



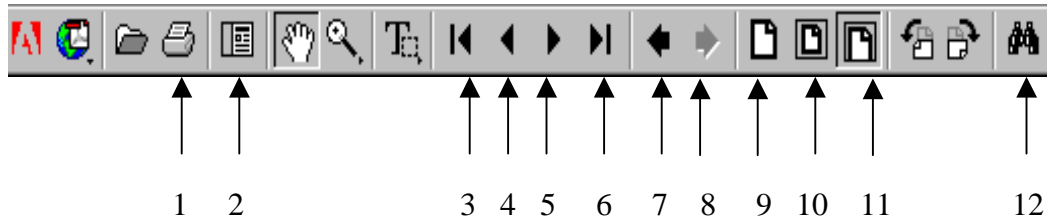
# **CADDO PARISH SCHOOL BOARD MEETING MINUTES**

**VOLUME XXXIV**

**April 5, 1995 - September 20, 1996**


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**April 5, 1995**

**The Executive Committee of the Caddo Parish School Board (CPSB)** met in regular session Wednesday, April 5, 1995, at 3:30 P.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D., present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Interim Secretary S. L. Slack, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Pugh followed by the Pledge of Allegiance.

**Agenda Items.** Mr. Slack reviewed the proposed agenda for the April 19, 1995 school board meeting. The following items were added: "Extension of Assistant Superintendents' Contracts" or "Reorganization, Elimination of Assistant Superintendent Positions and Creation of Deputy Superintendent Position" (Dr. Hitchcock); "CPSB Decorum" (Powell); "Regulations Pertaining to Overtime Policy GDKA" (Thibodeaux); and, "Procedures Utilized in Granting Requests for Leaves" (Powell). The following items were categorized as consent agenda: 11 (A & B), 12, 13, 14, 16, 17, 20, 21, 24 and 25.

## **DISCUSSIONS**

**Agenda Items.** Mr. Thibodeaux expressed concern about the number of lengthy presentations and/or reports that are made at regular school board meetings. Mrs. Pugh suggested that some of the presentations/reports could be made during the board's work session. Mr. Powell informed board members that the item he added to the agenda pertaining to the board's decorum will address this concern, as well as how board members interact with each other. Mr. Burton suggested that, in the future, agenda items should be prioritized.

**Goals 2000.** Mrs. Walker asked legal counsel if he had reviewed the Goals 2000 proposal, and he stated that he has received a proposal from staff. Essie Holt, assistant superintendent for curriculum and instruction, commented that staff received the requests for proposals (RFPs) several days ago and will be meeting next week to review the documents. Once the proposal is prepared, staff will forward it to legal counsel for review. The deadline for submitting proposals to the State Department is June, 1995.

**Recruitment of Teachers.** Mrs. Walker asked Mr. Slack to provide her with a report on procedures used in recruiting teachers. She stated that the report is for informational purposes and it is not necessary to add this item to the agenda.

**Substitute Teacher Proposal.** Mr. Burton questioned the rate of pay for substitute teachers per day. Mr. Slack informed board members that the proposal will increase substitute teachers' pay from \$40 per day to \$50. Mrs. Pugh commented that an increase in substitute teachers' pay will have a negative impact on new teachers' pay if they use more than the allotted sick days; also, the pay for teachers on sabbatical leave. Mr. Burton encouraged staff to receive input from professional teacher organizations regarding the proposal. Mr. Powell asked staff to include the board's prior policy on substitute teachers' pay in the mailout.

**Attorney's Professional Fees.** As an ongoing item, Mrs. Pugh asked the interim superintendent to make the board aware of the attorney's professional fees for reviewing proposal Debate ensued on previous board members' requests for legal counsel to review proposals. Mrs. Pugh encouraged staff to monitor the number of professional dollar hours that the board is investing in asking legal counsel to review proposals.

**H.I.P.P.Y.** Mrs. Walker asked staff to inform her of the schools where the Home Instruction Program for Preschool Youngsters (H.I.P.P.Y.) is being housed.

**Requests for Leaves.** Mr. Powell asked legal counsel if the information he requested relative to the way the CPSB deals with leave requests will be prepared in time for the mailout. Legal counsel replied that a letter has been drafted and he will be meeting with staff to review it on Friday. Willie Henderson, assistant superintendent for human resource services, stated that the draft will be included in the mailout.

Dr. Hitchcock moved, seconded by Mrs. Pugh, approval of the consent agenda. Vote on the motion carried unanimously.

## **WORKSESSION**

The president polled the audience for input on agenda items.

**Substitute Teacher.** Mrs. Pugh expressed concern that the local newspapers are reporting that a former elected official and school teacher cannot teach because he is a felon.

(over)

Mrs. Pugh said that the teacher's certification has been removed and he cannot teach, under Louisiana law, for three years. Mrs. Pugh clarified that the teacher could qualify as a substitute teacher. She emphasized that the CPSB did not refuse to allow the person to serve as a substitute teacher, and she questioned who is responsible for making the decision. The interim superintendent shouldered the responsibility of refusing to allow the referenced person to teach in Caddo public schools. He noted that the teacher's contract was revoked, and he did not feel that allowing this individual to teach in Caddo public schools would send a good message to the public and other employees. Legal counsel commented that persons are placed on the substitute teacher's list by staff, and staff's action is in accord with board policy and procedures.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion, and the meeting adjourned at approximately 4:20 p.m.

### **April 5, 1995**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana following the Executive Committee meeting/board work session (approximately 4:30 P.m.), on Wednesday, April 5, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. The invocation and Pledge of Allegiance were dispensed with for the special session. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel.

The president stated that the purpose of the special school board meeting is to screen applications and select semifinalists for the position of superintendent of Caddo Public Schools. He asked Burnadine Moss Anderson, administrative assistant/communications, to update the board on the superintendent search.

#### **UPDATE - SUPERINTENDENT SEARCH**

Mrs. Anderson reported that a brochure and thank you letter from the board's president was sent to all public forum participants, as well as to individuals who provided written input on the superintendent search. Originally, 36 individuals responded to the advertisement for superintendent, and they, too, received a letter of thanks and a brochure. Four applicants have officially withdrawn their application; and, six applicants have not responded to the letter, brochure and/or have not provided their credentials (college papers, references, and evidence of eligibility for certification for superintendent in Louisiana); therefore, 26 applicants remain. She informed the board that staff will need directives from the board relative to interview procedures and questions. Mrs. Anderson reviewed the proposed daily schedule for candidates.

#### **SCREENING APPLICATIONS AND SELECTING SEMIFINALISTS FOR THE POSITION OF SUPERINTENDENT OF CADDO PUBLIC SCHOOLS**

The president noted that votes will be cast on 26 applicants to determine six semifinalists. Discussion ensued on the voting procedures for the first round of votes. The president ruled that the board will vote to determine whether it would like to be allowed to vote on six, eight or ten candidates per board member in order to begin the selection process for the selection of six semifinalists. Board members voting to be allowed to vote on six candidates were Walker, Thibodeaux and Dr. Hitchcock. Board members voting to be allowed to vote on eight candidates were Pugh, Brooks, Powell, Boykin and Adams. Board members voting to be allowed to vote on ten candidates were Vance, Burton, Mims and Milam. Following more debate on voting procedures for the first round, the board decided to reconsider its previous vote and vote again to determine if eight or ten votes would be allowed. Board members voting to allow eight votes were Walker, Thibodeaux, Pugh, Brooks, Pugh, Boykin, Adams and Dr. Hitchcock. Board members voting to allow ten votes were Vance, Burton, Mims and Milam. The president announced that each board member will vote for eight candidates on the first round of voting. The results of the first round of voting identified the following candidates: Dr. James Foster (9), Dr. Richard J. McClements (7), Dr. Roger A. Damerow (6), Willie L. Henderson (6), Dr. Joseph Carter (5), Dr. Tome R. Hayes (5), Dr. Horace Maxile (5), Richard M. Thompson (5) and Dr. Robert E. Turner (5).

**Recess.** The president called for a five minute recess at approximately 5:20 p.m. The board reconvened at approximately 5:36 p.m.

Discussion followed on voting procedures for the second round. The board declared the candidates with the top four votes as semifinalists. The board also decided to conduct a second round of voting to determine two semifinalist out of the five applicants who tied with five votes each. Each board member will vote for two of the five applicants. The results were: Dr. Tome R. Hayes (8) and Dr. Horace Maxile (5). The president announced that the six semifinalists are: Dr. James Foster, Dr. Richard J. McClements, Dr. Roger A. Damerow, Willie L. Henderson, Dr. Tomme R. Hayes and Dr. Horace Maxile.

**Calendar.** Mrs. Anderson asked the board to review the calendar to determine when the board would like to schedule interviews for the semifinalists. Debate ensued on how interviews should be scheduled. The president asked the board to vote to approve or disapprove the proposed calendar as distributed. Board members unanimously voted to accept the proposed calendar. Interviews will be scheduled for April 10 - 13, 1995, April 18, 1995 and April 21, 1995. The board will travel to visit out-of-town applicants' home towns on April 24 and 25, 1995. On April 26, the board will meet in a special meeting to decide on three finalists. Background checks on the three finalists will be conducted on April 27 and 28, 1995. On May 1, 1995, the board will meet in a special session to receive background check reports and to select two finalists for negotiations to begin. On Wednesday, May 2, 1995, the board will meet in special session to receive the negotiation reports, to select a superintendent, and to announce the superintendent.

**Interview Questions.** The president asked board members to submit to him or Mrs. Anderson the questions that they would like semifinalists to answer. He assured board members that they will have an opportunity to ask other questions as well.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Mr. Adams seconded the motion, and the meeting adjourned at approximately 6:18 p.m.

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S. L. Slack, Interim Secretary

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Mark Milam, President

### April 10, 1995

The **Caddo Parish School Board** (CPSB) met in special session in its office at 1961 Midway Street (Room 1), Shreveport, Louisiana at 4 p.m. on Monday, April 10, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Willie D. Burton was out-of-town. The invocation and Pledge of Allegiance were given/led by the president. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel.

The president stated that the purpose of the special school board meeting is to entertain a motion to go into executive session to interview Dr. Horace J. Maxile (Caddo Parish), semifinalist for the position of superintendent of Caddo Public Schools.

Mr. Adams and Mr. Powell moved, seconded by Mr. Brooks, for an executive session for approximately two hours to interview Dr. Horace J. Maxile, semifinalist for the position of superintendent of Caddo Public Schools. Vote on the motion carried unanimously. The board went into executive session at approximately 4:06 p.m. and reconvened at approximately 6:30 p.m. Board members and Dr. Maxile relocated to the board room to engage in a media conference and public reception.

**Adjournment.** The meeting adjourned at approximately 7 p.m. The president announced that the board will meet on Tuesday, April 11, 1995 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.

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S. L. Slack, Interim Secretary

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Mark Milam, President

### April 11, 1995

The Caddo Parish School Board (CPSB) met in special session in its office at 1961 Midway Street (Room 1), Shreveport, Louisiana at approximately 4:05 p.m. on Tuesday, April 11, 1995, with President Mark Milam presiding and the following board members present being a quorum.

Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux and Sybil B. Walker. Johnny Vance, Jr. arrived at approximately 5:20 p.m. Willie D. Burton was out-of-town. Also present was S. L. Slack, interim secretary for the CPSB. The invocation and Pledge of Allegiance were dispensed with.

The president stated that the purpose of the meeting is to entertain a motion to go into executive session to interview Dr. Richard J. McClements (Picayune, MS), semifinalist for the position of superintendent of Caddo Public Schools.

Mr. Adams and Mr. Powell moved, seconded by Mr. Brooks, for an executive session for approximately two hours to interview Dr. Richard J. McClements. The motion carried unanimously and the board went into executive session at approximately 4:15 p.m. The board reconvened at approximately 6:40 p.m., at which time board members and Dr. McClements relocated to the board room to participate in a media conference and public reception.

**Adjournment.** At approximately 7:30 p.m., the meeting adjourned. The president announced that the board will meet on Wednesday, April 12, 1995, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants.

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S.L: Slack, Interim Secretary

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Mark Milam, President

### April 12, 1995

The **Caddo Parish School Board** (CPSB) met in special session in its office at 1961 Midway Street (Room 1), Shreveport, Louisiana at approximately 4:04 p.m. on Wednesday, April 12, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux and Sybil B. Walker. Johnny Vance, Jr. arrived at approximately 5:10 p.m. Also present was S. L. Slack, interim secretary for the CPSB. The board dispensed with the invocation and Pledge of Allegiance.

The president stated that the purpose of the special meeting is to interview Willie L. Henderson (Caddo Parish), semifinalist for the position of superintendent of Caddo Public Schools.

Mr. Adams and Mr. Powell moved, seconded by Mr. Brooks, for an executive session for approximately two hours to interview Willie L. Henderson, semifinalist for the position of superintendent of Caddo Public Schools. Vote on the motion carried and the board went into executive session at approximately 4:06 p.m. The board reconvened at approximately 6:30 p.m., at which time board members and Mr. Henderson relocated to the board room to engage in a media conference and public reception.

**Adjournment.** At approximately 7:30 p.m., the meeting adjourned. The president stated that the board will meet on Thursday, April 13, 1995, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants.

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S. L. Slack, Interim Secretary

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Mark Milam, President

### April 13, 1995

The Caddo Parish School Board (CPSB) met in special session in its office at 1961 Midway Street (Room 1), Shreveport, Louisiana at approximately 4:07 p.m. on Thursday, April 13, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles E. Hitchcock, Sc.D., Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux and Sybil B. Walker. Johnny Vance, Jr. arrived at approximately 5:15 p.m.; Alvin Mims arrived at approximately 4:18 p.m.; and, Willie D. Burton arrived at approximately 4:47 p.m. Also present was S. L. Slack, interim secretary for the CPSB. The board dispensed with the invocation and Pledge of Allegiance.

The president stated that the purpose of the meeting is to interview Dr. Tome Hayes (Gravette, AR), semifinalist for the position of superintendent of Caddo Public Schools.

Mr. Adams and Mr. Powell moved, seconded by Mr. Brooks, for an executive session for approximately two hours to interview Dr. Tome Hayes, semifinalist for the position of superintendent of Caddo Public Schools. The motion carried and the board went into executive session at approximately 4:08 p.m. The board reconvened at approximately 6:30 p.m., at which time board members and Dr. Hayes relocated to the board room to engage in a media conference and public reception.

**Adjournment.** The meeting adjourned at approximately 7:30 p.m. The president announced that the board will meet on Tuesday, April 18, 1995, at 4 p.m. in Room 1 of the Caddo Parish School Board office complex to continue interviewing applicants.

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S. L. Slack, Interim Secretary

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Mark Milam, President

### **April 18, 1995**

The Caddo Parish School Board (CPSB) met in special session in its office at 1961 Midway Street (Room 1), Shreveport, Louisiana at approximately 4:04 p.m. Tuesday, April 18, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux and Sybil B. Walker. Willie D. Burton arrived at approximately 4:15 p.m. and Johnny Vance, Jr. arrived at approximately 4:55 p.m. S. L. Slack, interim secretary, was present also.

The president said the purpose of the meeting is to interview Dr. James Foster (Caddo Parish), semifinalist for the position of superintendent of Caddo Public Schools.

Mr. Adams and Mr. Powell moved, seconded by Mr. Brooks, for an executive session for approximately two hours to interview Dr. James Foster, semifinalist for the position of superintendent of Caddo Public Schools. The motion carried and the board went into executive session at approximately 4:07 p.m. The board reconvened at approximately 6:30 p.m., at which time board members and Dr. Foster relocated to the board room to engage in a media conference and public reception.

**Adjournment.** The meeting adjourned at approximately 7:15 p.m. The president announced that the board will meet on Friday, April 21, 1995, 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.

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S. L. Slack, Interim Secretary

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Mark Milam, President

### **April 19, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, April 19, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

### **MINUTES OF THE PREVIOUS BOARD MEETINGS**

Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the minutes of the March 15, 1995 and April 5, 1995 CPSB meetings. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the agenda and "Report: Position Evaluation and Compensation Study by Arthur Andersen" and "Request by LSU Medical Center School of Allied Health Professions to Use Space in the Caddo School for Exceptional Children" were postponed until the May, 1995 CPSB meeting. "Cafeteria/Kitchen and Dining Room HVAC Replacement at Three Caddo Schools (Arthur Circle Elementary, Linwood Middle and Mooretown Early Childhood Education Center)" was added to the bid items. The following items were categorized as consent agenda:

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for printing paper and supplies; graphic calculators; science furniture seating (C. E. Byrd High School); lockers (Bethune Middle School); middle school and ninth grade athletic equipment/supplies; varsity athletic equipment for C. E. Byrd and Captain Shreve; paper and supplies for child nutrition program; data cable link (cafeteria to office) for all schools; and cafeteria/kitchen and dining room HVAC replacement at Arthur Circle, Linwood Middle, and Mooretown Early Childhood Education Center. Staff recommended that the bids for computers for all schools be rejected. A copy of the tabulation bid sheets marked "Exhibit A, 20 pages, April 19, 1995" is filed in the official papers of the board.

**Authorization to Bid/Approval of Professional Services.** The board authorized staff to: 1) proceed with design and bidding of Project 209, Chapter 1 relocatable building, and that Mohr and Associates, Inc. be approved to design this project as recommended by staff; 2) proceed with design and bidding of Project 210, Creswell Elementary School Core Curriculum relocatable building and Project 207, Creswell Elementary School Core Curriculum Improvements, and that Mohr and Associates, Inc. and Carl D. Adams, architect, respectively, be approved to design these projects as recommended by staff; and, 3) proceed with design and bidding of Project 211, Huntington High School counselors' offices, and that Kellogg, an architectural practice, be approved to design this project as recommended by staff.

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

**Request for School Bus Transportation by First Baptist Church of Shreveport.** Staff recommended approval of the request from First Baptist Church, Shreveport, to rent five school buses for field trips during the period of June-July, 1995.

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

**Drug-Free Schools Carryover Budget.** Staff recommended approval of the budget as included in the mailout. A copy of the budget is filed in the official papers of the board.

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

**Title I Application.** Staff recommended approval of the Title I application for the 1995-96 school year as included in the mailout. With the reauthorization of the Chapter 1 program under the Improving America's Schools Act of 1994, the program returns to its original name - Title I - and restructures the program to help schools use federal funds more flexibly.

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

**Polc Revisions -- GCBD (Professional Staff Leaves and Absences); GDBD (Support Staff Leaves and Absences); and, GCBD/GDBD Professional and Support Staff Leaves and Absences.** Staff recommended approval of the policy revisions as stated in the mailout.

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

**Renewal of Promotional or Administrative Contracts.** The interim superintendent recommended renewal of promotional or administrative appointment contracts of selected personnel, as presented in the mailout.

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

**Class of '96 Scholars' Breakfast.** The Class of '96 Scholars Breakfast is jointly sponsored by the CPSB, the Bossier Parish School Board, the City of Shreveport, the City of Bossier City, Louisiana Tech and Willis-Knighton Medical Center. A breakfast will be served to qualifying high school juniors in both parishes with a grade point average of 3.5 or higher on Friday, April 21, 1995, at 8 a.m. at the Convention Center.

Mr. Thibodeaux moved, seconded by Mrs. Pugh, approval of the revised consent agenda. Vote on the motion carried unanimously.

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, made the following introductions/recognitions:



**The Times Letters to the Editor Contest Winners.** "Messages and Meanings: Understanding Media" is the theme for this year's contest. Students were asked to answer the question, What affect do you think graphic violence in the media has on people; what should be done about it? Cynthia Cater, education coordinator at The Times, recognized student winners and presented them with cash awards and lapel buttons. Recipients were Tarion Northcutt (Caddo Magnet High School), Joan Asseff (Captain Shreve High School), Jonathan Underwood (Broadmoor Middle Laboratory), Travis Bible (Caddo Middle Magnet), Stephanie Barlow (Youree Drive Middle School), Josh Clayton (Herndon Magnet School), Omar Thomas (Judson Fundamental Magnet), Joshua Carver (Judson Fundamental Magnet), Miles Foster (Summerfield Elementary) and Jason Bonner (Newton Smith Elementary). Parents and school administrators/faculty were recognized.

