would be a process of planning for developing the program for the transfer, and funds would be sought for funding; and, if necessary, a proposal made to the board to insure the success of the program.

Mr. Brooks asked the president where the money is for this program and wasn't \$17,000 or \$35,000 budgeted for the program? The superintendent stated \$35,000 was budgeted for the Teaching Magnet Program and the money is at Green Oaks. Mr. Brooks asked if the money could not be transferred with the program? The superintendent stated he would like to evaluate where the money is and how it is being used. He does not plan to kill one program for the sake of another program's success, but he needs to be sensitive to the needs at Green Oaks in addition to the Teaching Magnet Program.

Mr. Guin asked if the program was moved to Booker T. Washington without funding? The superintendent answered *that is correct*. He further asked if the board did not move the funding or did administration not move the funding? Mr. Festavan said the program was moved to Booker T. Washington and the money supporting the program was left at Green Oaks to support a new program at Green Oaks. Booker T. Washington is the recipient of additional funds for optional programs at that school and when the program was moved, it was felt the move could be absorbed at Booker T. Washington with excess funds for programs developed there.

Mr. Guin stated that numerous articles have been printed lately in *The Times* concerning the School Board budget and a lot of the problems have been attributed to the increase in programs in Caddo Parish. If the programs are there and we didn't put the money there, then the budget problems cannot be as a result of programs. Mr. Guin asked the superintendent to prepare a report for the board on this matter.

Mr. Burton said he also was told the money would follow the program to Booker T. Washington and he is concerned this did not happen. He stated his understanding was everything acquired for the program at Green Oaks, i.e. copier, etc., would follow the program to BT Washington.

Mr. Brooks said he doesn't believe the program had a chance to be successful at Booker T. Washington, since nothing in the way of funding, equipment, etc. followed the program. He encouraged the superintendent to get with staff to resolve this issue. The superintendent responded that anything he tells the board on record is exactly what he will do.

**Executive Sessions:** The superintendent announced the addition of two student appeal hearings to the agenda for December 17<sup>th</sup>, as well as the classified personnel hearing. Mr. Burton asked if information on the termination hearing had been provided to board members? Mr. Barr indicated he has put a packet of information together, and it is being reviewed by legal counsel. Mr. Burton asked if the employee would receive a copy of the same information being provided to the board? Mr. Barr answered yes they would receive a copy of what is provided to the board.

Mrs. Pugh asked if there is a need to have a resolution to call for a hearing? The superintendent said not for this classified employee.

### **ADDITIONS TO THE AGENDA**

Mr. Powell requested the superintendent provide a report under Superintendent's Report on how SafeBus reports are audited. He has had several calls from people that have witnessed something with a bus and called the number posted on the bus, and they were disconnected or voice mail indicated the message box was full. He asked the superintendent to check into this to insure we get the complaints from the public utilizing this method.

Mr. Burton requested the superintendent provide information to the board, and incoming members, on the No Child Left Behind Act, what's involved and what is Caddo's responsibility. He also asked that the public relations department prepare a communication informing parents of the No Child Left Behind Act.

**Consent Agenda.** The president recommended items 10, 11, 12, 15, 16, and 17 be categorized as the consent agenda. Item number 14 was removed from the agenda until a later date. *Mr. Burton moved, seconded by Mrs. Armstrong, to approve the proposed consent agenda and agenda for the CPSB meeting on Tuesday, December 17, 2002. Motion carried unanimously.*

Discussion was held on agenda item number 9 (Personnel Transactions Report). Mr. Burton stated a change in agenda format would necessitate an agenda item, because the agenda format is set in policy approved by the board.

The president presented the proposed agenda and invited input from the public and organizations.

**Adjournment.** *Mr. Burton moved, seconded by Mrs. Armstrong, for adjournment. The motion carried unanimously and the meeting adjourned at approximately 5:20 p.m.*



**December 17, 2002**

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 Tuesday, December 17, 2002, with President Phillip Guin presiding and the following school board members present being a quorum: Ginger Armstrong, Jerry Tim Brooks, Willie D. Burton, Eursla D. Hardy, Miles Hitchcock, Sc.D. (Dr. Hitchcock arrived at approximately 4:38 p.m.), Mark Milam, Alvin Mims, Mike Powell, Mildred B. Pugh, Michael J. Thibodeaux and Wanda Wright. Also present were James R. Festavan, interim secretary, and Reginald Abrams, legal counsel. Mr. Mims gave the invocation and led in the Pledge of Allegiance.