**1995 Girls Basketball League City Champs -J. S. Clark Middle School.** Team members are: Fannie Bates, Termaine Brown, Nicole Cosby, Tremeka Davis, Jomeka Ford, Antionette Gueory, Julia Harrison, Chaka Jackson, Kamisha Johnson, Harriet McCall, Cherise Sims and Lacrisa Sims. The Coach is Amie P. Washington, Assistant Coach is Theresa Brooks, Misty Green is manager and Ecotry Fuller is principal.

**1995-Boys Basketball League City Champs- - Linwood Middle School.** Team members are: Dexter Alexander, DeMarlo Bradford, Rodney Bradley, Ronnie Chambers, Jimar Davis, Messiah Demery, Charles Dotson, Eric Dotson, Mario Gerard, Antonio Hines, Shamichael Lias, Marvin Taylor and Dwaine White. Team managers are Frank Gipson, DeQuincy Gray, Carlos Cowthorn, Steve Doyle and Jesse DeSoto. Patrick Greer is coach, Rodney Chism is assistant coach, and Roy Thomas is principal.

**1995 Girls Basketball City League Runner-Up - Linwood Middle School.** Team members are: Tienna Anderson, Armetris Atkins, Tonette Dyer, Natassia Evans, Nicole Hughes, Michelle Lawrence, Detrice Newton, Inka Oglesby, Kim Weaver, Japonica West, Helen Whitaker, Donna Wilson, Kim Jackson and Alexciya Davis. David Bryant is coach, Lucius McKelvy and Debra Hampton are assistants, and Roy Thomas is principal.

**1995-Boys Basketball City League Runner-Up - J. S. Clark Middle School.** Team members are: Gabriel Boxley, Charles Cottonham, Horace Davis, Jimmy Douglas, Rickey Evans, Leandre Gipson, Preston Horton, Tracy Jackson, Jeremy Kennedy, Brandon Love, Christopher Moore, Broderick Mosley, Kurvis Sharp, Christopher Stewart, James Stewart and Clyde White. Joe Boyd is coach, Michael Sherman is assistant coach, Adam Green and Derrick Lott are managers, and Ecotry Fuller is principal.

**Outstanding Caddo Support Personnel.** Caddo's winners for the 1995 Louisiana Department of Education Outstanding School Support Employee Award are: Elementary division - Sally Whalley (aide at Sunset Acres Elementary); middle school division - Laverne Green Smith (secretary at Linwood Middle School); and, high school division - Stella V. Johnson (bookkeeper at Southwood High School). J. Reggie Reynolds, director of staff development, coordinated this competition.

Honorees received framed certificates of recognition for their outstanding accomplishments. On behalf of the board, the president congratulated the honorees and expressed appreciation for their attendance at today's meeting.

SPECIAL PRESENTATION - SHREVEPORT CHAMBER OF COMMERCE (Adopt-A-School Program and Other Interests).

This presentation was cancelled.

INSTRUCTIONAL PRESENTATION - TELECOMMUNICATION PROGRAM - BOOKER T. WASHINGTON HIGH SCHOOL

Sherlynn H. Byrd, coordinator, and Thomas K. Elmore, teacher, gave an overview of the mass communication program at Booker T. Washington High School. The presenters highlighted the following: a) program's purpose (to enhance learning skills in mass communication for improved student achievement); b) goals and objectives; c) course offerings/career opportunities (broadcast production and print journalism); d) program activities and accomplishments; and, e) advisory committee membership. A video presentation which was written, produced and directed by student participants was shown. An informative brochure about the program was distributed to board members. Horace Maxile is principal at Booker T. Washington High School.

## **VISITORS**

In response to today's bombing mishap in Oklahoma, and with sympathetic concern for others, Mrs. Pugh asked the board's permission to allow Reverend Jim Brooks, visitor, to offer a prayer focusing on this crisis.

The president announced that Mimie Cherry, citizen and frequent visitor at CPSB

meetings, called to inform the board and staff that she is ill and would not be at today's meeting.

Alexis Scott, teacher at Shreve Island Elementary School, spoke in support of the Year Round Education Program.

Lois Mayberry, parent, spoke in opposition to the Year Round Education Program. She emphasized that a lot of money is being spent with little improvement being accomplished.

Cindy Mondello, teacher at Shreve Island Elementary School, spoke in support of the Year Round Education Program.

Rosa C. Hall, parent, spoke in support of the Year Round Education Program. She highlighted the value of class and intercessory activities for students and parents.

The Honorable Scott Crichton, parent, spoke in support of the Year Round Education Program. He elaborated on the program's successes with students who have special educational needs and on contractual agreements for siblings.

Reverend Jim Brooks, citizen, encouraged the board to select a superintendent without trying candidates in the media.

Deborah Hart, Associated Professional Educators of Louisiana (A+PEL) president, made the board aware of A+PEL's concerns/position regarding substitute teachers' pay, inservice training for substitute teachers, the one-time pay supplement for employees, and salary increases for teacher aides.

Cathy McClure, president of Caddo Association of Educators (CAE), informed the board of CAE's concerns/position relative to: the National teachers' day proclamation, reduction of staff (Chapter 1 restructuring and board's procedures for reductions), support of policy revisions concerning staff leaves and absences, support of amendments to the overtime policy GDKA, and Act 45 - school discipline law.

#### **CPSB DECORUM (POWELL)**

Mr. Powell moved, seconded by Mr. Burton, approval of the motion as included in the mailout. Reviewing the motion, as included in the mailout, Mrs. Pugh expressed concern about the role of the Executive Committee. Mr. Vance voiced his concerns regarding the speaking privileges of board members and the president's role to admonish board members. Mr. Powell asked that the following revisions be made to the motion: a) the word "Madam" be substituted for "Ms." in paragraph 3; that "provide" be corrected to read "provided" in paragraph B-1-e, fifth line; and that "Executive Committee" be substituted for "superintendent" in paragraph A-2, line two. Mrs. Boykin expressed concern that the agenda for board meetings is often revised when the board gathers for its regular meeting. She suggested that agenda items should be prioritized during the Executive Committee meeting. Mrs. Walker questioned the president's role in determining when another board member is speculating on issues. Mr. Burton summarized that policy dictates that board members are allowed two opportunities to debate an individual agenda item; the first time that a board member speaks he/she is allotted four minutes, and the second time board members are allotted two minutes. Dr. Hitchcock shared similar concerns regarding the provisions in B-1-h, and reminded board members that there is a provision whereby board members could challenge the ruling of the chair if they disagree with the president's ruling. Mrs. Walker asked how would board members be timed when speaking, and the president said that the staff's timekeeper for board meetings could assume this responsibility in the like manner that visitors are timed. Following more debate, Mr. Brooks called for the question. Vote on the motion to end debate carried with Mr. Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Dr. Hitchcock. Vote on the main motion carried unanimously.

The approved motion on board decorum reads:

- A. In addition to other rules for setting agendas, the CPSB shall abide by the following rules in setting agendas:
  1. All presentations and reports not requiring action of the board in the form of a motion, with the exception of the superintendent's report, shall be postponed and set for presentation to the board at the next Executive Committee meeting.
  2. In establishing the order of the agenda, any items which the Executive Committee reasonably believes will be of heightened interest to the public shall be prioritized and set on the agenda for the earliest possible consideration after normal preliminary matters.

B. In addition to other rules for conducting meetings, the CPSB shall abide by the following rules in conducting meetings:

1. Agenda items will be considered and discussed in the following manner:

- a) the president of the board will read the agenda item;
- b) the superintendent will briefly describe the agenda item and state whether the superintendent has any recommendation for the agenda item;
- c) if any board member has requested the agenda item or has adopted or is associated with the agenda item, the board president shall then recognize that board member first for the purpose of making a motion; in the event that board member declines to make a motion, then the board president shall recognize any other member for the purpose of making a motion on that agenda item;
- d) if no board member has requested the agenda item or has adopted or associated with the agenda item, the board president shall recognize any board member for the purpose of making a motion on that agenda item;
- e) after a motion has been made and seconded, the board president shall recognize the maker of the motion for the purpose of speaking to the merits of the motion, after which the board president shall recognize the board member who provided the second to the motion, for the purpose of speaking to the merits of the motion;
- f) the motion shall then be open for debate and discussion by the entire board;
- g) the board president shall make a reasonable attempt to call on board members for the purpose of speaking to the merits of the motion in the order in which each board member requests an opportunity to speak;
- h) all discussion and argument on the motion shall be limited to the merits of the motion; board members shall not, at any time during the board meeting, question the motivations or intentions of any board member or any motion or agenda item; the board president shall immediately admonish any board member who begins to speak beyond the merits of any motion or any board member who questions the motivations or intentions of any board member of any motion or agenda item;
- i) board members shall not speak to any individual motion more than two times, unless granted permission by the board; except that when a board member is asking questions of staff or a speaker this shall not be counted towards the two-time speaking limitation;
- j) after all board members have been given an opportunity to speak, the board president shall call for any other speakers, and if hearing none, the board president shall allow the maker of the motion to speak last to the motion (if the maker so desires); and
- k) if at any time a board member believes that these rules are not being followed, the board member may call such to the attention of the board president by making a "point of order" inquiry.

2. All board members shall be respectful and display common courtesy to each other in all their dealings with each other, school board employees and the public.

3. All discussion and argument during meetings shall be addressed to the board president, who shall be addressed as "Mr. President" or "Madam President" as whichever may be the case; board members shall refrain from addressing or speaking to the board room audience when speaking to a motion.

## **PERSONNEL RECOMMENDATIONS**

The interim superintendent recommended that John Shoptaugh be appointed head coach at Captain Shreve High School. He will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mrs. Boykin moved, seconded by Mr. Adams, approval of the superintendent's recommendation. Vote on the motion carried with board members Vance and Mims absent for the vote. Board members supporting the motion were Walker, Burton, Thibodeaux, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

The interim superintendent recommended that Julie Turnbow be appointed financial and operational auditor. She will receive the appropriate salary as reflected by the CPSB salary schedule applicable

to the position to which she is appointed. Mr. Thibodeaux moved, seconded by Mr. Adams, approval of the superintendent's recommendation. Mrs. Pugh questioned the number of vacancies within the department. Mr. Slack replied that there will be two vacancies, if this appointment is approved. Mr. Brooks questioned the number of minority staff persons within the department, and the superintendent stated that there are two minority workers in the division. Vote on the motion carried with board members Pugh and Mims opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

Mr. Slack announced that at the March 15, 1995 board meeting, the recommendation made for Ron King's appointment to the position of assistant principal of administration and discipline at Keithville Elementary/Middle School should have stated for the remainder the 1994-95 school year only instead of for two years. Mr. King is aware of the temporary status of the appointment, and staff is requesting the board to take corrective action to reflect the appointment as a temporary assignment for the remainder of the 1994-95 school year. Mr. Adams moved, seconded by Mr. Brooks, approval of staff's request that Ron King's appointment be made for the remainder of the 1994-95 school year only and not for a two-year term. Vote on the motion carried unanimously.

## **YEAR ROUND EDUCATION**

Mr. Powell moved, seconded by Mr. Brooks, approval of the following motion:

WHEREAS, the CPSB approved a three-year pilot program for "Year Round Education" at Newton Smith Elementary and Shreve Island Elementary schools beginning with the 1992-1993 school year;

WHEREAS, the CPSB seeks to promote and provide excellence in education for all students;

WHEREAS, the CPSB utilizes the California Achievement Test ("CAT") to assist in the evaluation of the effectiveness of student academic achievement in Caddo Parish;

WHEREAS, the Newton Smith Elementary School 1993-1994 4th grade CAT test score median percentile rank was 26.0. which showed an increase in test score performance in comparison to the Newton Smith 1992-1993 4th grade CAT test score median percentile rank of 18.7; further, other CAT test score trends for Newton Smith Elementary indicate academic improvement;

WHEREAS, the Shreve Island Elementary School 1993-1994 4th grade CAT test score median percentile rank was 68.5%; which showed a decline in test score performance in comparison to the Shreve Island 1992-1993 4th grade CAT test score median percentile rank of 79.0; further, students in the second grade at Shreve Island Elementary during the 1992-1993 school year had a median percentile CAT score rank of 66%, which declined the next year to 63% when the same body of students were tested as third graders;

WHEREAS, the CAT score results for the 1994-1995 school year will not be available until July of 1995;

WHEREAS, in order to fully and effectively evaluate the year round programs the CPSB needs complete test data from all three school years of the programs;

WHEREAS, the present year round calendar schedules overlap the CPSB fiscal year which ends on June 30, 1995 and which complicates planning and budgeting for the Caddo Parish School System;

NOW, THEREFORE, be it resolved that the CPSB shall provisionally continue the "Year-Round" programs at Newton Smith Elementary and Shreve Island Elementary schools for one year to allow the board to fully and fairly evaluate and assess the Newton Smith Elementary Year Round Program and the Shreve Island Elementary Year Round Program, separately and individually, based on the following schedule:

On or before the September, 1995 CPSB regular meeting, the superintendent shall provide the CPSB with complete test score data and results for Newton Smith Elementary School for the 1994-1995 school year; along with any other evaluative data;

On or before the September, 1995 CPSB regular meeting, the superintendent shall provide the CPSB with complete test score data and results for Shreve Island Elementary School for the 1994-1995 school year, along with any other evaluative data;

In the event that academic achievement at the Year Round Program at Shreve Island Elementary does not improve, the superintendent shall review and consider possible modifications to that program which would keep the Year Round concept intact, based on successful curriculum and instructional methods utilized at nearby schools, such as A. C. Steere Elementary, Riverside Elementary, as well as other successful elementary programs;

On or before the January, 1996 CPSB regular meeting, the superintendent shall provide findings and recommendations on the Newton Smith Elementary Year Round Program including any recommended changes and modifications to improve student academic achievement;

On or before the January, 1996 CPSB regular meeting, the superintendent shall provide findings and recommendations on the Shreve Island elementary Year Round Program including any recommended changes and modifications to improve student academic achievement;

The calendar for the Newton Smith Elementary School shall be amended and modified accordingly for the 1995-1996 school year to allow the 1995-1996 school year to end prior to June 30, 1996, in order to place the program with the CPSB's fiscal year; and

The calendar for the Shreve Island Elementary School shall be amended and modified accordingly for the 1995-1996 school year to allow the 1995-1996 school year to end prior to June 30, 1996, in order to place the program with the CPSB's fiscal year.

Board members expressed concern for considering the lengthy motion at today's meeting since it was not included in the mailout packet. Debate ensued on: a) overlapping calendar schedules, b) academic achievement and students' growth (test scores), c) evaluative reports after the completion of the three-year period; d) contractual placement of students; e) student enrollment/ geographical domicile; and e) the impact of year round programs on fiscal year ending activities and teachers' retirement. Dr. Hitchcock observed that the referenced schools are attracting students from across the parish which includes students with special needs, and this attraction might be impacting test scores. He asked central office staff to support and provide assistance to the schools' staffs in their efforts to attain information regarding this possibility.

Dr. Hitchcock made a substitute motion, seconded by Mr. Mims, that the CPSB authorize continuance of the year Round Education Program at Newton Smith Elementary School and Shreve Island Elementary School for the 1995-1996 school year; that the superintendent be directed to report back to the board after all test scores are in for the full three year pilot period, and that the superintendent at that time make recommendations on what accommodations are necessary to make the Year Round concept fit with the fiscal year in the budget process. Mrs. Boykin stated that the original year-round proposal was designed to improve teaching and learning as evidenced by test scores. She observed that there are a number of variables that could affect test scores, and the results have fluctuated and are not on a consistent pattern. Mrs. Boykin noted that a lot of money is being spent on the programs, and expressed concern that there is no comparative documentation in staff's report that draws the conclusion on the success of year round education. Mr. Powell acknowledged that there are disparities in test scores; however, he encouraged board members to support the motion to continue the programs for one year; after which, staff and the board can look at the programs' evaluations to determine if they work. Following more discussion, Mr. Brooks moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate carried with board members Vance, Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks and Dr. Hitchcock. Vote on the substitute motion carried with board members Walker, Vance, Burton, Mims, Milam, Brooks, Pugh, and Dr. Hitchcock supporting the motion. Board members opposed were Thibodeaux, Powell, Boykin and Adams.

**Recess.** The president called for a 15 minute recess at approximately 6:08 p.m. The board reconvened at approximately 6:30 p.m.

#### EXTENSION OF ASSISTANT SUPERINTENDENTS' CONTRACTS or REORGANIZATION, ELIMINATION OF ASSISTANT SUPERINTENDENT POSITIONS AND CREATION OF DEPUTY SUPERINTENDENT POSITION (Hitchcock).

This item being postponed at the last board meeting, Mr. Thibodeaux made a substitute motion, seconded by Dr. Hitchcock, to accept the contracts as put together by legal counsel to extend current contracts for those persons listed. Mr. Powell made a second substitute motion, seconded by Mr. Adams, that:

WHEREAS, the Caddo parish School Board ("CPSB") seeks to promote and provide excellence and academic improvement in education for all students;

WHEREAS, THE CPSB recognizes that there is a real need for increased levels of funding for materials, supplies, technological equipment and other resources for schools and classrooms;

WHEREAS, the CPSB desires to maximize the use of the limited education dollars available for the operation of the Caddo Parish School System to enhance the education process;

WHEREAS, the CPSB employs a significant number of staff employees at central office at a considerable expense of education funding;

WHEREAS, the CPSB recognizes and acknowledges that it employs many hardworking, high quality, productive employees at central office;

WHEREAS, the CPSB recognizes that many valuable and essential services are presently performed by the central office;

WHEREAS, however, the CPSB recognizes valid concerns have been raised concerning other central office staff, whose efforts are perceived s duplicative, inefficient, nonessential, nonproductive or less than acceptable;

WHEREAS, the CPSB is presently in the process of selecting a new superintendent for the Caddo Parish School System;

WHEREAS, the CPSB recognizes the need, and actively desires to streamline, downsize and reorganize the central office structure and staffing levels in order to free up much needed funds, resources and personnel for use in our schools and classrooms;

WHEREAS, and to such ends, the CPSB desires to have an evaluation, assessment and revamping of central office structure and staffing performed in a systematic and comprehensive fashion;

NOW, THEREFORE, be it hereby moved and resolved that:

The CPSB shall not take any action on the elimination of central office positions, until after a new superintendent is selected and employed;

The CPSB shall not extend any existing contract for any central office employee until after a new superintendent is selected and employed;

Immediately upon assuming his new position of employment, the new superintendent shall commence a comprehensive evaluation and assessment of the existing central office organizational structure and current staffing levels;

Unless subsequently extended by the CPSB, no later than three months after commencing his new position of employment, the new superintendent shall report his findings and recommendations on a new central office organizational structure and new reduced staffing levels, including, but not limited to, elimination of duplication of services and waste and the downsizing of lesser essential staff and services, and further, in evaluating the necessity of central office programs and staff, the new superintendent shall consider whether those funds would have a greater impact on the education of the children of Caddo Parish when directed to the schools;

In his assessment and recommendations on a new central office organizational structure and funding levels, the new superintendent is hereby given a target goal of at least 20% reduction in central office funding, which funds would then be dedicated to fully increased funding needs in materials, supplies, technological equipment, resources and personnel to the schools and classrooms;

In his assessment and reorganization recommendations, the new superintendent is to consider and report on the necessity of positions added to central office in the last four years;

In his assessment and reorganization recommendations, the new superintendent shall endeavor to establish clear and well-defined lines of authority for the Caddo Parish School System, and further that within the new organization, no position shall be named or include the name "supervisor" or "supervisory" unless such position exercises authority over personnel, as opposed to mere advisory functions; and

No later than three months after commencing his new position of employment, the new superintendent shall critically review the present system of evaluation and assessment of central office staff and positions, and further, the new superintendent shall report to the board his findings and recommendations on improving and revising the evaluation ability of performance and to insure that expected levels of productivity are met or exceeded; and , further, the new superintendent shall consider the implementation of a log-in system to record site visits to schools, as well as other measure to provide documentation of employment performance, as is deemed appropriate.

Board members debated the issues of: a) terms of the second substitute motion regarding the demands / responsibilities that are outlined for the new superintendent; b) the provisions of the extended contracts for the assistant superintendents as prepared by legal counsel; c) the board's approval of administrative or promotional contracts as included in the mailout for today's meeting; d) legal merits of the three assistant superintendents' contracts if the board doesn't act by June 15, 1995; e) receiving input from the community, professional staff, etc.; f) the impact central office reductions will have on instruction and curriculum; and g) the stipulations for the new superintendent to conduct an assessment of central office reorganization and the timeline allotted for the new superintendent to plan. The president called for the vote on the second substitute motion which carried with board members Walker, Thibodeaux and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Mims, Pugh, Milam, Brooks, Powell, Boykin and Adams.

**JOB DESCRIPTION FOR DEPUTY SUPERINTENDENT POSITION (DR. HITCHCOCK)**

Mr. Slack called the board's attention to information that was included in the mailout, at the request of a board member. In view of the action taken by the board relative to the extension of assistant superintendents' contracts, Dr. Hitchcock said he had no motion to offer.

**EVEN START APPLICATION**

The president stated that information included in the mailout serves as notice that an application is being developed and will be placed on the next board meeting agenda.

**REGULATIONS PERTAINING TO OVERTIME POLICY GDKA (THIBODEAUX)**

Mr. Thibodeaux moved, seconded by Mr. Burton, to change the wording in paragraph two in the overtime policy GDKA to read, "Vacation and holiday leave will be included as time worked in determining overtime worked in a work week." Vote on the motion carried unanimously.

**RECOMMENDATIONS FROM DISCIPLINE POLICY REVIEW COMMITTEE**

Mr. Slack called board members' attention to the data that was included in the mailout. He said staff is requesting to know whether the board desires to conduct the public hearing or whether staff will conduct the hearing. Mr. Powell moved, seconded by Mr. Adams, that the board will conduct a public hearing; and, the board president will decide on the date. Mr. Thibodeaux asked the interim superintendent to consider the concerns of CAE as expressed by CAE's president during the visitor's section of the board meeting. Discussion ensued on the timeline for the board to conduct the hearing, the publication schedule, and policy distribution schedule to schools. Mr. Powell moved, seconded by Mr. Brooks, to schedule the public hearing for 5:30 p.m. until 6:30 P.m. on Wednesday, May 17, 1995. Vote on the motion carried unanimously. Dr. Hitchcock asked staff to provide all principals with a copy of the revised discipline policy for feedback.

**PROCLAMATION - NATIONAL TEACHER DAY**

Mr. Thibodeaux moved, seconded by Mr. Brooks, that the proclamation proclaiming May 9th as National Teacher Appreciation Day be approved. The president asked Mrs. Pugh to read the proclamation aloud.

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

WHEREAS, teachers open our children's minds to ideas, knowledge, and new possibilities;  
and  
WHEREAS, teachers reach out to every child, regardless of ability, class, color or creed; and  
WHEREAS, teachers, in partnership with parents, instill sound values and good character  
in our nation's young people; and  
WHEREAS, teachers renew American democracy by fostering informed and active citizenship;  
and  
WHEREAS, teachers continue to influence us long after our school days are only memories;  
NOW, THEREFORE,

I, Mark Milam, serving as                      president                      of  
                    Caddo Parish School Board                    , do hereby proclaim Tuesday, May 9, 1995, as  
**NATIONAL TEACHER DAY**

I urge all citizens to observe this day by taking time to remember and honor those who give the gift of knowledge through teaching.

Signed this                      19th                      day of                      April                     , 1995.

Vote on the motion carried unanimously.

**ENRICHED CREDIT REQUESTS**

Mr. Burton moved, seconded by Mr. Brooks, approval of the three courses (Twentieth Century Issues and Problems, Multicultural Perspectives, and Engineering Graphics) for enriched credit. Mr. Powell asked if staff is having difficulty in filling these classes. Dr. Holt responded that students are more willing to enroll in the magnet program if it does not jeopardize their academic standing. Dr. Sandra McCalla,

principal at Captain Shreve High School, commented on the strengths and weight of the courses. She emphasized that the merit of the courses (content and level at which the courses are conducted) warrants enriched credit. Discussion continued on the prerequisites for the referenced courses and on enriched credits and how they impact students' grade point averages. Mr. Burton moved, seconded by Mr. Brooks, to call for the question. Vote on the motion carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks and Dr. Hitchcock. Mrs. Walker was absent for the vote. Vote on the main motion carried with board members Vance, Powell, Boykin and Adams opposed. Board members supporting the motion were Burton, Thibodeaux, Mims, Pugh, Milam, Brooks and Dr. Hitchcock. Mrs. Walker was absent for the vote.

## **STUDENT UNIFORM SURVEY RESULTS**

Mr. Slack said information was included in the mailout, at the request of Mr. Brooks. Mr. Brooks thanked the staff for compiling the report.

## **SUBSTITUTE TEACHER PROPOSAL**

Mr. Slack said that the request is to increase substitute teachers' pay from \$40 to \$46 per day, effective April 10, 1995. Mr. Brooks moved, seconded by Mr. Burton, approval for an increase in the daily rate of pay for substitute teachers as outlined in the mailout, to be effective April 10, 1995. Vote on the motion carried with Mr. Thibodeaux opposed; Mrs. Walker was absent for the vote; and, board members Vance, Burton, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock supported the motion.

## **PROCEDURES UTILIZED IN GRANTING REQUESTS FOR LEAVES**

Mr. Powell moved, seconded by Mrs. Boykin, that the CPSB policy relative to the granting of leave requests by the CPSB be supplemented by the following:

"The following information shall be provided in writing to the CPSB prior to its action on requests for leave without pay:

1. The employee's reason or purpose for making the leave request (set forth in sufficient detail but without violating the employee's privacy rights);
2. The period for which the leave is requested, including the commencing and ending dates;
3. A statement from the staff as to why the granting of the leave request would be in the best interest of the school system;
4. A recommendation from the superintendent as to whether the leave request should be granted; and
5. Verification on a written form by the employee's immediate supervisor that he or she is aware of the leave request and agrees with its approval."

Vote on the motion carried with Mrs. Walker absent for the vote. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

## **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** The interim superintendent informed the board that an explanation regarding one of the leave requests was placed at board members' stations. He recommended that the following requests for leaves be granted.

Leave Without Pay (Personal), 1995-96 School Year  
Gay Turner, Teacher, Shreve Island Elementary School  
Elizabeth Woods, Teacher, Donnie Bickham Middle School

**Requests of the Board.** Lydia Barber, teacher at Shreve Island, requested a leave without pay for the remainder of the 1994-95 school year in order to care for her father who is seriously ill.

Verge Bedford, employee in the maintenance department, requested leave without pay from March 1, 1995 through May 1, 1995 in order to recover from surgery.

Mr. Brooks moved, seconded by Mr. Mims, approval of the leave requests as recommended by staff. Vote on the motion carried with board members Walker and Burton absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.



**Staffing Reassignment at Caddo Magnet High School.** Mr. Slack informed the board that Principal Ascension Smith suffered an accident recently and will be unable to return to work before the end of the 1994-95 school year. He informed the board that Dr. Beatrice James, assistant principal for instruction at Caddo Magnet High School, has been designated to serve as acting principal during Mrs. Smith's absence. Mr. Brooks moved, seconded by Mrs. Boykin and Mr. Mims, approval of staff's action. Vote on the motion carried with Mr. Burton and Mrs. Walker absent for the vote. Board members Vance, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock supported the motion .

**Report on Incentives for Certification.** Mr. Slack called board members' attention to the report in the mailout on ways to provide support and incentives to classified employees who are interested in pursuing teacher certification. He said a report will be presented to the board for its consideration prior to the 1995-96 school year.

**Banquet.** Mr. Slack announced that the Vocational Education Banquet will be held at the Civic Center on Thursday, April 20, 1995, at 7:30 p.m.

## **UNFINISHED BUSINESS**

**Update - Superintendent Search Committee.** Burnadine Moss Anderson, administrative assistant to the superintendent/communications and board liaison in the superintendent search, informed the board that the superintendent search process remains on schedule, and the sixth semifinalist will be interviewed on Friday, April 21, 1995. She distributed the updated schedule to board members for their review and use. Mrs. Anderson stated that it is still anticipated and projected that the superintendent of schools could be named by Friday, May 5, 1995.

Mr. Thibodeaux moved, seconded by Mrs. Boykin, that on Friday, April 21, 1995, after the interview with the final semifinalist, the CPSB may decide in open session to choose less than six candidates to continue speaking with at that time. Mr. Thibodeaux said that this motion gives the board the ability to come back into open session to decide if it wants to deal with less than six candidates. Board members expressed concern that passage of this motion would send the wrong message to the public. Debate ensued on: a) the possible reduction of travel plans and cost if candidates are reduced; b) the scheduled timeline to reduce the semifinalists to three; c) the need to receive input from the advisory committee and/or public; d) other methods of conducting background checks on candidates; and, e) certification documentation. The president called for the vote which failed with board members Thibodeaux, Brooks and Boykin supporting the motion. Board members opposed were Walker, Vance, Burton, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. Mrs. Pugh asked the president to identify travel itineraries for board members. The president announced that Mr. Powell is traveling to Connecticut; Mr. Vance is traveling to New York; Mr. Adams is traveling to Mississippi and has already traveled to Indiana; Mr. Thibodeaux is traveling to Arkansas and Oklahoma; and, Mr. Milam is traveling to Minnesota and South Dakota.

## **NEW BUSINESS**

**Board Travel.** Mrs. Pugh moved, seconded by Mr. Vance, that the CPSB would take action to determine to which destinations the board should plan travel. Mrs. Pugh encouraged the board to maintain the integrity of the search process. She noted that it is her recommendation that after the final interview has been conducted, that the board will be in a clear posture to make travel plans/decisions or cancel arrangements. Discussion ensued on scheduling a board meeting after Friday (midnight), April 21, 1995 and on the budgeted travel allowance. Mr. Burton moved, seconded by Mr. Thibodeaux, to call for the question. Vote on the motion to end debate carried with board members Vance and Powell opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Boykin, Adams and Dr. Thibodeaux. Vote on the main motion failed with board members Walker and Brooks supporting the motion. Board members opposed were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin, Adams, and Dr. Hitchcock.

## **ANNOUNCEMENTS AND REQUESTS**

**School Away From School (SAFS).** Dr. Hitchcock asked staff to investigate a report that one SAFS in particular, and perhaps another, has reached its capacity to serve students with special needs. If the report is found to be accurate, he asked staff to offer recommendations to the board on how to remedy this problem. Also, to add an item to the May, 1995 school board meeting agenda referencing this concern.

**Special Recognitions.** Mr. Thibodeaux requested staff to give equal time to recognizing students for outstanding academic achievements as done for those achieving noteworthy athletic feats. He asked that if it is a group recognition, that members of the group be recognized individually.

Mrs. Walker agreed that students should be recognized for academic accomplishments.

**Scholars' Breakfast.** The president announced that the Class of '96 Scholars Breakfast will be held Friday, April 21, 1995, at 8 a.m. at the Convention Center.

**Nurses' Compensation.** Mrs. Walker inquired about an update on compensation for school nurses. Willie Henderson, assistant superintendent for human resource services, reported that staff has worked out a plan and compensation will be effective in the May, 1995.

**CORE Curriculum.** Mr. Powell encouraged staff to consider establishing a CORE curriculum program at a school in the northern part of the parish. Mrs. Walker informed the board that she has spoken with the principal at Creswell Elementary School about this program. She said she is waiting until after the program's first operational year for an evaluation to be conducted before pursuing the request to establish a program in the north.

**Senior Recognition Banquet.** Mr. Slack announced that the Senior Recognition Banquet will be held at the Holidome on April 27, 1995 at 7 p.m.

## EXECUTIVE SESSIONS

**Student Placement Appeal.** Staff informed the board that the student placement appeal has been settled.

**Pending Litigation - Richardson vs CPSB.** Mr. Powell moved, seconded by Mrs. Pugh, for an executive session to hear pending litigation for approximately 15 minutes. Vote on the motion carried.

**Recess.** The president called for a five minute recess at approximately 8:26 p.m. and the board reconvened at approximately 8:36 p.m.

Mr. Burton excused himself from the meeting at approximately 8:27 p.m. Mr. Thibodeaux excused himself from the meeting at approximately 8:37 p.m.

The board went into executive session at approximately 8:37 p.m. and reconvened at approximately 8:46 p.m. Mr. Adams moved, seconded by Mr. Brooks, to accept staff's recommendation in Case No. 94-0889, U. S District Court, WDLA, in the full sum of \$8,000. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, the president declared the meeting adjourned at approximately 8:47 p.m.

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S. L. Slack, Interim Secretary

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Mark Milam, President

## April 21, 1995

The **Caddo Parish School Board** (CPS B) met in special session in its office at 1961 Midway Street (Room 1), Shreveport, Louisiana at 4 p.m. on Friday, April 21, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Willie D. Burton was absent. S. L. Slack, interim secretary, was present also. The invocation and Pledge of Allegiance were dispensed with.

The president stated that the purpose of the special school board meeting is to entertain a motion to go into executive session to interview Dr. Roger A. Damerow (Waterbury, CN semifinalist for the position of superintendent of Caddo Public Schools.

Mr. Adams and Mr. Powell moved, seconded by Mr. Brooks, for an executive session for approximately two hours to interview Dr. Damerow, semifinalist for the position of superintendent of Caddo Public Schools. Vote on the motion carried unanimously. The board went into executive session at approximately 4:15 p.m. and reconvened at approximately 6:30 p.m. Board members and Dr. Damerow relocated to the board room to engage in a media conference and public reception.

**Adjournment.** There being no further business, the president declared the meeting adjourned at approximately 7:25 p.m.

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S.L. Slack, Interim Secretary

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Mark Milam, President

**April 27, 1995**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana on Thursday, April 27, 1995, at 5 p.m. with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by the president.

The president stated that the purpose of the special school board meeting is to entertain a motion to go into executive session to discuss and/or receive reports concerning the character, competence and other private matters regarding the individual candidates. The board will also decide on three finalists for the position of superintendent of schools.

Mr. Adams asked that John Bowman, co-chairman of the CPSB's Citizens Advisory Committee for the Superintendent Search, be allowed to address the board. The president announced that it is the consensus of the board that Mr. Bowman be allowed to speak.

Mr. Bowman expressed appreciation to the board for allowing the committee to meet with the candidates to interview them and to ask questions. The committee was officially dissolved as of its last meeting, and committee members hopefully provided input to their individual board member. The committee did not make any recommendations or reach any consensus as a committee. He thanked the board for the privilege and opportunity to serve on the Citizens Advisory Committee. Mr. Bowman said he feels that the committee conveyed to each candidate the fears, concerns and frustrations that have been experienced by teachers, students, administration and interested citizens. He informed the board that one disappointment was experienced by the committee and that is the lack of participation by citizens during the public meetings and interviews. Mr. Bowman stated his support of the freedom of the board to select the superintendent. On behalf of the board, the president thanked Mr. Bowman and committee members for their willingness to serve and noted that the committee's input is very beneficial to the CPSB. Other board members personally recognized and thanked their committee representative for serving on the Citizens Advisory Committee.

#### **EXECUTIVE SESSION**

Mr. Adams moved, seconded by Mr. Brooks, for the CPSB to go into executive session to discuss and/or receive reports concerning the character, competence and other private matters regarding individual candidates for approximately 15 minutes. Debate ensued on the time allotment and board members agreed to go into executive session for approximately 20 minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 5:11 p.m. and reconvened at approximately 5:40 p.m.

#### **SELECTION OF THREE FINALISTS FOR THE POSITION OF SUPERINTENDENT**

Burnadine Moss Anderson, administrative assistant to the superintendent and board liaison in the superintendent search process, reviewed the voting procedure. Each board member was asked to vote for three finalists, and ballots identifying the six semifinalists were distributed for this purpose. Mrs. Anderson reported that staff has secured, for the board, information which relates to companies available to conduct the background checks. Staff recommended that Southern Research, a local company, be allowed to conduct the search. The background check reports will be presented to the board at its special meeting on May 3, 1995. The reports will include criminal conviction history, credit history, official driving record, verification of former employment and confirmation of educational/professional credentials. Mrs. Anderson informed the board that staff has a form, Authorization and Consent to Conduct Background Check Information, that finalists will be asked to sign immediately following today's meeting. The calendar also dictates that at the May 3 meeting, the board will select two finalists for negotiations to begin.

The president declared the floor open for voting and the results were: Dr. Roger A. Damerow (3 - Walker, Pugh and Mims); Dr. James Foster (8 - Walker, Thibodeaux, Brooks, Powell, Milam, Boykin, Adams

and Dr. Hitchcock); Dr. Tome R. Hayes (3 - Powell, Boykin and Adams); Willie L. Henderson (7 - Vance, Burton, Pugh, Mims, Brooks, Milam and Dr. Hitchcock); Dr. Richard J. McClements (5 - Walker, Vance, Thibodeaux, Milam and Dr. Hitchcock); and, Dr. Horace Maxile (6 - Vance, Burton, Pugh, Mims, Brooks and Powell). The president announced that the top three finalists are Dr. James Foster (8 votes); Mr. Willie Henderson (7 votes); and, Dr. Horace Maxile (6 votes).

Mrs. Pugh commented that the board did not authorize staff to conduct a background search on one of the finalists who has worked outside of the parish. She said it is necessary for the board to authorize a board representative to travel to the city of Dr. Foster's previous employment. The president asked board members who are interested in traveling to inform him following the meeting. Staff was authorized to proceed with getting the authorizations and to initiate the background checks. Mr. Powell congratulated the three finalists.

Mr. Adams questioned the date that was originally scheduled for the CPSB to announce the superintendent of Caddo Public Schools. He informed the board of a commitment that he has on May 5, 1995, and asked the board to consider rescheduling the announcement date to Monday, May 8, 1995, at 5 p.m. Mrs. Pugh informed the board that rescheduling the meeting to Monday, May 8, 1995, at 5 P.M. creates a dilemma for her in that she has consented to attend a seminar on May 8 which starts at 5:30 P.M. The board unanimously agreed to reschedule the time and date for the special meeting to 3:30 P.M. on Monday, May 8, 1995.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. The motion was seconded by Mr. Brooks, and the meeting adjourned at approximately 5:58 p.m.

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S. L. Slack, Interim Secretary

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Mark Milam, President

### May 3, 1995

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, May 3, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D., present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, and Johnny Vance, Jr. Also present were Interim Secretary S. L. Slack and Legal Counsel Fred Sutherland, staff and other visitors. Mrs. Pugh read from Psalm 25, followed by the Pledge of Allegiance.

**Agenda Items.** Mr. Slack reviewed the proposed agenda for the May 17, 1995 school board meeting. The following items were added: "Last Day of School - May 26, 1995" (Walker) and "Executive Sessions - Employee Grievance and Personnel Recommendations." "Student Cap at School Away From School" was deleted. The following items were categorized as consent agenda: 9, 12-21, 23-29, and 31.

### DISCUSSIONS

**Personnel Recommendations.** Mr. Brooks indicated that he had some concerns relative to the personnel recommendations being made at the May, 1995 meeting and requested that an Executive Session be placed on the May 17, 1995 agenda in order to discuss those concerns if needed. President Milam asked if the position in question has been filled and Willie Henderson, assistant superintendent for Human Resource Services, responded that none of the personnel recommendations to be presented at the May 17, 1995 meeting have been concluded at this time. Mr. Milam suggested that staff might want to meet with Mr. Brooks to receive his concerns/input and possibly resolve the issues prior to the meeting.