### **CONSIDERATION OF MINUTES OF THE NOVEMBER 19, 2002 AND DECEMBER 3, 2002 CPSB MEETINGS**

*Mr. Burton moved, seconded by Mr. Powell, approval of the minutes of the November 19, 2002 and December 3, 2002 CPSB meetings as presented in the mailout. Motion carried with board members Guin, Hardy, Burton, Thibodeaux, Pugh, Mims, Brooks, Powell, Milam, Wright, and Armstrong supporting the motion.*

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

President Guin stated Item 14 (Approval of Resolution for Tenured Teacher Hearing) will be removed from the agenda, Item 22(1) (Personnel Matter – Classified Employee Termination Hearing) will be postponed until the January meeting, and proposed Items 9 B-E, 10-13 and 15-16 for the consent agenda.

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

On behalf of the CPSB and staff, Burnadine Moss Anderson, administrative assistant to the superintendent for communications and information, made the following special presentations/recognitions. The president and superintendent greeted and presented each honoree with a certificate and/or award for their outstanding accomplishment. Parents, school administrators and other guests also were recognized.

**Louisiana Middle School Principal of the Year.** Mrs. Jan Holliday, principal at Youree Drive Middle School, was recognized as the 2002 Louisiana Middle School Principal of the Year. Mrs. Holliday, who has been principal at Youree Drive Middle School for eight years, was announced as the winner at a banquet in Baton Rouge last week.

**National Board Certified Teachers.** Ms. Anderson recognized the following Caddo teachers who earned certification this year from the National Board for Professional Teaching Standards: (1) Mrs. Alexis Scott, librarian at Shreve Island Elementary, (2) Ms. Kathy Smith, kindergarten teacher at Shreve Island Elementary, (3) Ms. Amanda Wall, math teacher at Herndon Magnet School, (4) Ms. Kathy O'Neal, English III and IV teacher at C E Byrd High School, and (5) Ms. Terry Sermons, math teacher at C E Byrd. Each teacher also was presented a check for \$1,000.

**Outgoing CPSB Members.** Mr. Guin announced this board meeting is the last meeting for the presently seated Caddo Parish School Board, and took the opportunity to recognize the following Caddo Parish School Board members who will not be returning in January: (1) Dr. Miles Hitchcock, who has served on the CPSB eight years. Dr. Hitchcock expressed his appreciation to the teachers, principals and central office employees for the opportunity to work with them and thanked them for their hard, good work in teaching and caring for the children in Caddo Parish. (2) Mark Milam, who has served on the CPSB for 12 years, extended his appreciation for the opportunity to serve on the board, for the hard work the staff does in always striving to move Caddo forward, and his blessings for the new board taking office in January. (3) Mrs. Pugh, who has served on the board a total of 16 years, extended her congratulations to the recipients of national board certification and shared some of her history in serving on the board, and because she will represent people if asked to do so, announced she would be addressing the CPSB as the need arises in the future. (4) Mike Thibodeaux, who also has served on the board for 16 years, stated he has served with some 25 other board members, five superintendents, as well as 3 or 4 interim superintendents; and he believes the current employees, from the top to the bottom, are the best ever in Caddo. He extended appreciation to the staff for assistance during his tenure on

the board. (5) Wanda Wright extended her appreciation to the constituents for the honor of serving on the board. She thanked the board for the support and camaraderie and the staff for their assistance in this learning experience.

Mr. Guin closed with expressions of appreciation for the opportunity to serve as the board's president this year, thanked Ms. Burnadine Anderson for her assistance in bringing the recognitions together, and wished each and everyone a Happy Holiday Season.