**Discipline Policy.** Mr. Powell asked if the intention at the May 17, 1995 meeting would be to vote on the proposed Discipline Policy. Interim Secretary Slack responded that the intent is to receive input and to come back to the board at its June meeting. Dr. Hitchcock also asked if this program impacts the schools and principals in the way that they handle suspensions / expulsions, or is it how students are handled after they have been expelled or suspended. Dr. Foster, assistant superintendent for administrative services, responded that this policy deals with how students are handled after they have been expelled or suspended, and it does not affect how the school / principal would handle an expulsion / suspension. It would provide an opportunity for the students to continue their educational program if they are suspended/expelled for a long period of time.

## **WORK SESSION**

**Goals 2000.** Mr. Powell asked board attorney Fred Sutherland if he has prepared an opinion on the Goals 2000 agenda item. Mr. Sutherland answered that he, having just received the information, plans to have this information for the May meeting and will work toward having this information included in the board mailout.

**Last Day of School - May 26, 1995.** Discussion took place on the effect of changing the last day of school to May 2, 1995. Board members asked staff how a decision to end school on May 26, 1995 would affect hourly employees, planned end-of-the-year activities, testing schedules, teachers working those last two days, etc. Staff responded that all of these areas are affected by a change in the calendar at this late date, and a decision would need to be known as soon as possible so that adjustments at all levels could be made. Staff was requested to include in the mailout all information that might be important in order for the board to make a decision in this matter.

**Substitute Teachers.** Mr. Burton requested staff to look at the feasibility of using retired and disabled teachers for substitute teacher purposes and to report back to the board at its June, 1995 meeting.

Dr. Hitchcock moved, seconded by Mrs. Pugh, approval of the proposed agenda for the May 17, 1995 meeting. Motion carried unanimously.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:09 p.m.

## **May 3, 1995**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:27 P.m. Wednesday, May 3, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, and Johnny Vance, Jr. Also present were Interim Secretary S. L. Slack, Legal Counsel Fred Sutherland staff and other visitors. Sybil Walker was absent due to illness.

The President stated that the purpose of the special session is for the CPSB to entertain a motion to go into executive session to receive background check reports on candidates for the superintendent of schools position.

### **UPDATE - SUPERINTENDENT SEARCH COMMITTEE**

Burnadine Moss Anderson, administrative assistant to the superintendent/communications, stated that for today, the superintendent search calendar calls for the board to receive reports on findings from explorations made relative to background checks on the candidates. At its last meeting, the board authorized staff to proceed with securing the services of Southern Research to conduct background checks covering the areas of criminal conviction histories, credit history, official driving record, verification of former employment, and confirmation of educational and professional credentials. Mrs. Anderson introduced Tom Ostendorff III, Southern Research, who would later present his report to the board in executive session. Mrs. Anderson presented to the board options for its consideration for use in narrowing the number of candidates to two for negotiations.

After discussion on the process followed in the previous superintendent search and on the options the board might use today to narrow the number of candidates to two, a motion was made by Mr. Burton, seconded by Mr. Vance, that each board member will get two votes and the two candidates receiving the most number of votes will enter into negotiations.

A substitute motion was made by Mrs. Boykin, seconded by Mr. Thibodeaux, that each board member will get one vote and the two candidates receiving the highest number of votes will enter into negotiations. Vote on the substitute motion carried with Board members Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock supporting the motion. Board members opposed were Vance, Burton, Pugh, Mims and Brooks.

### **EXECUTIVE SESSION - RECEIPT OF BACKGROUND CHECK REPORTS ON CANDIDATES FOR THE SUPERINTENDENT OF SCHOOLS POSITION**

Mr. Burton moved, seconded by Mr. Vance, for the Caddo Parish School Board to go into executive session for 20 minutes to receive background check reports on candidates for the superintendent of schools position. Motion carried.

The board went into executive session at 5:05 p.m. and the meeting reconvened at 5:50 p.m.

### **SELECTION OF TWO FINALISTS FOR NEGOTIATIONS FOR THE POSITION OF SUPERINTENDENT OF SCHOOL**

President Milam called each candidates' name with each board member voting one time. The results are: Dr. James E. Foster (6 votes - Thibodeaux, Powell, Milam, Boykin, Adams and Dr. Hitchcock); Mr. Willie Henderson (4 votes - Vance, Pugh, Mims, Brooks); and Dr. Horace Maxile (1 vote - Willie Burton). Mr. Milam stated that negotiations will begin with the top two -- Dr. James Foster and Willie Henderson, and a decision will be made at the special board meeting on Monday, May 8, 1995, at 3:30 p.m. as to who the next superintendent will be.

**Adjournment.** There being no further business, Mrs. Boykin moved, seconded by Mr. Brooks and Mr. Burton, for adjournment. The meeting adjourned at approximately 5:52 p.m.

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S. L. Slack , Interim Secretary

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Mark Milam, President

**May 8, 1995**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana on Monday, May 8, 1995, at 3:30 p.m. with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by the president.

The president stated that the purpose of the special school board meeting is to entertain a motion to go into executive session to receive negotiation reports on the two finalists for the position of superintendent of schools. Board members will also select and announce the superintendent of Caddo Public Schools.

### **EXECUTIVE SESSION**

Mr. Powell moved, seconded by Mr. Burton, for the CPSB to go into executive session for approximately 10 minutes to receive negotiation reports on the two finalists for the position of superintendent of schools. Vote on the motion carried unanimously. The board went into executive session at approximately 3:35 p.m. and reconvened at approximately 3:54 p.m.

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

Mr. Adams moved, seconded by Mr. Powell, that Dr. James E. Foster be hired as Caddo Parish superintendent of schools in the terms of the conditions of the contract that was agreed to. Mrs. Pugh commented that the board has a selection process in place and the process has not been completed. She emphasized that the board is still in a voting mode, and the board has not voted on the two candidates. Mr. Vance echoed Mrs. Pugh's thoughts and encouraged the president to stay with the process and call for a vote on each candidate. Discussion ensued on the method that the board would use to select a superintendent. Mr. Brooks asked the board to adhere to its established process. Board members Powell, Walker and Dr. Hitchcock encouraged the board to proceed with the established voting process, as expressed by other board members. The president announced that the consensus of the board is to proceed with the established voting process. He called for the vote on the two candidates, alphabetically, and the following votes resulted: James E. Foster - seven votes (Walker, Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock); Willie L. Henderson - five votes (Vance, Burton, Mims, Pugh and Brooks). The president announced that Dr. James E. Foster is superintendent of Caddo Public Schools. Mr. Adams made a motion, seconded by Mr. Thibodeaux, for the board to move unanimously, by acclamation, that Dr. James E. Foster be hired as superintendent of the Caddo Parish School System. Mrs. Pugh asked that the motion be amended to state that a copy of the contract will be placed in the board's records, and that the president is authorized to sign the contract for the board. The board accepted the amendment as part of the motion. Vote on the motion carried unanimously. The president announced and presented Dr. James E. Foster as superintendent of

Caddo Public Schools.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Vance seconded the motion which carried unanimously. The meeting adjourned at approximately 4:05 p.m.

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S. L. Slack, Interim Secretary

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Mark Milam, President

## **SUPERINTENDENT EMPLOYMENT CONTRACT**

This agreement has been made and entered into on this 8 t h day of May, 1995, 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, John Mark Milam, duly authorized to act herein by resolution adopted May 8, 1995, a certified copy of which is annexed hereto, hereinafter referred to as "Board",

And

JAMES E. FOSTER, a person of the full age of majority, being a resident of Shreveport, Caddo Parish, Louisiana, hereinafter

referred to as "Superintendent"

both of whom did declare and agree as follows:

### **W I T N E S S E T H**

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 JAMES E. FOSTER and JAMES E. FOSTER hereby accepts such appointment and employment as Superintendent of Schools for Caddo Parish, Louisiana for a term of three (3) years and fifty-three (53) days, commencing May 9, 1995 and ending at midnight on June 30, 1998:

#### **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 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 Ex-Officio 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 send/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 Eighty Nine Thousand and No/100 (\$89,000.00) 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. 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.

In each of the two years following completion of the first year of this contract the Board agrees to increase the Superintendent's salary up to six percent (6%) of the total annual minimum base salary of the Superintendent for the preceding year if, and only if, the Board deems the Superintendent to have performed adequately during the previous year. The determination of adequate performance on the part of



the Superintendent shall be decided solely by the Board based upon the written job description and performance objectives mutually agreed upon by the Board and Superintendent, in accordance with the provisions of Paragraph 14 of this contract.

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

The Superintendent shall receive twenty (20) vacation days annually, exclusive of legal holidays and 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 serve as Acting Superintendent during this 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 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 therefore 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 may purchase a life insurance policy on his life with such insurance carrier as the Superintendent shall determine that will provide at the Superintendent's option, 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, which payment shall be made by the Board only during the Superintendent's term of employment. The Superintendent shall pay any premium cost in excess of such amount.

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

A. The Board also agrees to place 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 until 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.

## **8. 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.

## **9. 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 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.

#### **10. 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.

#### **11. 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.

#### **12. 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.

#### **13. 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.

#### **14. GOALS AND OBJECTIVES**

On or before August 1, 1995, the Superintendent will develop, in cooperation with the Board and the staff of the Board, school system goals and objectives for the 1995-1996 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 June 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.

#### **15. EVALUATION OF SUPERINTENDENT**

The Board shall annually evaluate in writing the Superintendent's performance for the preceding year. 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 fifteen (15) days after the Superintendent has received a copy of said evaluation.

#### **16. RENEWAL NOTICE**

The Board agrees to notify the Superintendent in writing, on or before December 31, 1997, whether or not it intends to renew his contract for an additional term commencing July 1, 1998, 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, 1998.

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 October 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, 1998.

#### **17. 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.

#### **18. 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.

#### **19. 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.

#### **20. 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.

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:

S. L. Slack

Gloria Finister

S. L. Slack

By John Mark Milam

John Mark Milam  
President

James E. Foster  
James E. Foster  
Superintendent

STATE OF LOUISIANA

PARISH OF CADDO

SWORN TO AND SUBSCRIBED before me this 8th day of May, 1995, by JOHN MARK MILAM.

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Notary Public  
FRED H. SUTHERLAND, Notary Public  
Caddo Parish, Louisiana  
My Commission Is For Life

STATE OF LOUISIANA

PARISH OF CADDO

SWORN TO AND SUBSCRIBED before me this 8th day of May, 1995, by JAMES E. FOSTER.

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Notary Public  
FRED H. SUTHERLAND, Notary Public  
Caddo Parish, Louisiana  
My Commission Is For Life

**May 17, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, May 17, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Willie D. Burton, Miles. E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux and Sybil B. Walker. Johnny Vance, Jr. arrived at approximately 3:35 p.m. Jerry Tim Brooks was absent. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mrs. Walker.

**CONSIDERATION OF MINUTES OF THE APRIL 10-13, 18-19, 21, 27, 1995; MAY 3 and MAY 8, 1995 MEETINGS**

Referencing the minutes of April 19, 1995, under the heading "Year Round Education," page seven, Mr. Powell asked that the minutes be amended to reflect that he supported the substitute motion. Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the minutes of the April 10-13, 18, 19 (as amended), 21, 27, 1995; May 3 and May 8, 1995 meetings. Vote on the motion carried unanimously.

**CONSENT AGENDA**

The board reviewed the agenda and categorized the following items as consent agenda:

**Agenda Item No. 9**

**Consideration of Possible Recommendation From Bidder Disqualification Panel.** Staff recommended that action on bid proposal agenda items #10.A.29, #10.A.39 and #10.A.44 be postponed and a special board meeting be called for Wednesday, June 7, 1995, immediately following the Executive Committee meeting scheduled that day to consider the bidder disqualification hearing panel's determinations and recommendations, and to also act upon these three bids.

**Agenda Item No. 10**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for playground equipment for several schools; janitorial chemical supplies for all schools; janitorial paper supplies for all schools; janitorial supplies for all schools; janitorial poly can liners; janitorial tools and electrical supplies; fluorescent ballasts for all schools; laundry detergent and bleach; musical instruments and equipment; sewing machines and cabinet for several high schools; band uniforms for Booker T. Washington; filters - heating, ventilating and air conditioning; workstations and chairs for Caddo Career Center; large kitchen equipment for several schools; area lighting at Caddo Stadium Project 193; gymnasium lighting at Fair Park High School, Project 194; smoke detection system at Ingersoll Elementary, Project 195; replace boiler, Ridgewood Middle School, Project 203; football field sprinkler system, C. E. Byrd, Project 204; Northside Elementary School Boiler Replacement, Project 190; Oak Park, Eighty-First Street, and Linwood Paving, Project 200; Lakeshore Elementary School Gymnasium Ventilation, Project 189; Central and Queensborough waterproofing and drainage repairs, Project 206; boiler replacement at Oak Park Elementary, Project 191; driveway and drainage improvements, South Highlands, Project 188; ADA modifications, Green Oaks High, Project 202; south parking lot, Caddo Career Center and north parking lot at Sunset Acres Elementary, Project 199; school parking lot additions at Blanchard, Newton Smith, Pine Grove, Cherokee Park, Project 205; ROTC rifle range, Fair Park High, Project 198; cafeteria renovations, Vivian Elem/Middle School, Project 197; staff development center HVAC modifications, Project 157A; bus wash treatment system, Phase II, Project 187A; counselors offices, Huntington High, Project 211; gym floor replacement at Woodlawn and J. S. Clark; carpeting at Eighty-First, Fair Park, George P. Hendrix, West Shreveport, Woodlawn, A. C. Steere; repair, refinish gym and stage floors at Hosston, Lakeshore, Linwood and Turner; asbestos removal at Bethune, Blanchard, Caddo Middle Magnet, Fairfield, Herndon, Mooretown, North Caddo, Northside, Oak Park, Ridgewood, A. C. Steere, Summer Grove and Vivian; resilient flooring at Atkins, Bethune, Blanchard, Caddo Magnet, Fairfield, Herndon, Mooretown, North Caddo, oak Park, Summer Grove and A. C. Steere; reroof (asbestos) Alexander and Stoner Hill; reroof Captain Shreve Buildings F and D; software - federal funds; video cards - federal funds; Apple computers; bus maintenance supplies and recapping truck tires. A copy of the tabulation bid sheets marked "Exhibit A, 55 pages, May 17, 1995" is filed in the official papers of the board.

**Agenda Item No. 13**

**Sales Tax Commission Budget.** Staff recommended that the 1995-96 Caddo-Shreveport Sales and Use Tax Commission Budget be approved. The estimated amount of the school board's share of this budget is \$258,44.

**Agenda Item No. 14**

**Levy of 1995 Property Tax Millage.** Staff recommended that the resolution levying millage on the 1995 tax roll for Caddo Parish be adopted.

**Resolution Levying Millage on the 1995 Assessment Roll for Caddo Parish**

By Michael J. Thibodeaux

Be It Resolved, that this school board does hereby levy on all property subject to taxation within the Parish of Caddo the following ad valorem taxes for school purposes on the 1995 tax roll:

I. Parishwide

A. For General Fund

9.64 mills constitutional tax

19.26 mills operation and maintenance tax

12.67 mills operation and maintenance tax

B. For Construction Fund

7.71 mills special building, repair and equipment tax

C. For Bond and Interest Fund

5.30 mills for bond and interest tax

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

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

Seconded by Ron Adams

On roll call vote this 17th day of May, 1995, the foregoing resolution

was adopted as follows:

Yeas: Ron Adams  
Judy D. Boykin  
Miles Hitchcock, Sc.D.  
Mark Milam  
Alvin Mims  
Michael E. Powell III  
Mildred B. Pugh  
Michael J. Thibodeaux  
Sybil B. Walker

Nays: Willie D. Burton  
Johnny Vance, Jr.

Absent: Jerry Tim Brooks

I hereby certify that the above resolution levying the property tax millage for 1995 was adopted by a vote of 9 yeas and 2 nays being a majority.

/s/ James E. Foster, Ed.D.  
Superintendent  
Caddo Parish School Board



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

**Request to Use George P. Hendrix Elementary School Facilities.** Staff recommended that first United Methodist Church be authorized to use George P. Hendrix Elementary School facilities for the period June 1 - August 4, 1995 for a summer program, with the stipulation that fees be waived and hold harmless agreements be signed.

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

**Request for School Bus Transportation for LSU-S Nature Day Camp Program and LaPREP.** Staff recommended approval of the request from LSU-S Nature Day Camp and LaPREP to rent a school bus for field trips to nature parks and some of the major businesses this summer.

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

**Request for School Bus Transportation by Boy Scouts of America.** Staff recommended that the request from the Norwella Council, Inc. of the Boy Scouts of America to rent approximately four school buses in July, 1995 be approved. Boy Scouts will be transported to the local Boy Scouts camp at Garland Scout Ranch.

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

**Request for School Bus Transportation by Shreveport Green.** Staff recommended that Shreveport Green be authorized to use three school buses during the period June 5, 1995 - July 28, 1995 for the ShrevCORPS summer program in accordance with the Shreve cost agreement and the stipulation that a hold harmless agreement be signed.

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

**Approval of Assignments of Mineral Lease.** Staff recommended that the resolutions contained in the mailout authorizing the assignment of certain interests in State Mineral Lease 6055 be adopted.

## **RESOLUTION**

On motion of Michael J. Thibodeaux, seconded by Ron Adams, the following resolution was offered and adopted by the Caddo Parish School Board:

BE IT RESOLVED by the Caddo Parish School Board that the assignment of certain instrument entitled "Assignment of Interests in Oil, Gas and Mineral Leases and Bill of Sale" (dated December 6, 1995, effective December 31, 1995, and filed under Instrument No. 525500 in the Conveyance Records of Caddo Parish, Louisiana, on February 10, 1992), presented at the meeting of the Board held on the 17 day of May, 1995, be approved:

The assignment being of State Agency Lease 6055 from ARKLA EXPLORATION COMPANY, as Assignor unto COHORT ENERGY COMPANY of Dallas, Texas, as Assignee, but only insofar as that part of the Lease that is included within the drilling and spacing unit as established by the Louisiana Department of Conservation in the Arkla Exploration Company - Caddo Parish School Board 1-16 SU YY well located in Section 16, Township 15 North, Range 12 West, Caddo Parish, Louisiana:

The approval of this assignment is expressly made and accepted subject to all rights and interest of the Caddo Parish School Board in said lease and to certain conditions in the absence of which approval of the said assignment would not have been given, as follows:

- 1) That all terms and conditions of the basic lease will be fulfilled, including but not limited to the full payment of all rentals and royalties, regardless of the division of leasehold interests resulting from the instrument;
- 2) That failure to comply with the terms and conditions of the basic lease by the original lessee, or any assignee, sublessor or sublessee, prior or subsequent hereto, shall not be deemed waived by the approval of said instrument by the Caddo Parish School Board, it being distinctly understood that the Caddo Parish School Board does not recognize said instrument as creating a novation, as regards any right or interest of Caddo Parish School Board;
- 3) That in the event any owner or owners of a leasehold working interest in the basic lease responsible to the lessor therein for development of the leased premises, whether such interest is created by the basic lease, assignment, or sublease thereof, releases or agrees to release such leasehold working interest

in the leased premises or in a segregated portion thereof, then all owners of such leasehold working interest or of rights to acquire such an interest agree to join in a release or to otherwise execute a similar release of their leasehold interests or rights to said lessor, it being provided, however, that any release to said lessor purporting to cover the entirety of such leasehold working interest in the leased premises or in a segregated portion thereof, shall be binding and effective on the interests of all owners of interests in the lease, relegating any non-signatory party to such remedy, if any, as such party may have against the owner or owners executing the release;

- 4) This approval is given merely for the purposes of giving validity to the assignment or sublease under the provisions of R.S. 30:128 and R.S. 30:158, but the School Board, by giving its approval, does not adopt any of the terms and conditions in the assignment or sublease and specifically reserves the right to take its royalty oil, gas and other minerals in kind and the approval of this instrument may not operate as the School Board's approval of any sales contracts which may have been heretofore entered into by the assignor or sublessor. Furthermore, the School Board's approval of this sublease or assignment in no way recognizes the validity of any descriptions contained therein; and
- 5) That for purposes of recordation and notice, certified copies of this resolution be attached to all copies of the instrument approved hereby.