**Recess.** The board recessed at approximately 5:10 p.m. and reconvened at approximately 5:25 p.m.

## **VISITORS**

Eddie Hamilton, parent, expressed concern for his son at Booker T. Washington High School and the verbal abuse he continues to receive from the coach there and how it has affected his son's attitude about school. Mr. Hamilton also shared with the board his disappointment in how the administration at the school has responded to this situation and how he has been treated as he has tried to help his son by bringing this matter to the school's attention. The president asked the superintendent to ask a staff member to meet with Mr. Hamilton and look into his concerns.

John Carruth, parent who addressed the board last month regarding Fairfield, shared with the board his disappointment in the political process in searching for a new principal for Fairfield Magnet; however, he encouraged the board to support the recommendation for the new principal at Fairfield before the board today. He extended his appreciation to staff for the effective, efficient manner in which they approached the process for finding a replacement at Fairfield.

Keith Williams spoke to the board on behalf of the ISS facilitators and their concerns. In-School Suspension is a program that aids many schools in Caddo Parish and has helped cut the number of student suspensions. Facilitators are responsible for students who have violated school policies, as well as assisting schools wherever and whenever needed. Mr. Williams said ISS facilitators currently work 165 days and the current pay is \$50 with no benefits. They are initially hired as substitute teachers; however when a temporary sub gets a permanent or semi-permanent position, they receive an increase in their daily rate of pay. Mr. Williams stated their main concern is that ISS facilitators are compensated fairly, and asked that ISS facilitators become classified employees with salary, benefits and 180 workdays.

Lacey Barr, parent, addressed the board on its zero tolerance policy and that she does not believe that Caddo's policy applies to the faculty as well as the students. She shared incidents she has witnessed where teachers and other faculty members degrade and call students names, and come down hard on them for minor incidents. She said she has attempted to follow rules and policy and shared a recent incident involving her son at C E Byrd and his assignment to detention in addition to further punishment by the ISS facilitator because her son smiled. She asked the board to address her concerns.

Jackie Lansdale, Caddo Federation of Teachers/Support Personnel, addressed the board on issues and concerns of the Federation. She stated there is concern by our teachers for higher pay, because the quality of instruction is a key factor in raising student achievement, and the Federation will be aggressively addressing this concern in the coming weeks. She said the Federation represents employees' grievances when policies are violated, as well as employees who are faced with disciplinary issues and evaluation concerns. Areas needing addressed include employees facing punitive action, within and outside the district arena, resulting from contact made with students within the scope of the teacher's duties. Ms. Lansdale stated that while we have a corporal punishment policy that addresses appropriate contact in attempting to prevent or stop altercations, and Louisiana Law 1418 indicates how educators contact is to be measured in judicial concerns, the areas are lacking and are being misapplied. Currently, Caddo does not have a policy for establishing procedures in investigating these type circumstances, and Louisiana Law requires it. She also stated this was recently brought to administration's attention, and reported these concerns have been shared with Chief Roberts about how teachers and employees are issued a summons. He said the system really needed a procedure (Internal Affairs Division) to investigate such matters. She also said Chief Roberts indicated a willingness to work with the District and asked the board to make it a priority and to establish a required policy in working with local law enforcement agencies to bring clarity and fairness to this

concern. Ms. Lansdale also shared with the board approval in providing high school teachers opportunity to compute mid term grades; however, the elementary and middle school teachers also need unencumbered work time for computing grades. She announced that on January 15<sup>th</sup> the Foundation will conduct a workshop for teachers' aides where the state support personnel coordinator will train them on the statewide test being piloted as a result of the No Child Left Behind legislation. She also announced the Foundation is beginning its third year in developing the local research and development team for addressing training in classroom management and quality classroom instruction, etc. She concluded by saying the Federation is committed to working with the board as public servants who have demonstrated commitment to public education and expressed appreciation for what the board has done and will continue to do.

## **CONFIRM THE CONSENT AGENDA**

*Mr. Burton moved, seconded by Mr. Powell, approval of the consent agenda. Motion carried unanimously.* The superintendent summarized the board's action and the following items categorized as the consent agenda.

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

**Requests for Leaves.** The following requests for leaves were approved by the board as recommended by the superintendent and submitted in the mailout.

Leave Without Pay, December 11, 12, & 13, 2002 (3 days)  
Lynn Burford, Teacher, Youree Drive Middle School

Catastrophic Leave, November 4, 5, & 6, 2002 (3 days)  
Daphne Coleman, Teacher, Bethune Middle School

Rescind Sabbatical Leave granted for Spring Semester, SY2002-2003  
Michael Ilgenfritz, Assistant Principal Southwood High School  
Rosetta Johnson/Attendance Facilitator

**Personnel Transactions Report (C.) Other (Hiring, Assignment Changes, Separations & Resignations).** The other personnel transactions report listing hires, assignment changes, separations and resignations for the period of October 16, 2002 to November 15, 2002 was approved as submitted in the mailout.

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

**Bids.** The board approved the following bids as recommended by staff and submitted on the bid tabulation sheets in the mailout: (1) Interior and Exterior Paint - Caddo Paint for \$10.24 per gallon for Semi Gloss Interior and Sherwin Williams of \$10.90 per gallon for Semi Gloss Exterior; \$9.89 per gallon for Gloss Enamel and \$13.40 per gallon for Bulls Eye Latex. (2) Vehicle Batteries – Tri-State Battery for \$34.50 per 34/78 battery; \$62.98 per 4D battery and \$68.00 per 8D battery. (3) Computer Software for all Schools – Educational Resources for a discount of 12% for computer software. (4) Body Tech, Inc. totaling \$9,018 for Personal Augmentative Communication System. (5) Uniforms for Maintenance and Transportation – Aramark Uniform of \$176.40 for uniforms. *A copy of the bid tabulation sheets marked "Exhibit A, five pages, December 17, 2002" is filed in the official papers of the board.*

**Bids (Construction and Capital Projects).** The board approved the bid of Terry's Roofing for the sum total of \$135,500 for Project 2003-223 "Roof Replacement at Alexander School". *A copy of the bid tabulation sheet marked "Exhibit B, 1 page, December 17, 2002" is filed in the official papers of the board.*

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

**Confirmation of Administrator, Caddo-Shreveport Sales and Use Tax Commission.** The board confirmed Timothy Cefalu as the Administrator of the Caddo Shreveport Sales & Use Tax Commission. The superintendent introduced Mr. Cefalu to the board and audience.

### Agenda Item No. 12

**Approval of Renewal of Group Medical, Dental and Life Insurance Premiums.** The board approved the renewal of the group medical, dental and life insurance premiums as recommended by staff and submitted in the mailout.

### Agenda Item No. 13

**Approval of Implementation of Pilot Talented Arts Program at Selected Sites.** The board approved the implementation of the Talented Arts Program pilots for the 2002-03 spring semester as recommended by staff and submitted in the mailout.

### Agenda Item No. 15

**Approval of Transfer of Teaching Magnet to Caddo Career Center.** The board approved the transfer of the Caddo Parish Teaching Magnet Program to the Caddo Career Center as recommended by staff and submitted in the mailout.

### Agenda Item No. 16

**Approval of Settlement of Workers' Compensation Claim.** The board approved the settlement of a workers' compensation claim for Martha Bordelon as recommended by staff and submitted in the mailout.

## 9. C. PERSONNEL RECOMMENDATIONS

*Dr. Hitchcock moved, seconded by Mrs. Armstrong, approval of personnel recommendations as recommended by staff and submitted in the mailout. Dr. Hitchcock stated he has had the opportunity to work with many fine principals in Caddo Parish and believes if this motion passes, the new principal at Fairfield will be one of the very best in Caddo Parish. Mr. Mims offered a substitute motion, seconded by Mr. Brooks, to remove the Fairfield principal recommendation so he can vote on it separately. Mr. Mims stated his desire to vote separately on the Fairfield recommendation has nothing to do with personalities, but his concern over the process and the process is wrong. He said he was elected to serve District 6 and has not in the past eight years interfered with other Districts' schools. He does not like the process where a principal is promoted in his district and he is not given the opportunity to discuss it. He noted he has talked with the principal being recommended and this is not a personal issue; he is just not pleased with the process. He is requesting this one recommendation be voted on separately because he tries to talk with the principals in his district and not one parent has contacted him to discuss this appointment, thus he is voting against it.*