### CERTIFICATE

I hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Caddo Parish School Board held in the City of Shreveport, Louisiana, on the 17th day of May, 1995, pursuant to due notice, at which meeting a quorum was present and that said resolution is duly entered in the Minute Book of said Board and is now in full force and effect.

/s/ James E. Foster, Ed.D.  
Secretary, Caddo Parish School Board

A copy of the assignment of oil, gas and mineral leases and bill of sale is filed in the official papers of the board.

### RESOLUTION

On motion of Michael J. Thibodeaux, seconded by Ron Adams, the following resolution was offered and adopted by the Caddo Parish School Board:

BE IT RESOLVED by the Caddo Parish School Board that the assignment of certain interests in State Agency Lease No. 6055, contained in that certain instrument entitled "Assignment of Oil, Gas and Mineral Leases and Bill of Sale" (dated May 1, 1992, effective December 31, 1995, and filed under Instrument No. 1345110 in the Conveyance Records of Caddo Parish, Louisiana, on May 22, 1992) presented at the meeting of the Board held on the 17th day of May, 1995, be approved:

The assignment being of State Agency Lease 6055 from COHORT ENERGY COMPANY, as Assignor unto COHORT ENERGY COMPANY, 80.435633%; ROBERT E. ADAIR, 2.844724%; LEO D. RECKNAGEL TRUST, 1.894954%; PERRY G. HOLLOWAY, 1.898880%; CHARLES T. McCORD, JR., 7.625868%; CHARLES T. McCORD, III, .411097%; McCORD BROTHERS PARTNERSHIP, 1.233035%; O. G. McDOWELL, .808363%, as Assignees, but only insofar as that part of the Lease that is included within the drilling and spacing unit as established by the Louisiana Department of Conservation in the Arkla Exploration Company - Caddo Parish School Board 1-16 SU YY well located in Section 16, Township 15 North, Range 12 West, Caddo Parish, Louisiana;

The approval of this assignment is expressly made and accepted subject to all rights and interest of the Caddo Parish School Board in said lease and to certain conditions in the absence of which approval of the said assignment would not have been given, as follows:

- 1) That all terms and conditions of the basic lease will be fulfilled, including but not limited to the full payment of all rentals and royalties, regardless of the division of leasehold interests resulting from the instrument;
- 2) That failure to comply with the terms and conditions of the basic lease by the original lessee, or any assignee, sublessor or sublessee, prior or subsequent hereto, shall not be deemed

waived by the approval of said instrument by the Caddo Parish School Board, it being distinctly understood that the Caddo Parish School Board does not recognize said instrument as creating a novation, as regards any right or interest of the Caddo Parish School Board;

- 3) That in the event any owner or owners of a leasehold working interest in the basic lease responsible to the lessor therein for development of the leased premises, whether such interest is created by the basic lease, assignment or sublease thereof, releases or agrees to release such leasehold working interest in the leased premises or in a segregated portion thereof, then all owners of such leasehold working interest or of rights to acquire such an interest agree to join in a release or to otherwise execute a similar release of their lease hold interests or rights to said lessor, it being provided, however, that any release to said lessor purporting to cover the entirety of such leasehold working interest in the leased premises or in a segregated portion thereof, shall be binding and effective on the interests of all owners of interests in the lease, relegating any non-signatory party to such remedy, if any, as such party may have against the owner or owners executing the release;
- 4) This approval is given merely for the purposes of giving validity to the assignment or sublease under the provisions of R.S. 30:128 and R.S. 30:158, but the School Board, by giving its approval, does not adopt any of the terms and conditions in the assignment or sublease and specifically reserves the right to take its royalty oil, gas and other minerals in kind and the approval of this instrument may not operate as the School Board's approval of any sales contracts which may have been heretofore entered into by the assignor or sublessor. Furthermore, the School Board's approval of this sublease or assignment in no way recognizes the validity of any descriptions contained therein; and
- 5) That for purposes of recordation and notice, certified copies of this resolution be attached to all copies of the instrument approved hereby.

#### C E R T I F I C A T E

I hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Caddo Parish School Board held in the City of Shreveport, Louisiana, on the 17th day of May, 1995, pursuant to due notice, at which meeting a quorum was present and that said resolution is duly entered in the Minute Book of said Board and is now in full force and effect.

/s/ James E. Foster, Ed.D.,  
Secretary, Caddo Parish School Board

A copy of the assignment of oil, gas and mineral leases and bill of sale is filed in the official papers of the board.

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

**1995-96 IDEA and Preschool Flow Through LEA Application.** Staff recommended approval of the 1995-96 Preschool Flow Through LEA application, as included in the mailout. The Special Education Advisory Council assisted staff in the development of the application and recommended approval.

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

**CPSB Policies - Revisions/Deletion (GCPC/GDPC; GDPC/GCPC; and GCE/GCPC).** Staff recommended approval to delete policies GCPC/GDPC and GDPC/GCPC, and revise policy GCE/GCPC as stated in the mailout. Policy GCE/GCPC contains a statement that violate federal age discrimination laws. Policies GCPC/GDPC and GDPC/GCPC violate federal age discrimination laws and the entire policies should be deleted.

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

**Promotional or Administrative Appointment Contract (New Counselor at Caddo Magnet High).** The superintendent recommended approval to issue a promotional contract to Taffy Deere, counselor at Caddo Magnet High, with the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed.

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

**Resolution in Support of Five Percent State Pay Increase for Teachers.** The board approved the resolution, submitted by Mr. Burton, in support of a five percent state pay raise for teachers, as included in the mailout. A copy of the resolution is filed in the official papers of the board and will be forwarded to the Caddo

Legislative delegation, the Board of Elementary and Secondary Education, the Louisiana School Boards Association and Governor Edwin Edwards.

Mr. Thibodeaux moved, seconded by Mr. Adams, approval of the revised consent agenda. Vote on the motion carried with board members Burton and Vance opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock.

## **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, made the following introductions/recognitions:

**Clean Campus Contest Winners.** Donna Curtis of Shreveport Green, made presentations of plaques, banners and \$50 checks to school winners and they are: Elementary Level - Laurel Street ECE Center, Judson Fundamental Magnet, and Oil City Elementary/Middle School; Middle School Level - Youree Drive Middle School; High School Level - Captain Shreve High School; and Special Beautification Award - A. C. Steere Elementary. Principals, custodians, students and other faculty members were recognized. McDonalds co-sponsored the campus beautification contest. Central office staff was commended for their efforts to beautify the grounds around the school board complex.

**Safe School Competition Award Winners.** Cathy McClure, president of Caddo Association of Educators (CAE), commented that CAE sponsored a writing contest with the theme, "Prescription for Success - Safe Schools." Plaques were presented to all winners; second place winners in each division received a \$200 savings bond; and, first place winners in each division received a \$500 savings bond. The winners are: Middle school -Miranda Matlock, second place, (sixth grader at Youree Drive); Josh Clayton, first place, (eight grader at Herndon Magnet). Upper elementary - Joe Nicholas, second place, (fifth grader at Riverside Elementary); Faith Robinson, first place, (fifth grader at Northside). Lower elementary - Kimberley Vinson, second place, (second grader at Barret); Lindsey Tharpe, first place, (kindergartener at Southern Hills). Family members and school administrators were recognized.

**1995 Innovation Award Program Semifinalist.** Hamilton Terrace Adult Learning Center was recently selected by the John F. Kennedy School of Government, at Harvard University as one of 100 national semifinalists among 1450 applicants in the Innovations in American Government Award Competition. Hamilton Terrace advances to the second round of competition where 30 finalists will become eligible for \$20,000 grants from the Ford Foundation. From the group of finalists, 15 winners will receive \$100,000 awards this Fall. John Baldwin is principal at Hamilton Terrace, and Kay Law is the school's grant writer.

**Booker T. Washington High School Z Club.** The Z Club at Booker T. Washington High School performed a community service project on "Make A Difference Day" last October. The daylong special program was designed for at-risk students, and the project focused on encouraging the students to stay in school. The Z Club was nationally recognized through the April issue of USA Weekend. Club members are Tiffany Banks, Annette Davis, Jamerilin Davis, Nicole Deal, Tamika Fredieu, Chloe Haygood, Stephanie Lafitte, Aaryenne Lewis, Trimeca Smith, Kamilah Stroy, Chandra Thrash, Leslie White and Katina Youngblood. Charlotte Hilton is the club's advisor, and Dr. Horace Maxile is the school's principal. Parents were recognized also.

**1995 State Winner/Billboard Competition.** Nekela McCall, fifth grader at Fairfield Elementary, is the 1995 state winner in a billboard competition. Nekela's design, "Art is for Everyone," is being showcased across the state. The competition is cosponsored by the Louisiana Art Association and the Lamar Corporation. Ann Luck is Nekela's art teacher, and Cherry Burton is principal at Fairfield.

**Louisiana Distributive Education Clubs of America (DECA).** Distributive Education students participated in a number of competitive events at the state level for various vocational awards, and the winners are: Derrick Thomas, Captain Shreve, first place in General Marketing; Jordan Burnett, North Caddo, Civic Consciousness; Amanda Foster, North Caddo, Civic Consciousness; Michael Schneider, North Caddo, Civic Consciousness; Lauren Dunn, North Caddo, Creative Marketing; Amy Vaughn, North Caddo, Creative Marketing; Kayci Dial, Creative Marketing; Jenny Johnson, North Caddo, Public Relations; Lindsey Barker, North Caddo, Public Relations; Kellie Cook, North Caddo, Public Relations; Kelly Willis, Food Marketing Written; Vickie Owens, North Caddo, General Marketing Written; Clint McEachern, North Caddo, Hospital and Tourism Written; Brandy Cogley, North Caddo, Specialty Store Retailing; Ryan Hook, Free Enterprise Individual, North Caddo and Carmen Dempsey, North Caddo, Free Enterprise. Louisiana DECA State

Officers are: Justin Courtney, North Caddo, State Membership Chairman; Alex Ivins, North Caddo, State Vice-President; Carmen Dempsey, North Caddo, State Parliamentarian; and Erica Morgan, North Caddo, State Secretary.

**Louisiana Vocational Industrial Clubs of America.** Caddo Career Center students competed in the LA State Skills Olympics in April. First place gold medal winners are: Scott Cooksey (Southwood) - Architectural Drafting; Daphne North (Northwood) - Culinary Arts; Shannon Romesburg (Huntington) - Precision Machining; James L. Williams (Huntington) - Auto Body Repair and Heidi Griffin (Huntington) - Dental Assisting. Faculty members were also recognized. Gayle Flowers is principal at the Caddo Career Center.

**Caddo Career Center's Future Secretaries Association Sponsors.** This association was recently selected by Professional Secretaries International as recipients of the 1994-95 International Achievement Award for the most outstanding achievement and membership participation. The president of the organization is Michael Brown; sponsors of the organization are Marie Thomas and Susan Heun.

**American Career Development Association National Poster Competition Winner.** Aimee L. Blue Forest Hill Elementary won first place in a national poster competition which is sponsored by the American Career Development Association. The poster will appear in the association's national publicized calendar for 1995-96. Betty Booty, principal at Forest Hill, faculty members and relatives were recognized.

**1994-95 Ninth Grade All-Sports Champions.** Fair Park High School was honored as All City Champions in the areas of football, basketball and track for 1994-95. Football team members are: Lamar Hicks, Kevin Mack, Chris O'Neal, Michael Gandy, Bruce Goss, Cedric Blake, Gary Thomas, Jasper Silas, Grover Coleman, Nathaniel Coleman, Travis Clark, Steven Capers, Victor Green, Bobby Boone, Rico Jones, Zarico Wyandon, Antonio Downs, Eric Matthews, Brannon House, Burdette Jones, Sidney Coates, Reginald Robinson, Donnie Thurman, Lenzy Bryant and Jerry Lattin. Basketball team members are: Zarico Wyandon, Sam Grisby, Sidney Coates, Rico Jones, Eric Matthews, Burdette Jones, Kevin Mack, Reginald Robinson and Stromile Swift. Track and Field team members are: Gary Thomas, Donnie Thurman, Curry Dottoson, Cedric Blake, Lamar Hicks, Steven Capers, Travis Clark, Antonio Downs, Zarico Wyandon, Eric Matthews, Rico Jones, Burdette Jones, Sidney Coates, Chad Pouncy, Reginald Robinson and Jerry Lattin. Herschel Calhoun is athletic director; Ken Prude is coach; and Wanda Brooks is principal.

**Louisiana's Outstanding High School Business Education Teachers.** Myrdis Dodd, teacher at C. E. Byrd High School, was recognized as the state's most outstanding business educator. Janet Stinson of C. E. Byrd High School was recognized as the state's most outstanding marketing educator. The awards were given by the LA Association of Business Educators at the February meeting held in Lafayette, Louisiana. R. Lynne Fitzgerald is school principal.

**Louisiana Outstanding Single Parent Project for 1995.** Caddo Parish School Board was awarded this recognition for its project, "Teenage Parents Stay in School." The program provides childcare for teenage parents as a dropout prevention strategy, and improves employment skills of the students. This award was presented by the State Department of Education - Office of Vocational Education. Administrators instrumental in implementing the program are: Margaret Brown, principal at Oak Terrace Alternative School; Lena Leviston, supervisor of vocational programs; Gwendolyn Cason, attendance supervisor; and, Sweetie Williams, counselor at Linear Middle School.

**PTA Educators of Distinction.** Louisiana's PTA honors educators who have made significant contributions in the field of education and to the welfare of children. The awards are given at the annual PTA convention. Caddo captured three of ten awards that were given statewide, and the recipients are: Judy Moncrief (Caddo Middle Magnet), Gay Gannon (Captain Shreve High School); and, Curtistine Earnest (University Elementary).

**Interim Superintendent.** On behalf of the board, Mr. Powell expressed appreciation to S. L. Slack, assistant superintendent for support services, for serving as interim superintendent of the CPSB. He commended Mr. Slack for the good job that he performed.

## **VISITORS**

Charles Huffman, Christian Coalition, spoke against Goals 2000.

LaJuna B. Goldsby, retired educator, spoke against Goals 2000 and provided the board with a copy of her speech.

Cathie Grayson, concerned parent, spoke against Goals 2000 funding.

Linda Griffin, concerned parent, spoke in opposition to Goals 2000.

Pat Ellis, president of Caddo District PTA, spoke in support of Goals 2000 funding.

Rusty Benard, spoke in opposition to Goals 2000.

Cathy McClure, president of Caddo Association of Educators (CAE), expressed CAE's interests. She noted that: a) CAE supports the proposal to close schools on May 26; b) CAE encouraged the board to review the findings of the Arthur Andersen compensation report and to include funding for implementation of the plan in the 95-96 General Fund -budget.

Eula Smith, concerned citizen, asked the board and staff to reconsider its position regarding students who fail the LEAP exam relative to their participation in graduation exercises.

Dianne Scott spoke in opposition to Goals 2000.

## **PERSONNEL RECOMMENDATIONS**

No personnel recommendations were presented.

## **BIDS**

Mrs. Pugh moved, seconded by Mr. Powell, that action on bid proposals agenda items #10.A.29, #10.A.39 and #10.A.44 be postponed and a special meeting be called for Wednesday, June 7, 1995, immediately following the Executive Committee meeting scheduled that day to consider the bidder disqualification hearing panel's determinations and recommend that action be taken on these three bids at that time. Vote on the motion carried unanimously.

## **REPORT: POSITION EVALUATION AND COMPENSATION STUDY BY ARTHUR ANDERSEN**

Willie Henderson, assistant superintendent for human resource services, made general comments regarding the position evaluation and compensation study. He introduced Dr. Jim Landry, of Arthur Andersen and Company, who gave an overview of the report. Dr. Landry capsulized the consultants' approach to the project, project objectives, and marketing comparisons. He reported that, if implemented, the study would cost approximately \$327,000 to the General Fund. Mr. Thibodeaux questioned the report's percentage relationship to the present salary schedule. Mrs. Boykin requested clarification of terms used in the study, i.e. "core value." She also expressed interest in salary inequities and capping. In further review of the report, Mr. Thibodeaux encouraged staff to consider the total benefit package that is provided to employees such as retirement plans, job security, and turnover within the system.

Mr. Powell moved, seconded by Mrs. Pugh, for the board to recess its meeting for one hour to allow for a public hearing on school discipline. Vote on the motion carried unanimously and the board recessed at approximately 5:30 P.M.

## **PUBLIC HEARING - DISCIPLINE POLICY**

The superintendent commented that legislation that was passed in the 1994 session of the Legislature, Revised Statute 17:416, requires the CPSB to hold a public hearing for the purpose of receiving input on the student discipline policy. He reviewed the rules governing visitors who address the board, and declared the floor open for public input on recommendations to the CPSB from the Discipline Policy Review Committee.

Stephen W. Prator, Shreveport's chief of police and parent, encouraged the board to revise its policy to read that, ". . . each teacher or bus driver shall take disciplinary action to correct a student who is disruptive . . ." The original policy includes the word may instead of shall. He also encouraged central office administrators/board to support the teachers and principals in disciplinary issues.

Daren Cannon, parent, asked the board to design and implement programs within the school system that will keep youngsters in school.

Dottie Bell, teacher at Turner Elementary/Middle School, presented the board with a proposal for students in kindergarten through fifth grades. She emphasized that inservices to review the discipline policy should be mandated for teachers. Mrs. Bell further noted that administrators should set specific rules and parents should be held more accountable.

Carol Reid, parent, stressed the point that administrators should be more supportive of teachers regarding disciplinary matters.

Cathy McClure, CAE president, questioned the role of teachers in providing a safe environment for youths, noting that the attitude of the home towards school is often reflected in students. She requested clarification of infractions of school rules at the elementary level (counseling services) and mandatory/discretionary suspensions. A copy of the policy, with points of concern highlighted, was presented to the board.

Diane Towery, parent, stated that parents should teach their child right from wrong. She encouraged the enforcement of the student dress code in schools.

Jane Johnston, teacher, expressed concern that little support is received from school administrators in disciplinary matters. She said the discipline policy should be exactly defined, thus, clarifying terms such as "may."

Diana Graham, representative of the Caddo Bus Operators Association, said rules and regulations should be developed for better control of students on school buses. She asked that bus drivers be allowed to become a part of the decision making process for discipline problems.

Reverend Donald W. Hunter, bus driver, encouraged the board and staff to develop a system whereby students riding school buses are checked for drugs.

Kimberly Hill Jones, parent, encouraged the board to: install video cameras on school buses and in schools; to solicit a percentage of funds generated by the lottery; take disciplinary action when students talk back to teachers; involve parents when students are disruptive and require parents to visit schools; send certified notices to parents of disciplinary concerns; and, to remove students from the school setting if they continue to be disruptive.

Mike Deshotels, executive director for Louisiana Association of Educators (LAE), noted that every measure possible to deal with discipline in a positive way should be implemented; however, the new law clarifies that disruption will not be tolerated. He suggested to the board and staff that they should look carefully at the law itself and at the proposed policy in an effort to close gaps dealing with what happens when a student is removed from school. He noted that the new law addresses what happens to a student who strikes a teacher, and this should be in the policy.

The superintendent thanked the visitors for their input and assured them that the information will be considered when the committee meets. Dr. Hitchcock invited school principals who were present to share their thoughts with the board.

Linda Cox, principal at Southern Hill Elementary, asked the board to consider budgeting funds for establishing and operating inschool suspension centers in elementary schools.

Dr. Deborah Brown, principal at Barret Elementary, stated that assistance is needed in disciplining students on school buses. She also noted that teachers deserve to hear the results of discipline hearings.