Mr. Powell asked for clarification as to what the board is voting on? Mr. Abrams stated the amendment allows the board to vote on everything other than the principal at Fairfield. Mr. Powell asked if the amendment passes, then what will the board vote on? Mr. Guin asked if the amendment passes, and if there is not a motion to sever, does the board have an avenue to come back and vote on the one item? Mr. Abrams said the motion is more akin to a substitute motion, because he is basically asking the board to vote on everything except the Fairfield principal. Procedurally, the motion on the floor is to sever the main motion. Mr. Guin announced that a *yes* vote would be a vote to sever the motion, and a *no* vote would be to not sever.

*Vote on the motion to sever the main motion failed with Board members Hardy, Burton, Pugh, Mims, Wright and Armstrong supporting the motion to sever and Board members Guin, Thibodeaux, Brooks, Powell, Milam and Hitchcock opposed.*

*Vote on the original motion to approve all the personnel recommendations under 9A. carried with Board members Hardy and Mims opposed and Board members Guin, Burton, Thibodeaux, Pugh, Brooks, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supporting the motion.*

John Dilworth, chief operating officer, introduced the following appointments approved by the board: (1) Karen Pharr was promoted to Administrative Assistant at Turner Elementary/Middle School. (2) Mrs. Gene Self was appointed Interim Counselor at Summer Grove Elementary School. (3) Andy Sibley was promoted to Counselor at Laurel Street CAPT. (4) Kathy

Barberousse was promoted to principal at Fairfield Magnet. These appointments will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which they were appointed. Family members, school administrators, and other guests were also recognized.

### **CADDO EXCEPTIONAL RESOLUTION REGARDING LEGISLATIVE APPROVAL OF TRANSFER**

Susie Morgan, attorney with Wiener, Weiss, Madison & Howell, addressed the board regarding discussion in the summer relative to discontinuing the use of the Caddo Exceptional School located near LSU Health Sciences campus. In October, the board had an item on the agenda, which was approved, to accept the proposal to sell the improvements on that piece of property to the LSU Health Sciences Center Foundation for its appraised value of \$510,000. Ms. Morgan said work began on the documents to facilitate the transfer and in the process, and in looking at the documents by which the school board acquired that piece of property, found that it happened by Act 448 of 1950 enacted by the Louisiana State Legislature. The act says the immoveable property was dedicated to the Caddo Parish School Board's use as long as it was used for an exceptional school and no other purpose. It further states if the school board discontinues use of the tract as an exceptional school, the property and all the improvements would revert to the State of Louisiana. A question was raised as to whether or not the school board could convey the improvements on the property to the LSU Health Sciences Center Foundation, which is what the board voted to do in October. The LSU Health Sciences Foundation still wishes to purchase the improvements, and to resolve this matter, the board would need to quitclaim the land back to the state, sell the improvements to the Health Center Foundation, and then use the funds for whatever purpose it chooses. To accomplish this, the board would go to the Legislature and ask for authorization to do this, and the resolution before the board today would authorize the staff to work with the Legislature to obtain corrective legislation saying the school board could sell the improvements to LSU Health Sciences Center or their Foundation and this would allow the board president to execute the necessary documents to make the transfer occur.

*Mr. Burton moved, seconded by Mrs. Armstrong and Mr. Thibodeaux, approval of the resolution regarding legislative approval of the transfer of Caddo Exceptional School.* Mrs. Pugh asked if we have a legislator who has agreed to carry this forward? Ms. Morgan said we do not, but feel certain obtaining a legislator will not be a problem. Mrs. Pugh stated she understands we must get this approval from the Legislature before negotiations (receiving money or signing documents for the transfer). Mrs. Pugh reminded the board it must be sure to have a legislator in place to assist in this matter in order to get this done. *Vote on the motion carried with Board member Pugh abstaining and Board members Guin, Hardy, Burton, Thibodeaux, Mims, Brooks, Powell, Milam, Wright, Armstrong and Dr. Hitchcock supporting the motion.* Mrs. Pugh stated for the record that the property was given by parents who bought the property for the purpose of locating their children in a school near the hospital and was locked in with the state in order to get the necessary funding, thus the need to follow the Legislative process.

### **SUPERINTENDENT'S REPORT**

Mr. Festavan stated at the executive work session a request was made regarding Policy BDDDB-E (Agenda Format), and he provided documentation to board members on the history of this item. The question was raised as to whether the Personnel Transactions Report was in the proper place according to policy, and in working with Mr. Abrams, it was determined it is and follows the format of the board's policy. He said staff needs to know if the board wishes revisions to be made, staying within the boundaries of the law as to items that must be approved by the board. Mr. Abrams said the only concern he has is the document included in the packet is termed "Transaction Report" (the computer printout), and this probably needs to be revised from the way it is listed. If a change is made in the naming of Agenda Item No. 9, it is necessary to do so by change in policy by the board. Dr. Hitchcock stated he believes the information is very good, but with the change in the board next month, encouraged the board to not make changes until the new board has an opportunity to address it. Mr. Guin announced based on the board's request to him at the work session, he asked the superintendent and Mr. Abrams to research this since there was a question as to whether or not the board handled some of the items under No. 9. Dr. Hitchcock said he agrees, but just encourages the board to treat this as informational and allow the incoming board to address it. Mr. Powell agreed and referred to documentation provided; and with Mr. Henderson having generated the documentation, he might possibly have insight in

addressing this item. Mr. Powell did request when this item comes back to the board that the board attorney provide the board input on the Personnel Transactions Report, including all routine personnel matters and whether or not the board needs to approve teachers being hired at particular schools, employees' transfers (as he does not believe this was the intent of the motion/action in 2000 when this policy was amended), and what things are appropriate for board approval in accordance with state law. Mrs. Armstrong asked Mr. Abrams if she understood him to say he had a problem with the format of the computerized report? He said no, it's the item listed on the agenda as "Other" and the computerized report provided to the board which states Personnel Transaction Report and the fact this might be confusing; however, this can be renamed. Mrs. Armstrong said it is her understanding the employees on the computerized report have already made the changes (hired or placed in the positions listed), so the board is actually accepting the report provided by staff on action already made. The superintendent answered that is correct in that the report actually has to catch up with the action. Mr. Burton said he supports delaying discussing this item until January.

Mr. Festavan said a report was provided to board members on Caddo's Safebus procedures and if the board has any questions or wishes to discuss further, the staff can do so when the new board is in place in January.

The superintendent stated the board requested information on the No Child Left Behind Federal Legislation; and at the January work session, Mrs. Ritter and her staff will make a presentation to the board on this legislation and how it affects our accountability status. Also, the Louisiana School Boards Association will be sponsoring a workshop on January 8<sup>th</sup> at which No Child Left Behind will be addressed. He encouraged board members interested in attending to contact his office as soon as possible. Mrs. Pugh inquired if this met the 6 hours required for board member training? Mr. Festavan answered it does. Mr. Burton announced there also will be a session at the LSBA Annual Convention in March on No Child Left Behind.

Mr. Festavan announced that in the construction update provided to the board, staff will provide in the future more detailed information on those projects listed in the design phase. Mrs. Pugh asked if the nameplates had been posted on those construction projects done under the current board's administration? Mr. White answered the name plates are being added to those projects as a required element of new wing construction.

### **UNFINISHED BUSINESS**

Mrs. Wright expressed her appreciation to Mr. Festavan for following up on her request regarding supplies, budget and systemwide contracts. After reviewing the report, she believes staff is on the right track in this area and encouraged him to move forward in that direction.

### **NEW BUSINESS**

Mr. Mims asked the superintendent about transportation to Hollywood and Woodlawn for the remediation program the Eddie Robinson Foundation will be funding and asked Mr. Festavan to contact Ms. Davis, assistant principal, who has all the information on this request.

Mr. Mims commented on a letter from Rev. Gant to Don Toppett in Transportation and requested staff to look into this.

Mrs. Hardy stated students at one of our high schools (Green Oaks) are being sent home because they do not have their green jackets and asked the superintendent to follow up and make sure this is not happening in our schools. The superintendent said he is not aware of any policy of this nature but will check on this Wednesday morning.