Mary Manitzas, principal at Arthur Circle Elementary, encouraged central office and board support of principals/teachers in disciplinary measures. She said efforts should be unified in disciplining students.

Margaret Brown, principal at Oak Terrace Alternative School, requested extra funds for programs. She asked that additional clerical assistance be provided to help counselors, and that more support be given to bus drivers.

Charles Walker, principal at Southwood High School, said additional resources are needed such as postage for certified mail and automated callers. Mr. Walker stated that more random searches on school campus should take place. He also expressed concern that more demands are being made of teachers to write lesson plans for students who are assigned to detention.

John Dilworth, principal at Huntington High School, said threats to teachers or other adults should be mandatory reasons for suspensions. He expressed concern that rules governing search and seizures by security guards should be very specific. Mr. Dilworth emphasized that students and adults should be addressed with respect and courtesy.

Ed Hearn, director of secondary schools, pointed out the fact that the state mandates certain things that are a cost to local school systems, i.e. referral reports, and emphasized that schools shouldn't be asked to take on this expense.

Debra Hart, president of A+PEL, said elementary schools should have assistant principals and counselors on staff. Further, that inhouse suspension centers should be established at the elementary level, and character education programs should be more structured. Ms. Hart also expressed concern that teachers are required to write additional lesson plans for suspended students.

Sonya Monroe, teacher assigned to Captain Shreve High School, stated that teachers are at school to help students, and education is an ongoing activity.

Floyd Webb, teacher at Cherokee Park, said discipline begins at home. He stressed the point that more funds are needed in schools, and habitually disruptive students should be removed from the school's premises.

The president thanked the speakers for their input. The superintendent declared the public hearing closed.

**Recess.** The president called for a 15 minute recess at approximately 6:31 p.m. The board reconvened at approximately 6:48 p.m.

Mrs. Pugh moved, seconded by Mr. Powell, that the May 17, 1995 CPSB meeting be resumed. Vote on the motion carried with board members Walker, Vance and Thibodeaux absent for the vote. Board members supporting the motion were Burton, Mims, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock. The meeting resumed at approximately 6:50 p.m.

#### **REPORT: POSITION EVALUATION AND COMPENSATION STUDY BY ARTHUR ANDERSEN (continued)**

Mr. Powell requested clarification of the provisions in the study relative to employees who may be overly compensated compared to the market and position/grade classification determination. He encouraged the board to delay implementation of this proposal until the superintendent presents his proposal for downsizing central office. Dr. Hitchcock questioned the comparative methodology for certain administrative positions, i.e. director of special education, director of student services, assistant superintendents, etc. He also questioned the value judgment that principals' pay is less than instructional supervisors or directors. Dr. Hitchcock asked the superintendent to provide board members with a report on salary ranges for school principals and assistant principals, at each level; and, to consider various categories based upon population in the schools. Mr. Thibodeaux noted that this report will serve as a factor in determining the restructuring plan; however, more money should be used in classrooms. He asked the superintendent to survey board members to see if they want to schedule a separate time to discuss central office restructuring plans in relation to the position evaluation and compensation study. Mr. Vance questioned the cost of developing this compensation model, and he asked the superintendent to provide the board with a recommendation on the plan. Mr. Adams requested clarification of performance-based salary schedules. Mrs. Pugh noted that the report should be for informational purposes, and she expressed concern about how much thought was given to the size of the Caddo Public School System. She also questioned if a cost analysis was determined. Mr. Adams moved, seconded by Mrs. Boykin, to wait taking action on this study until the June 7, 1995 special board meeting. Mr. Powell made a substitute motion, seconded by Mrs. Pugh, to postpone consideration of implementation of the proposal, and further consideration of the proposal, until the superintendent has come back to the board with a proposed new structure for central office. Vote on the substitute motion carried with Mr. Vance opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock.

#### **PROCLAMATION - CADDO PARISH CUSTODIAN APPRECIATION DAY**

Mrs. Boykin moved, seconded by Mr. Powell and Mr. Vance, that the proclamation declaring May 23, 1995 as Custodian Appreciation Day in Caddo Parish be adopted. Vote on the motion carried unanimously. The president read the proclamation aloud which reads:

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

WHEREAS, the Caddo Parish School Board provides educational opportunities for 49,000 students in 76 schools, and

WHEREAS, the students are served by dedicated conscientious and faithful employees serving in various capacities, and

WHEREAS, the custodial staff lays the foundation for a wholesome environment conducive to learning, and



WHEREAS, the custodial staff provides for day-to-day maintenance and comfort from the aesthetic beauty of the campus to clean buildings and climate control and comfortable classrooms, and

WHEREAS, the custodians have been instrumental in implementing Caddo's new Energy Management Program,

NOW, THEREFORE, BE IT RESOLVED, that, Tuesday, May 23, 1995, be proclaimed Caddo Parish School Board custodial appreciation day.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to all principals encouraging them to salute their custodians in a noteworthy and public fashion.

Done and signed this 17th day of May, 1995 by order of the Caddo Parish School Board.

/s/  
James Foster, Ed.D., superintendent

/s/  
Mark Milam, President

### **ALTERNATIVE PROGRAM FOR SUSPENDED/EXPELLED STUDENTS**

Mr. Burton moved, seconded by Mr. Powell, approval of the proposal for alternative education programs for suspended or expelled students for the 1995-96 school year, as submitted by staff. Mr. Powell questioned if enough space will be available to accommodate all students that are suspended or expelled from Caddo Parish Public Schools. Cecil McCune, director of student services, replied that the projections are the most reasonable that staff can make at this time to accommodate students who will be expelled or suspended under the new amendment to 17:416. He stated that some adjustments may be needed along the way. Debate continued on: teachers preparing lesson plans for students who are suspended, principals' input in decisions relative to suspensions, and clarification of the proposed budget for the program. Mrs. Pugh asked staff to consider accommodating students in the northern part of the parish who are suspended by establishing a detention center in that area. Dr. Hitchcock expressed opposition to allocating more cost to accommodate disruptive students. Mrs. Pugh reminded board members that they are dealing with a mandate, and the board has a responsibility to see that all students are provided for. Mr. Burton moved, seconded by Mr. Powell, to call for the question. The president said a two-thirds vote is required, and vote on the motion failed with board members Walker, Burton, Thibodeaux, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Vance, Milam, Powell, Boykin and Adams. Discussion continued on the board's contractual agreement with a program at New Elizabeth. The superintendent observed that New Elizabeth is not a private organization, and the school's funding is state monies. He further noted that Caddo's program is only being housed at the New Elizabeth facility, and it is his opinion that it is a good place for students to attend. The president called for the vote on the motion which carried with Mrs. Pugh abstaining and Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Milam, Powell, Adams and Dr. Hitchcock.

### **GOALS 2000 (WALKER)**

As requested by Mrs. Walker, legal counsel capsulized his opinion relative to the school board's submission of an application under the Goals 2000 act. Legal counsel commented that he was asked to examine and determine what obligation the Caddo Public School System would incur if the school system made application for and received a planning grant under the Goals 2000: Educate America Act. He reviewed his opinion regarding his examination of the application, as prepared by staff, and said that he found that each element contained in 309A of the act was complied with. He further noted that he did not find any obligation on behalf of the school board beyond that. A copy of legal counsel's letter to the board president detailing his opinion was included in the mailout; a copy of which is filed in the official papers of the board. The mailout document also included other related exhibits, i.e. public law - Section 309 (28 USC 5889), an abstract of CPSB's grant application, "Local Improvement Plan Planning Subgrant 1995-96" and "Professional Development Planning Subgrant" request. Mrs. Walker moved, seconded by Mr. Burton, to accept Goals 2000 and to instruct staff to apply for the subgrants. Mrs. Boykin requested clarification of: a) the school board's obligations relative to assurances -- fundamental changes in the public education system, as mentioned in the Local Improvement Grant No. Seven (Exhibit F); b) assurance No. 10 - improving governments, Title Three, Section 306; and, c) Section 309 - improving governing and management. Legal counsel stated that the state Local Education Improvement Plan that is developed is one that will come to this body for approval; if the body disagrees with the manner in which the plan is developed, then it may modify the plan. Mrs. Boykin further

inquired about the provisions that include site-based management. Mr. Powell raised questions on: a) Exhibit G, LEA (Caddo Parish) assurances - programmatic assurances (nos. 6 and 8); b) Exhibit F (systemic change/reform); assurance nos. 7, 10 (specific goals and benchmarks), 12 (State content and performance standards), 15 (internationally competitive standards), 19 (OMN Form No. 0348-0040); and, c) implementation (subgrants). Mr. Adams noted that he will provide staff with a copy of the state's application to the U. S. federal government. He questioned staff about their development of program goals and expected outcomes in the planning grant, and also, about the outcome of other states that have applied for the subgrants. Mr. Thibodeaux commented that staff and the board need to have privilege to all information relative to Goals 2000. He asked the superintendent to provide board members with a working definition on outcome based education, site-based management, portfolio, etc. Mr. Vance asked the superintendent to share his views on Goals 2000 with the board. The superintendent stated his views relative to the components of the Goals 2000 document. He noted that staff is capable of moving forward with the program, but needs a directive from the board. He informed board members that staff does not wish to proceed with Goals 2000 without significant support from the school board and the community. Dr. Hitchcock commented that the board should get the best input available from legal counsel on Goals 2000, and then make a decision on what to do. Referencing comments made by visitors regarding history standards and outcome based education, Dr. Hitchcock asked legal counsel if he found anything in the act or the assurances that would indicate that the CPSB would be required to adopt national history standards if the board signs the assurances associated with the two grants. Legal counsel replied, "No." Dr. Hitchcock also requested clarification on the State Improvement Plan (authority of the state of Louisiana to take control of the CPSB); Exhibit F, items 7 and 10 (requirements of the Local Improvement Plan); Exhibit G, items 7 and 8 (general obligations); and, staff's development of desired outcomes and instruments used to measure outcomes. Mrs. Pugh commented that controversy will always exist in education, and she encouraged board members to spend more time reviewing the history of education in America and the board will determine that education is in a transition. Following more debate, Mr. Mims moved, seconded by Mr. Burton, to call for the question. The president said a two-thirds vote is required and the motion failed with board members Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh and Dr. Hitchcock. Discussion continued on national standards. Vote on the main motion carried with board members Walker, Vance, Burton, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Thibodeaux, Milam, Powell, Boykin and Adams.

#### **EVEN START APPLICATIONS**

Mrs. Boykin requested clarification of home based literacy instruction. Mr. Burton moved, seconded by Mr. Mims, approval of the Even Start application, as submitted by staff. Vote on the motion carried with board members Boykin and Adams opposed. , Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell and Dr. Hitchcock.

#### **CHALLENGE GRANT FOR TECHNOLOGY IN EDUCATION**

Mrs. Boykin questioned the source of funding, and staff reported that this is a federal grant - U. S. Department of Education. Mrs. Boykin asked what is the relationship of the Caddo Public Education Foundation in this group. Jane Ducote, supervisor of libraries (K-12), replied that staff is looking for a consortium -- members in the group that would assist in providing information resources for the schools. She observed that the concept encourages the placement of library technology in all Caddo school libraries. Mr. Vance moved, seconded by Mrs. Walker and Mr. Burton, approval of the Challenge Grant for Technology in Education to be submitted to the U. S. Department of Education by the June 2 deadline, as recommended by staff. Mr. Powell made a motion to amend the motion, seconded by Mrs. Boykin, to remove the reference to the Caddo Public Education Foundation. Mrs. Pugh questioned the involvement of private businesses in the consortium, and encouraged the board to maintain the networking relationship with private parties. Vote on the amendment failed with board members Powell, Boykin and Adams supporting the motion. Board members opposed were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam and Dr. Hitchcock. Dr. Hitchcock encouraged staff to allocate some of the funding to upgrading and/or providing electricity in some schools, i.e. Walnut Hill Elementary/Middle School. The superintendent reported that staff is planning to increase budget amounts for electrical wiring and technology. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

## **ENGLISH AS A SECOND LANGUAGE (ESL) FEDERAL GRANT**

Staff reported that funding for this program has been received for three years, and funding from this second grant will be additional funds to continue program efforts. Mrs. Boykin asked if staff had recognized a significant difference in the grant application itself after the reauthorization of the Elementary and Secondary Education Act (Title VII). Pat Frazier, ESL coordinator, responded that the standard form has not been developed yet. Further, students' proficiency is based on the IDEA Language Proficiency Test. Mr. Burton moved, seconded by Mr. Vance and Mr. Thibodeaux, approval of the submission of English as a Second Language application in order to continue programs at Creswell, Ridgewood, and C. E. Byrd, as submitted by staff. Dr. Hitchcock asked if any funds are being expended for the ESL program that are not covered by the grant, and staff replied that three teachers are funded by the CPSB. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

**Recess.** The president called for a four minute recess at approximately 9:46 p.m. The board reconvened at approximately 9:53 P.M.

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

The superintendent commented that information was included in the mailout; however, he recently assumed the position of superintendent and the 1994-95 evaluation forms have not been completed on the two referenced individuals. He noted that some evaluations were conducted by Mr. Slack, interim superintendent; but, final evaluation forms have not been done. Mr. Powell moved, seconded by Mr. Thibodeaux, that the board postpone consideration of agenda item 29 (Renewal of Promotional or Administrative Contracts), and it be set on the agenda for the special CPSB meeting on June 7 which, was set earlier tonight regarding bidders' disqualification. Mr. Powell asked the superintendent if the stipulated time would provide him with enough time to complete evaluations, and the superintendent answered in the affirmative. Mr. Vance expressed concern about the miscommunication regarding this item, as it appeared in the local newspaper. He and Mrs. Pugh questioned the authorization of the placement of the item on the agenda. Legal counsel replied that the item was placed on the agenda at the last Executive Committee meeting. Mrs. Pugh questioned the short time period being allocated for the completion of evaluations, as quoted in the motion. Following more discussion on the provisions of the motion, Mr. Powell asked the superintendent if the provisions are adequate, would he recommend approval of the motion. The superintendent answered in the affirmative. Mr. Powell asked that the motion be amended to read, "Move that as per approval or recommendation of the superintendent, that the board postpone consideration of agenda item 29 (Renewal of Promotional or Administrative Contracts), and it be set on the agenda for the special CPSB meeting on June 7 which was set earlier tonight regarding bidders' disqualification." Vote on the motion carried unanimously.

## **LAST DAY OF SCHOOL - MAY 26, 1995 (WALKER)**

The superintendent recommended that May 26, 1995 be the last day of school for the 1994-95 school year. Mrs. Walker moved, seconded by Mr. Burton, that the last day of school for the 1994-95 school year will be May 26, 1995, rather than May 31. This change is approved with the understanding that the school staff and teachers will take necessary action to see that the school year is ended properly. All school based employees who work less than 12 months will be released two days early with no reduction in pay. Mr. Vance expressed concern that all employees be given the same treatment. Mr. Powell questioned if year-round schools will be affected if the motion passes. He encouraged staff to consider the process of setting the calendar earlier and board members to try and foresee matters that might arise. Mrs. Boykin expressed concern about the timing element in changing the calendar at this late date. Mr. Thibodeaux saluted the students at Caddo Magnet who called him and asked that the school year not be shortened; however, he said he would support the motion because it is the recommendation of the superintendent and the majority of constituents that had phoned him. Mrs. Walker informed the board of her contact with all school principals regarding the proposed motion. She said all principals' comments were positive. Ron Festavan, director of certified personnel, asked the board to define school-based personnel. The superintendent said there will be personnel situations that staff will have to consider. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

## **SUPERINTENDENT'S REPORT**

**JROTC** The superintendent announced that the drill team at Northwood High School performed recently at the annual National High School Drill Team Championships in Daytona, FL and performed exceptionally well on and off the drill floor. Major Dallas Miller is the JROTC instructor at Northwood, and Ken Bass is principal.

**Hamilton Terrace.** The superintendent mentioned the accolade bestowed on Hamilton Terrace that was made by Dr. Holt during the special recognition part of the meeting.

**Assistant Superintendent of Administration Position.** The superintendent informed the board that he does not plan to recommend staffing this position. He said the responsibilities will be assumed by directors within the division, other assistant superintendents and the superintendent.

**Graduation Ceremonies** The superintendent announced that graduation ceremonies are upon us, and party invitations are circulating with some reference to schools. Staff wants the public to know that these parties are not sponsored by the schools.

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted as requested by staff.

Sabbatical Leave for Study, Fall Semester 1995-96 School Year

Christi Breithaupt, Teacher, Youree Drive Middle School

Sabbatical Leave for Study, Entire 1995-96 School Year

Barbara Sullivan, Administrative Coordinator, Fair Park High School

Sabbatical Leave for Rest and Recuperation, Entire 1995-96 School Year

Lois Harris, Teacher, Creswell Elementary  
Patricia McMullen, Teacher, Summer Grove Elementary  
Twyla Willoughby, Teacher, Donnie Bickham Middle School

Leave Without Pay (Personal), Entire 1995-96 School Year

Omega Heinz, Assistant Principal, J. S. Clark Middle School  
Delia Miller, Teacher, Youree Drive Middle School  
Dana Mitchell, Teacher, Eighty-First Street ECE

**Request of the Board.** Lydia Barber, teacher at Shreve Island Elementary, requested to rescind her leave without pay that was granted at the April 19, 1995 school board meeting, and to return to her position at Shreve Island on June 12, 1995.

Staff did not recommend approval of the asterisked requests. Mr. Vance moved, seconded by Mr. Thibodeaux, approval of the requests for leaves as recommended by staff. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

**Budget Meetings.** Staff announced that the proposed 1995-96 General Fund budget will be mailed to board members on Friday, May 19, 1995, and a budget work session is scheduled for Wednesday, May 24, 1995, at 4:30 p.m. in the board room.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

**Meetings.** Mrs. Walker asked the board president and/or superintendent to inform board members of scheduled business or community meetings that board members are invited to attend, or may be interested in attending.

## **ANNOUNCEMENTS AND REQUESTS**

**Speakers' Signal Lights.** Mr. Thibodeaux expressed concern about the use of the lighting system to denote expiration of time allotted for board members to speak. He said he will probably place an item on the agenda regarding this matter for the next school board meeting.

**Calendar.** Mr. Thibodeaux said that if board members are serious about teachers teaching up to the last day of school, then ample time should be allowed for teachers to complete their work (grading) papers. He encouraged the board to consider extending the time period that grades are due.

**Orchestra.** Mr. Thibodeaux asked staff to recognize C. E. Byrd's orchestra for a recent award that was received. Dr. Holt said the orchestra will be recognized at the June, 1995 school board meeting.

**Discipline Policy Speakers.** Dr. Hitchcock asked the superintendent to provide him with a copy of the sign-in slips of visitors who addressed the board on the discipline policy. He asked when will the board be presented with the final draft of the policy, and the superintendent commented that the policy will be presented to the board for consideration at its June, 1995 meeting. Dr. Hitchcock requested that principals be provided with a copy of the recommended revisions, and that they be given an opportunity to give input.

**MFP Funding.** Mrs. Boykin asked if information has been received from LSBA on legislative updates, and the president answered in the affirmative. She particularly inquired about information on MFP funding, as it relates to higher education. Mrs. Boykin asked that board members be provided with a copy of the information.

**Discipline Policy.** Mr. Powell asked staff to provide principals with a copy of statute 17: 16 distributed by CAE) which relates to the discipline policy. He asked staff to solicit principals' input in the development of a unified tardy policy.

**Portfolio Assessment.** Mr. Powell asked staff to provide him with information on portfolio assessment, and identify the schools that are using it.

**Agenda Item.** Mr. Powell asked that an executive session be scheduled for the June 21, 1995 school board meeting to discuss a personnel matter. He said staff is aware of the matter.

**Legal Opinion.** Mr. Powell asked legal counsel to provide the superintendent with a copy of the Attorney General's opinion, 95-117.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Walker seconded the motion which carried unanimously, and the meeting adjourned at approximately 10:47 p.m.