Mrs. Hardy stated she heard from some of the warehouse employees that they will not be receiving their paycheck until December 27<sup>th</sup>, after Christmas. She said they need this money at Christmas time and asked the superintendent what policy is in place that keeps these employees from getting their paycheck like the regular employees in Caddo Parish. Mr. Festavan stated for the record this is not true. These employees will receive their paycheck before Christmas, just as they have for the past 25-30 years. Mr. Festavan said he met with staff and on emergency situations they will be paid on the last working day before Christmas, which means this year they will receive 2 checks before Christmas. Staff plans beginning next year to have a policy in place

that employees receiving a second paycheck will receive it the last working day before the holidays. He reminded the board that by backing the paycheck up, the time is extended between paychecks.

## **ANNOUNCEMENTS AND REQUESTS**

Mr. Powell asked the superintendent for a report, utilizing if necessary the Discipline and Policy Review Committees, to look at the issue of guidelines for teachers and other employees who are placed in the situation of intervening or handling physical altercations at the school or any of the school system's facilities. Mr. Powell also requested the superintendent to review Policy JGA as to whether or not it provides sufficient guidance to deal with employees who are confronted with a physical altercation. He said he does not wish our staff to be put in adverse situations, but asked staff if the board needs to provide something required by law that may not presently be in place? Mr. Brooks and Mrs. Hardy also agreed on the need to assist and protect the rights of our teachers and requested a report on this issue.

Mr. Milam requested the superintendent to pass on to Randy Watson the board's appreciation of his efforts in holding the insurance premium increase to 9.9%, while other districts are experiencing 15-26% increases in one year. He said Mr. Watson's efforts in working with Blue Cross/Blue Shield (he showed them reductions in claims) have enabled us to keep the increase to a minimum. Mr. Festavan said Mr. Watson is an invaluable resource to Caddo and works very hard to hold these increases to a minimum. The superintendent will pass the board's sentiments on to Mr. Watson.

Mr. Burton also addressed his concern for protecting our teachers who are accosted by the students and he is concerned about their rights against these students. Mr. Burton also expressed concern about the issue of pay for ISS facilitators and asked the superintendent to check into an increase for these employees and the costs involved. Mr. Festavan explained that ISS Coordinators are hired at the pay rate of the substitute teacher. They do not work a full year and when the program was begun, funding was a problem and it will remain so. The reason they do not have a full year, is that the days are matched to the amount of dollars available, etc. If you add these employees to full time classified status, it will greatly impact the budget; however he will investigate this issue and report back to the board his findings.

Mrs. Wright indicated she would not only like to express her appreciation to Mr. Watson for his efforts in keeping Caddo's increase in insurance premiums at a minimum, but she would also like to see the superintendent share with the employees who do not understand the increase in cost how fortunate we are to only have a 9.9% increase and the efforts Mr. Watson made to make this happen. It was announced this information will be sent to all employees in the January newsletter.

Mrs. Hardy also reiterated the comments made by Mr. Milam and Mrs. Wright in appreciation for Mr. Watson and the invaluable job he is doing in our insurance department.

Mrs. Pugh asked the board president, first vice president, and superintendent to give immediate attention to the situation at Booker T. Washington addressed in the visitors section. She asked that an investigation be conducted via security, athletic department, or whomever needs to address this matter.

Mr. Powell brought to board members' attention the press release at their stations from Sheriff Prator's office whereby his department is assisting the Caddo Parish Public Schools by donating 260 mobile and 340 hand held radios to the transportation department. He asked that this be made a part of the official minutes of the Caddo Parish School Board and expressed the appreciation of the cooperation between these entities.

## **EXECUTIVE SESSION**

*Mr. Thibodeaux moved, seconded by Mrs. Armstrong, to uphold the recommendation of staff and to readmit Lisa Kellogg to C. E. Byrd High School. Vote on the motion carried unanimously.*

**Adjournment.** There being no further business, *Mrs. Armstrong* moved, seconded by *Mr. Burton*, for adjournment. *Vote on the motion carried unanimously and the meeting adjourned at approximately 6:43 p.m.*

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James R. Festavan, Interim Secretary

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Phillip R. Guin, President