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James E. Foster, Secretary

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Mark Milam, President

**June 7, 1995**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, June 7, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D. present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Alvin Mims, Michael E. Powell 111, Michael J. Thibodeaux, Johnny Vance, Jr., and Sybil B. Walker. Also present were Secretary James E. Foster, Ed.D., Legal Counsel Fred Sutherland, staff, and other visitors. The president gave the invocation and led the Pledge of Allegiance.

**Agenda Items.** The superintendent reviewed the proposed agenda for the June 21, 1995 school board meeting. The following items were added: "Pilot Program at Sunset Acres Elementary" (Adams); "Cities in Schools Program" (Adams); "Employee Assistance Program" (Adams); "Request for Proposals for Legal Counsel" (Adams); "Request for Exception to CPSB Policy -Reassignment of Surplus Teachers at Huntington High School" (Dr. Hitchcock); and, "Executive Session - Employee Grievance Appeal" (Powell). The following items were categorized as consent agenda: 15, 16, 22, 23, 25, 26, 27, 28 and 29.

## **DISCUSSIONS**

### **North Highlands Elementary School Academics and Performing Arts Magnet Proposal. Mr.**

Thibodeaux asked if the proposal will include an explanation on how it will impact surrounding schools. The superintendent commented that staff will be asking for the board's permission to prepare an impact study on this topic, and then will bring it back to the board with a recommendation.

**Personnel Recommendations.** Mr. Vance asked staff if they had considered recommending someone to fill all vacant auditors' positions at the June 21 school board meeting. The superintendent said staff is looking at the total central office staffing structure to determine where downsizing will occur, thus, staff will be making only one recommendation at this time.

**1995-96 Pupil Progression Plan.** Mr. Burton asked if board members will be providing nominations for committee representation. G. Jean Nichols, director of elementary education, stated that board members were asked to submit the name of a representative from their respective district. She informed Mr. Burton that if he wished to submit the name of a representative, that an orientation could be scheduled to update that individual.

**Recommendations From The Discipline Policy Review Committee.** Pat England, executive director of Caddo Association of Educators (CAE), asked if legal counsel will have an opportunity to review the material prior to it being included in the mailout. The superintendent answered in the affirmative.

**Special Education Advisory Council Nominations.** Mr. Thibodeaux asked staff to include in the mailout information on the nominees' qualifications since board members will be voting on the nominations. Dr. Hitchcock requested clarification on how nominees are selected, and staff proceeded to outline the selection procedure.

Mrs. Pugh moved, seconded by Dr. Hitchcock, that the recommended consent agenda be accepted. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 3:56 p.m.

**June 7, 1995**

The **Caddo Parish School Board** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:57 p.m. (immediately following the Executive Committee meeting) on Wednesday, June 7, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Secretary James E. Foster, Ed.D., and Fred Sutherland, legal counsel. Other visitors were also present. Invocation and the Pledge of Allegiance were dispensed with for the special meeting.

The purpose of the special board meeting is for the board to consider the recommendations from the Bidder Disqualification Hearing Panel; act upon three bids; take action on the renewal of promotional or administrative contracts as presented at the May 17, 1995 regular school board meeting; and, to consider a request for bus transportation by B'nai Zion Temple Day Camp.

### **CONSIDERATION OF RECOMMENDATIONS FROM BIDDER DISQUALIFICATION PANEL**

The superintendent recognized S. L. Slack, assistant superintendent of support services, who summarized the panel's findings and rationale, as outlined in a separate mailout packet to board members, regarding three construction bids that were introduced at the May, 1995 school board meeting. Documentation of the informal hearing was highlighted and a record is on file. Mr. Burton moved, seconded by Mr. Adams, that the board approve the findings and recommendations of the Bidder Disqualification Hearing Panel regarding All Seasons Construction, Inc. and that the bidder be disqualified from bidding on CPSB projects for a period of one year as set forth in the written report of the panel dated May 24, 1995, as mailed to board members; and, authorize the superintendent to notify the bidder of this action. Debate ensued on: a) the involvement of the Associated General Contractors board; b) communication with the Secretary of State; c) construction certification of All Seasons Construction, Inc.; d) eligibility of the referenced company to bid on CPSB projects, etc. Mrs. Pugh made a motion to amend the motion, seconded by Mr. Brooks, to delete the latter part of the original motion which stipulates the timeline of one year. More debate followed on the referenced timeline of one year, the construction company's eligibility, and its division into three separate entities. Legal counsel apprised the board of the legal status of the companies. Keith Norwood, director of school plant, informed the board of the company's division. Mr. Thibodeaux made a substitute amendment, seconded by Mr. Adams, "...that the bidder be disqualified for a minimum of one year or until the CPSB reauthorizes their eligibility to bid and be awarded contracts; and, authorizes the superintendent to notify bidders of this action." Discussion continued on the recommended timeline in the motion and on the panel's rationale for including the stipulation of one year. Mr. Burton moved, seconded by Mr. Mims, to call for the question on all motions and amendments. Vote on the motion to end debate carried with board members Vance and Thibodeaux opposed. Board members supporting the motion were Walker, Burton, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock. Vote on the substitute amendment failed in a tie vote with board members Walker, Thibodeaux, Pugh, Brooks, Milam and Hitchcock supporting the motion. Board members opposed were Vance, Burton, Mims, Powell, Boykin and Adams. Vote on the amendment that was introduced by Mrs. Pugh failed unanimously. Vote on the original motion carried with Mrs. Pugh opposed. Board members supporting the motion were Walker, Burton, Vance, Thibodeaux, Mims, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

### **APPROVAL OF BIDS TAKEN AS A RESULT OF RECOMMENDATIONS FROM THE BIDDER DISQUALIFICATION PANEL**

The superintendent called the board's attention to the referenced bids as included in the mailout. Mr. Adams moved, seconded by Mrs. Pugh, approval of the recommendations of the superintendent and authorizes him to take the appropriate action to pass this particular recommendation. The superintendent recommended approval of the circled low bids for reroofing portions of seven campuses (Ingersoll, Linwood, A. C. Steere, Southwood, C. E. Byrd, Youree Drive, Central Office ROTC) - Curtis McKinley Roofing and Sheet Metal - Longview, TX; and, reroofing work at two Caddo schools with asbestos (Jack P. Timmons and Arthur Circle Elementary) -

All Seasons Roofing and Sheet Metal, Shreveport, LA. Further recommended approval of the lowest responsible bid for ADA program accessibility to five schools (Pine Grove, Southern Hills, Summerfield, Summer Grove and Sunset Acres) - Summral Construction Co., Shreveport, LA. Vote on the motion carried with board members Vance, Thibodeaux and Pugh opposed. Mrs. Boykin was absent for the vote. Board members supporting the motion were Walker, Burton, Mims, Milam, Brooks, Powell, Adams and Dr. Hitchcock.

**Recess.** The president called for a ten minute recess at approximately 4:40 p.m. The board reconvened at approximately 4:50 p.m.

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

Mr. Brooks moved, seconded by Mr. Mims, approval of the promotional or administrative appointment contracts for selected employees, as recommended by the superintendent and identified in the mailout. Debate ensued on: central office restructuring; consideration of offering six-month contracts; the superintendent's recommendation to renew the contracts for two years for the assistant superintendents of Human Resource Services and Curriculum and Instruction; alternatives to eliminate the positions; terms of the proposed six-month contract, etc. Mr. Adams made a substitute motion, seconded by Mr. Thibodeaux, that the subject position contracts be extended for six month periods only, as prepared by legal counsel, until the superintendent has the evaluation/reorganization completed. More discussion followed on plans for reorganization; overhead expenses at central office; and the contractual agreements with the assistant superintendents. Legal counsel informed the board that the terms of six-month contracts must be mutually agreeable between the board and the assistant superintendents. The president called for the vote on the substitute motion which failed in a tie vote. Board members supporting the motion were Walker, Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock. Board members opposed were Vance, Burton, Mims, Pugh, Milam and Brooks. Vote on the original motion carried with board members Walker, Thibodeaux, Boykin and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Mims, Pugh, Milam, Brooks, Powell and Adams.

### **REQUEST FOR BUS TRANSPORTATION BY B'NAI ZION TEMPLE DAY CAMP**

Mr. Vance moved, seconded by Mr. Burton, that the request from the Shreveport Jewish Federation to rent a school bus for six field trips in June, 1995 be approved. Vote on the motion carried with Mr. Brooks absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Mr. Powell seconded the motion and the meeting adjourned at approximately 5:44 p.m.

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James E. Foster, Ed.D., Secretary

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Mark Milam, President



**June 21, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, June 21, 1995 with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims., Mildred B. Pugh, Michael J. Thibodeaux, Sybil B. Walker and Johnny Vance, Jr. Michael E. Powell III arrived at approximately 3:37 p.m. and Judy D. Boykin arrived at approximately 3:40 p.m. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Vance.

**CONSIDERATION OF MINUTES OF THE MAY 17, 1995 AND JUNE 7, 1995 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Adams and Mr. Brooks, approval of the minutes of the May 17, 1995 and June 7, 1995 CPSB meetings. The motion carried unanimously.

**PUBLIC HEARING FOR 1995-96 GENERAL FUND BUDGET**

The president recognized the superintendent who declared the floor open for public input on the 1995-96 General Fund Budget.

Pamela V. Brock, interim director of the Youth Enrichment Program (YEP), highlighted the needs of the program, and appealed to the board to increase funds that are allocated in the proposed budget for the 1995-96 school year.

Karen Kwiecinski, YEP instructor, spoke in support of the YEP program and asked the board to increase funds for the 1995-96 school year.

The superintendent declared the floor closed for public input on the 1995-96 General Fund Budget.

**PUBLIC HEARING FOR THE 1995-96 DEBT SERVICE BUDGET**

The superintendent declared the floor open for public input on the 1995-96 Debt Service Budget. No one came forth, and the hearing was closed.

**PUBLIC HEARING FOR THE 1995-96 CAPITAL PROJECTS BUDGET**

The superintendent declared the floor open for public input on the 1995-96 Capital Projects Budget. No one came forth, and the hearing was closed.

**PUBLIC HEARING FOR THE 1995-96 CHILD NUTRITION PROGRAMS BUDGET**

The superintendent declared the floor open for public input on the 1995-96 Child Nutrition Programs Budget. No one came forth, and the hearing was closed.

**PUBLIC HEARING FOR THE 1995-96 TITLE VI (FORMERLY CHAPTER 2) INNOVATIVE EDUCATION PROGRAM STRATEGIC APPLICATION**

The superintendent declared the floor open for public input on the 1995-96 Title VI (Formerly Chapter 2) Innovative Education Program Strategic application. No one came forth, and the hearing was closed.

**PUBLIC HEARING FOR 1995-96 TITLE II DWIGHT D. EISENHOWER APPLICATION**

The superintendent declared the floor open for public input on the 1995-96 Title II Dwight D. Eisenhower application. No one came forth, and the hearing was closed.

## CONSENT AGENDA

The board reviewed the agenda and "*Pilot Program at Sunset Acres Elementary*" (Adams) was postponed until the July, 1995 CPSB meeting. "*Employee Assistance Program*" (Adams) was deleted from the agenda, and "*Request for Proposals for Legal Counsel*" (Adams) was deferred and is subject for discussion at the upcoming board retreat. "*Request for Exception to CPSB Policy -Reassignment of Surplus Teachers at Huntington High School*" (Hitchcock) was deleted from the agenda. The board categorized the following items as consent agenda.

### Agenda Item No. 15

**Personnel Recommendations.** The superintendent recommended that Robert Burton be appointed assistant principal for administration and discipline at Hamilton Terrace Adult Learning Center, and John Hurst be appointed assistant principal for administration and discipline at Oak Terrace/J. B. Harville Alternative School. The terms of contracts are August 7, 1995 - June 15, 1998. The superintendent also recommended that Billie Springer be appointed internal auditor; Doug Robinson be appointed head coach at Southwood High School; and Leon Shaw be appointed head coach at Woodlawn High School. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

### Agenda Item No. 16

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for electric fork lift for Chapter I; utility cargo for Chapter I; video equipment for Chapter I; materials and supplies - Federal Funds for Chapter I; computers for C. E. Byrd; materials and supplies - paper supplies; printing school activity forms, stationery and envelopes; materials and supplies - classroom supplies; materials and supplies - computer supplies; materials and supplies - projector lamps; bread and bread products; milk and dairy products; fruit juice; Chapter I relocatable building, Project 209; annual test and inspection of Caddo public schools; refuse collection and disposal from Caddo Parish schools; ceiling replacement at Shreve Island Elementary School; materials and supplies -office supplies, teaching aids, art supplies, first aid supplies, physical education supplies, library supplies; Creswell Elementary School Core Knowledge Curriculum improvements, and Creswell Elementary School Core Knowledge Curriculum relocatable building. A copy of the tabulation bid sheets marked "Exhibit A, 64 pages, June 21, 1995" is filed in the official papers of the board.

**Authorization to Take Bids.** Staff recommended that the 1995-96 Capital Projects funding for Caddo Magnet High School Language Lab, Project 192, be increased from \$73,000 to \$150,000 to allow installation of permanent language laboratory. Staff was authorized to proceed with design and bidding of Walnut Hill Elementary/Middle School relocatable restroom building Project 213, and Mohr and Associated was approved to provide professional services for same, to be funded through the 1995-96 Capital Projects fund.

### Agenda Item No. 18

**Adoption of the 1995-96 Debt Service Budget.** Staff recommended approval of the 1995-96 Debt Service Budget. These funds are used only for the payment of bonded indebtedness of the school board. The estimated balance as of July 1, 1995 is \$1,762,000 The projected balance at June 30, 1996 is \$1,296,345. A copy of the budget is filed in the official papers of the board.

### Agenda Item No. 19

**Adoption of the 1995-96 Capital Projects Budget.** Staff recommended approval of the 1995-96 Capital Projects Budget. The estimated balance at July 1, 1995 is \$390,000, and projected balance at June 30, 1996 is \$195,418. The ending balance does not include funds maintained in the Construction Reserve. The projected balance of funds in the Construction Reserve at June 30, 1996 is \$700,000. A copy of the budget is filed in the official papers of the board.

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

**Adoption of the 1995-96 Child Nutrition Programs Budget.** Staff recommended approval of the 1995-96 Child Nutrition Programs budget. The anticipated balance of funds at July 1, 1995 is \$2,948,284. Total anticipated income and balance for 1995-96 is \$16,270,794. A copy of the budget is filed in the official papers of the board.

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

**Appointment of Fiscal Agent.** Staff recommended that Premier Bank be appointed fiscal agent for the two-year period beginning July 1, 1995.

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

**Safe and Drug-Free Schools Grant Application.** Staff recommended that the grant application for Safe and Drug-Free Schools and Communities be approved and submitted to the State Department of Education for consideration.

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

**1995-96 Pupil Progression Plan.** Staff recommended approval of the 1995-96 Pupil Progression Plan for Caddo Parish Schools. A copy of the plan is filed in the official papers of the board.

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

**Adoption of the 1995-96 Title VI (Formerly Chapter 2) Innovative Education Program Strategies Application.** Staff recommended approval of the 1995-96 Title VI (Formerly Chapter 2) Innovative Education Program Strategies application. A summary of the application and budget is filed in the official papers of the board.

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

**Adoption of the 1995-96 Title II Dwight D. Eisenhower Application.** Staff recommended approval of the 1995-96 Title II Dwight D. Eisenhower application. A narrative of the program and a copy of the budget is filed in the official papers of the board.

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

**Special Education Interagency Agreements and Contracts.** Staff recommended approval of the special education interagency agreements and contracts, as included in the mailout; and, the agreements are between the school board and the following agencies: Caddo-Bossier Association for Retarded Citizens; Evangel Academy; Northwest LA Family Crisis Center, Inc.; Caddo Community Action Center Head Start of the Regional Office of Administration for Children, Youth and Families; Holy Angels Residential Facility, Inc.; Joy Home for Boys; Juvenile Court for Caddo Parish; Louisiana Child Care and Placement Services, Inc.; Louisiana State University in Shreveport; St. Paul's Episcopal Day School; Shriners Hospital; Southern University - Shreveport-Bossier; Southland Park Daycare Center, Inc.; Volunteers of America Mental Health and Drug Recovery Empowerment; Volunteers of America Magnolia House and Volunteers of America Meadowbrook House; Willis-Knighton Physical Medicine and Rehabilitation Institute; Willow Point Child Development Center; Contract for Professional Services - Dr. Linda Gage-White; Physicians Filing Service; Therapists Unlimited; and, Board of Supervisor of LSU A&M College acting on behalf of LSU Medical Center - Mollie E. Webb Speech and Hearing Clinic and School of Allied Health Professionals. A copy of each contracts is filed in the official papers of the board.

Mr. Thibodeaux moved, seconded by Mr. Brooks and Mrs. Boykin, approval of the amended consent agenda. Vote on the motion carried unanimously.

## **SPECIAL RECOGNITIONS**

On behalf of the board and staff, Essie Holt, assistant superintendent for curriculum and instruction, made the following introductions/Recognitions:

**History and Government Award Winner.** Amber Mayfield, student at Caddo Magnet High School, was named the United States National Award winner in history and government by the U. S. Achievement Academy.

**Medical Program.** Dr. Albert Pearsoll, medical doctor at Barksdale Air Force Base, was recognized for working with the medical profession in sponsoring a program at J. S. Clark and Broadmoor Middle Lab in developing a strong appreciation for medical related careers.

**Painting.** Henry Price, art supervisor for Caddo Public Schools, made an official presentation of a painting to the superintendent for display in his office.

**1994-95 CPSB Retirees.** Dr. Holt announced that 75 classified employees were retiring with a total of 1,611.5 years of service to the CPSB. There are 82 certified retirees with 2,153.5 total years of service. On behalf of the board, Dr. Holt, the superintendent and board president introduced the retirees and presented them with framed certificates of recognition for their service. **Classified retirees** present were: Willie D. Gates, Floyd D. Prudhome, Frances Roddy, William Snow, Willie Wilson, Jr., Harold Alexander, Geraldine Anderson, Mary Battle, Juanita Blackwell, Juanita Dawson, Birdie M. Himes, Thelga Rachal, James W. Self, Frank Smith, Odis Stanford, Imogene P. Turrentine, Margaret Tyler and Eura Walls. Certificates will be mailed to the following retirees: Helen Adams, Annie Allen, Nathlee Anderson, Clemmie Britt, Richard Broom, Peggy Canter, Freddie M. Collins, Julia M. Edwards, Jesse Evans, Mary L. Fields, Claire Foy, Beverly Franklin, Nancy Frazier, \*Ruby Gardner, Joann H. Goodwin, Johnnie Gorham, A. C. Goss, Mildred M. Hall, Odell P. Hart, Dorothy Hynes, Beatrice J. Jackson, Willie Mae Johnson, Willie Jones, Mozell Kelly, Edna S. Lennard, Elizabeth Martin, Georgetta McCoy, Mildred Moses, Ruthie Nash, Bobbie O'Neal, Betty Page, Anna Patterson, \*William Payne, Earline Peterson, Curlie Pinkney, Evelyn E. Poland, Mary Prest, Corastine Richardson, Inell Robinson, Helen Sanders, Beverly Sandifer, Ada Scott, Janie Smith, Martha Smith, Marie Smoak, Willie D. Snow, Cleo Spearman, Norma Stewart, Charlie Taylor, Ollie Terhune, Herman Travis, Beverly Washington, \*Willie V. Washington, Vicki Wheeler, Herman Williams, Lillie Williams, Richard Wright and Martha L. Young. (\*Deceased).

**Certified retirees** present were: Paul H. Dupont, Shirleyann Gleason, Antoinette T. Price, Ecotry Fuller, Mary Manitzas, Sandra Bamburg, Katina M. Booras, Julia Bryant, Patricia H. Burton, Therese Cush, Catherine B. Gage, Bobbie J. Harris, Mary B. Haughee, Mackie L. Hill, Helen Horton, Lenora R. Jackson, Loretta C. Jernigan, Helen M. Jones, Robert Rhodes, Dessie L. Russell, Martha Smith and Lorenzo Williams. Certificates will be mailed to the following certified retirees: Linda L. Adrion, Sharon Backer, Betsy B. Blankenship, Sylvia Bond, Linda Botelho, Theresa Brooks, Theodore Brown, Charles A. Burlison, Gloria J. Carter, Edward Chopin, Grover Cleveland, Mary H. Coleman, Ruthie Coleman, Betty Conway, Lois Cook, Minette Cooper, Edna Crutchfield, Velma N. Dooley, Rachel Dunn-Terril, Glenda Flowers, Georgia E. Folsom, Ola P. Fuller, Gaye Gannon, Gussie Y. Garner, David L. Graham, Nora C. Harrison, Mary S. Hazel, Joanne Hummer, Katherine B. Jackson, Sarah B. Jester, Lawrence Kahlden, Carolyn Kayser, Teri Lewing, Rosie Mack, Carol Massey, Donald McLaurin, Marian McLaurin, Doris McMillan, Bobbie B. Middleton, Alfred L. Mitchell, Ronald L. Mock, Jessie Moore, Betty Morrison, Ethel Odom, Patricia Oglesby, Patsy B. Patten, Patricia Patterson, Henriette L. Rhodes, Linda L. Rhodes, Rebecca J. Shakespeare, Claudette H. Thomas, Martha Sue , Dorothy S. Turner, Bobbie Washington, Valerie H. Webb, Louis C. Wells, JoAnn Wiley, JoAnn Williams, Dorothy Willis, Annie Pearl Wilson and Nancy P. Wright.

**Personnel Recommendations.** The superintendent recognized and introduced the employees who were promoted and they are: Robert Burton, assistant principal for administration and discipline at Hamilton Terrace Adult Learning Center; John Hurst, assistant principal for administration and discipline at Oak Terrace/J. B. Harville Alternative School; Billie Springer, internal auditor; Doug Robinson, head coach

at Southwood High School; and, Leon Shaw, head coach at Woodlawn High School.

## **VISITORS**

Cindy Neff, association executive for the Shreveport-Bossier Apartments Association, spoke in support of the Caddo Career Center Scholarship Foundation.

Charles Roemer spoke in support of vocational-technical education in Louisiana, and in support of the Caddo Career Center Scholarship Foundation.

Carol Smith, parent, expressed concern that the summer school program slated for Green Oaks High School was cancelled due to insufficient enrollment. Ms. Smith was upset that parents were not notified in a more timely fashion.

Camille Thomas, PTA president at Green Oaks High School, encouraged the board to house summer school classes at Green Oaks. She, too, expressed concern that the program for this summer was cancelled.

Clarence Banks, Jr. spoke in support of the Cities in Schools Program which is housed at Green Oaks High School. He asked the board to continue funding the program .

Reverend A. R. Rollins, pastor of Paige Chapel Baptist Church, spoke in support of educational opportunities for students who are overcoming difficulties.

Juanita Adams, retired educator, expressed concern about reported unjust causes for dismissal of students from Caddo Magnet High School. She informed the board of her desire to appeal a decision recently rendered by staff. (Note: Mrs. Adams was directed to file a formal appeal letter with the superintendent.)

Maryjo Palumbo, president-elect of Caddo Association of Educators (CAE), informed the board of CAE's interest/concerns regarding the General Fund Budget and the Discipline Policy.

Willie Bradford, citizen, informed the board of his concerns relative to school improvements. He encouraged the board to provide the best opportunities for students in all schools. He also expressed concern about the CPSB's apparent interest to seek release from the consent decree.

## **ADOPTION OF THE 1995-96 GENERAL FUND BUDGET**

Mr. Brooks moved, seconded by Mr. Mims, approval of the 1995-96 General Fund Budget. Mrs. Pugh made a motion to amend the motion, seconded by Mr. Brooks, to add \$30,000 to the materials and supplies/equipment account and designate the funds for the music department; and, reduce the ending balance. Vote on the amendment carried with Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Adams.

Mr. Burton made a motion to amend the motion, seconded by Mr. Brooks, to add \$40,000 to the budget designated for the Youth Enrichment Program (YEP), and reduce the ending balance accordingly. Following brief discussion on staff's rationale for reducing this budget item, Mr. Burton and Mr. Brooks asked that the motion be withdrawn. Board members expressed no objection to the request.

The superintendent informed the board of staff's recommendations relative to reducing the budget. Staff proposed that: a) one assistant superintendent position be reduced (assistant superintendent of administration); b) reduce the administrative internship program for 1995-96; c) on page 11, item one - reduce the funds for inservice for substitutes for 1995-96 by \$11,000; d) on page 16, item ten -remediation program be reduced by \$10,000; e) on page 28, item 73 - Data Processing (Document Management System) be reduced for 1995-96 by \$31,000. The total amount of deductions comes to \$52,000.

Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Thibodeaux, to amend the budget according to the superintendent's recommendations. Mr. Powell stressed that the board needed to make funding for the schools and classrooms a priority in establishing the budget. He noted that his motion to increase materials and supplies for the schools by five dollars per pupil over last year's level had passed in a referendum vote at the last budget meeting. Mr. Powell thanked the superintendent for finding offsetting budget cuts in the central office budget to fund the increase in materials and supplies, and encouraged board members to support these cuts. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

Mrs. Walker made a motion to amend the motion, seconded by Mr. Brooks, that the proposed 1.5 percent salary increase for employees be capped at the highest teacher's pay. Dr. Hitchcock made a motion to amend the amendment, seconded by Mr. Thibodeaux, to include an exception for schoolbased administrators (to eliminate the cap). Vote on the amendment to the amendment carried with board members Vance, Burton, Boykin and Adams opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell and Dr. Hitchcock. Vote on Mrs. Walker's amendment failed in a tie vote with board members, Thibodeaux, Pugh, Brooks, Powell, Milam and Dr. Hitchcock supporting the motion. Board members opposed were Walker, Vance, Burton, Mims, Adams and Boykin. The president announced the results of the vote and Mrs. Walker informed the board that her vote was in error. Mrs. Walker moved, seconded by Mr. Brooks, for the board to reconsider the vote on this amendment. Vote on the motion to reconsider carried with board members Vance and Boykin opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock. Vote on Mrs. Walker's amendment was called for the second time and the motion carried with board members Vance, Burton, Boykin and Adams opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell and Dr. Hitchcock.

Mr. Powell moved to amend the motion, seconded by Mr. Adams, that on page 27, item 69 -recruitment, to line out the \$2,500 allocated for additional traveling and advertising expenses; plus the salary increment that is included in this item. Dr. Hitchcock moved to amend the amendment, seconded by Mrs. Pugh, to sever the motion into two parts. Vote on the amendment to sever the motion carried with board members Vance, Burton, Brooks and Boykin opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. Dr. Hitchcock moved, seconded by Mr. Adams, that the board reduce the request of \$70,800 for 1995-96 budget for line item 69 by \$2,500 to reflect no increase in additional travel and advertising expenses. Vote on the motion carried with board members Vance, Burton, Brooks and Boykin opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. Discussion ensued on clarification of the motion to sever and on the question of the necessity for the motion made by Dr. Hitchcock. Mr. Powell made a substitute motion that the CPSB delete the \$2,500 increment for additional traveling and advertising expenses. The president ruled that the board has already addressed this item and more debate followed on the second part of the motion on the floor. Mr. Powell moved, seconded by Mr. Adams, to table the motion dealing with the salary increment in item 69. Vote on the motion carried with board members Vance, Pugh, and Mims opposed. Mr. Burton abstained; and, board members Walker, Thibodeaux, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock supporting the motion. Vote on the original motion, as amended, carried unanimously.

**Recess.** The president called for a 12 minute recess at approximately 5:47 p.m., and the board reconvened at approximately 6:02 p.m.

## **APPOINTMENT OF OFFICIAL PRINTER**

Mr. Burton moved, seconded by Mr. Brooks and Mr. Adams, that the *Caddo Citizen* be appointed the board's official journal for the 1995-96 school year. Discussion followed on the legal provisions and requirements for publishing school board documents, and on circulation stats of the recommended paper. Vote on the motion carried with Mr. Vance abstaining; Mrs. Boykin was absent for the vote; and board members Walker,

Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock supported the motion.

## **RECOMMENDATIONS FROM THE DISCIPLINE POLICY REVIEW COMMITTEE**

Mr. Thibodeaux moved, seconded by board members Powell, Burton and Brooks, that the policies and policy revisions recommended by the Discipline Policy Review Committee be approved and other items recommended be considered by the staff. A report on the feasibility/status of implementation is requested at the August 16, 1995 meeting. Dr. Hitchcock raised questions regarding items V-2, and VI-2 stating that the issues address action for threatening a teacher. In one item threatening a teacher is cause for mandatory suspension and in the other item it is listed under discretionary suspension. Dr. Hitchcock expressed concern for the inconsistency in application. Cecil McCune, director of student services, stated that the committee made the recommendation that certain items be placed under mandatory suspension, but made no recommendations in reference to this issue. However, the issue could be a problem with inconsistency between elementary, middle and high schools. Dr. Hitchcock also expressed concern for item 13 in the memo listing the committee's recommendations -- the expense of postage in distributing information relative to suspensions or expulsions. He asked the superintendent to monitor schools' expenses. Another concern expressed by Dr. Hitchcock addresses the attendance policy in high schools and the removal of a student from the classroom. He requested clarification of the provisions addressing class assignments and unexcused absences. Dr. McCune apprised the board of revised statute 17:416 and acknowledged that there are differences in interpretation. He proceeded to elaborate on the interpretations. After more debate on application of policy relative to discretionary suspension at each school level, Dr. Hitchcock moved to amend the motion, seconded by Mr. Adams, that the CPSB use the same wording in paragraph VI-2 that is used in V-2. Mr. Burton made a substitute motion, seconded by Mr. Thibodeaux, that infraction of the school rule dealing with threatening a teacher be placed under discretionary suspension in both cases. Clarifying his motion, Mr. Burton asked that the motion be rephrased to strike the word *threatening* and to use the same terminology as used by Dr. Hitchcock -- that the same language be used for mandatory suspensions in V-2 and VI-2. Dr. Hitchcock asked staff to include *threatening* under discretionary for elementary so that the items will read the same. Mr. Burton concurred with the inclusion of Dr. Hitchcock's request. Vote on the substitute motion carried with Mrs. Walker opposed. Board members supporting the motion were Burton, Vance, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

Mr. Powell expressed concern that items 1, 9, 12, 13, 14 and 16 that were recommended by the committee were not incorporated into the recommendations. He also asked if staff is addressing the issue of developing a tardy policy for the parish. The superintendent stated that staff has started work to develop a policy. Mrs. Boykin referenced several recommendations from the committee that could affect the budget and or job descriptions and asked at what point does staff and the board plan to address the items. The superintendent said that some items are addressed annually and said positions would be staffed if funds are available. Other items such as inservice provisions are already in the works.

Mr. Burton made a motion to amend the motion, seconded by Dr. Hitchcock, that in item V-3 that *initiating a fight* be mandatory suspension and *participating in a fight* be discretionary. Mr. Burton raised questions about self-defense, especially at the elementary school level. Mrs. Boykin made a substitute motion, seconded by Mrs. Pugh, that item V, under discretionary suspension, an item be added that reads, "*Participating in a fight.* - Comment: if it can be clearly determined that a participant engaged only in self-defense, that participant shall not be suspended." Mrs. Boykin clarified that the language repeats under V (discretionary suspension) the same language that is under VI-2 (discretionary suspension). Dr. Hitchcock made a motion to amend the substitute motion, seconded by Mr. Brooks, to eliminate "*or participating*" from item V - mandatory suspension - number three; and, eliminate "*or instigating*" from VI mandatory suspension - number three. Mr. Powell made a motion to amend the amendment to the substitute motion, seconded by Mr. Adams, that under V - mandatory suspension, item three, to insert after "*initiating*" the words, "*or instigating,* " and at the same time leave "*or instigating*" in under VI - mandatory suspension, number three. Vote on the amendment to the amendment to the substitute motion carried with board members Walker, Vance, Burton and Mims opposed. Board members supporting

the motion were Thibodeaux, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock. Mrs. Pugh abstained. Discussions continued on interpretation of the policy regarding initiating and/or participating in a fight. Mr. Brooks moved, seconded by Mrs. Walker, to call for the question on all motions and amendments. Vote on the motion to end debate failed with board members Walker, Burton, Mims, Brooks and Milam supporting the motion. Board members opposed were Vance, Thibodeaux, Pugh, Powell, Boykin, Adams and Dr. Hitchcock. Mr. Thibodeaux moved, seconded by Mr. Burton and Mr. Brooks, to postpone this item until the next board meeting for the purpose of allowing staff to present the board with wording that meets what the board is attempting to accomplish. Vote on the motion failed in a tie vote with board members Walker, Vance, Mims, Boykin, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Burton, Thibodeaux, Pugh, Milam, Brooks and Powell. Dr. Hitchcock moved, seconded by Mr. Brooks, to call for the question on the amendment. Vote on the motion to end debate carried unanimously. Vote on the amendment to the amendment (made by Dr. Hitchcock and amended by Mr. Powell) carried with board members Vance, Burton, Pugh, Powell and Boykin opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Milam, Brooks, Adams and Dr. Hitchcock. Dr. Hitchcock moved, seconded by Mr. Burton and Mr. Vance, to call for the question on the substitute motion. Vote on the motion to end debate carried with Mrs. Walker opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock. Vote on the substitute motion carried with board members Vance and Walker opposed. Board members supporting the motion were Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock. Dr. Hitchcock moved, seconded by Mr. Burton, to call for the question on the original amendment (by Mr. Burton). The president ruled that the vote is not necessary in that the substitute motion, as amended, passed. Dr. Hitchcock moved, seconded by Mr. Burton to call for the question on the original motion. Vote on the motion to end debate carried unanimously. Vote on the original motion, as amended, carried with Mr. Vance opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

Mrs. Boykin asked the superintendent to describe the process to inservice bus drivers, as outlined in recommendation number 16. The superintendent proceeded to update the board on inservice plans and/or dates. Mrs. Boykin asked the superintendent to provide bus drivers and other interested persons with a copy of Bulletins 1886, 1191, 1475 and the CPSB discipline policy.

Mr. Powell referenced item 14 in the recommendations and asked if a committee has looked into providing assistant principals for elementary schools. The superintendent reported that a committee has compiled some information and has received recommendations. Mr. Powell asked that board members be provided with a copy of the proposal as recommended, and to provide information on the economics and funding needs.

Mr. Powell asked staff for an update on recommendation number one relative to the use of counselors' time in direct contact with students. The superintendent said nothing routine has been scheduled at this time. Mr. Powell expressed an interest in having counselors spend their time counseling students. He asked the superintendent to look into this matter to see if counselors are spending their time wisely, and to determine if additional staffing is needed.

Ron Adams inquired about recommendations 9 and 16 as submitted by the committee. Staff informed the board that inservicing bus drivers is a priority. All employees will receive some form of inservice.

Mrs. Walker and Mr. Vance expressed concern for the inservice of students. Mrs. Pugh moved, seconded by Mr. Brooks, that item 12 of the committee's recommendations relative to parents signing a form/slip and returning it to school verifying that they have received the policy, be implemented. She said the forms should be permanently filed in the homeroom of students. Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Adams.



**Recess.** The president called for a ten minute recess at approximately 7:50 p.m. The board reconvened at approximately 8:01 p.m.

### **SPECIAL EDUCATION ADVISORY COUNCIL NOMINATIONS**

Mr. Burton moved, seconded by Mr. Brooks and Mr. Thibodeaux, approval of the Special Education Advisory Council nominations, as submitted by staff. Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Brooks and Milam. Mr. Powell did not cast a vote and board members Walker, Pugh, Boykin and Adams were absent for the vote.

### **NORTH HIGHLANDS ELEMENTARY SCHOOL ACADEMICS AND PERFORMING ARTS MAGNET PROPOSAL**

Mr. Burton moved, seconded by Mr. Brooks, that staff conduct an impact study regarding the feasibility of developing an academic and performing arts magnet school at North Highlands Elementary School and report recommendations to the board. Mr. Thibodeaux expressed an interest in looking at the possibility of having a component neighborhood and magnet program. Mrs. Walker inquired about enrollment figures - the number of students eligible to attend the school. She also inquired about the number of students on the waiting list at South Highlands Elementary Magnet. Vote on the motion carried unanimously.

### **CAREER CENTER SCHOLARSHIP FUND**

Mr. Adams apprised the board of the intent of the scholarship fund and encouraged and solicited the participation of other board members in informing him of individuals to serve on the scholarship fund board. Mr. Vance inquired about the role of the school board in this endeavor, and the superintendent stated that this program is similar to the Public Education Foundation which is separate from the CPSB. Mr. Powell commented that the scholarship fund is for students leaving the school system to attend Vo-Tech.

### **CITIES IN SCHOOLS PROGRAM**

Mr. Adams applauded Mr. Vance for his efforts in getting the program started and emphasized that he has a better understanding of the program. He moved, seconded by Mrs. Pugh, that programs presently being funded by grants be evaluated by the superintendent to determine the programs' feasibility of impact on school programs prior to being recommended for funding from the 1996-97 General Fund Budget. The superintendent is to ensure that the programs are in line with the CPSB's policies and curriculum, and should apprise the board of the results of the evaluation prior to asking the board to approve funding. Dr. Hitchcock made a substitute motion that the Cities in Schools Program be removed from the 1995-96 General Fund Budget. Further move that the superintendent be requested to compile data, evaluate programs, make recommendations to the board on revisions and enhancements in the program; and, return it to the board for funding if determined to be cost effective. Further move that the superintendent be directed to aggressively pursue grant funds for the project if he recommends its continuation. Mr. Burton called for point of order and said that the board has already approved the General Fund Budget, and the board will need to entertain a motion to reconsider the budget. Discussion followed on parliamentary procedures. The president ruled that the motion dies for lack of a second. Vote on the original motion carried with board members Walker and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Adams.

### **REQUEST FOR PROPOSALS FOR LEGAL COUNSEL**

Mr. Adams asked that this item be deferred, and stated that this item will be discussed at the upcoming retreat for board members. Mrs. Pugh asked if this item could be addressed at the retreat or if a meeting should be scheduled so that the board could discuss this with legal counsel. The president ruled that the item could be discussed at the retreat, as the retreat is not a decision-making event.

## **SPECIAL EDUCATION ADVISORY COUNCIL NOMINATIONS**

Board members informed the president that staff's recommendations were not received prior to the meeting, and the board will need to vote on nominations to the council. Mr. Powell and Mr. Adams moved, seconded by Mrs. Walker, to reconsider this item. Vote on the motion carried unanimously. Staff provided board members with a copy of the Special Education Advisory Council nominations. Mr. Burton moved, seconded by Mr. Brooks, approval of staff's recommendations. Vote on the motion carried with board members Walker and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Adams. Staff's recommendations are: Valorie Maniscalco (Category B - teacher of children in special education services); Karen Lanius (Category C - teacher of nondisabled children); Carol Elliott, Kenneth Leonard and Lenora London (Category D - parents of exceptional children); James Maker (Category E - parent of regular classroom children); Robert Ferguson (Category G - special education administrator); and Ray L. Belton and Rhonda Failey (Category H - representatives of consumers, colleges and universities, or vocational/technical).

## **SUPERINTENDENT'S REPORT**

**Junior Achievement.** The superintendent reported that the program has increased during the 1994-95 school year. The program has expanded to include elementary schools.

**Caddo's Writing Week.** The superintendent invited board members to look at the work displayed on the bulletin board which illustrates some of the activities that students participated in during Caddo's Writing Week.

**July 3, 1995.** The superintendent informed the board that central office will be open on July 3, 1995 and employees have been notified.

**Woodlawn's Gymnasium Floor.** The superintendent informed the board that the subfloor in Woodlawn's gymnasium has dry rotted and must be replaced. The cost to replace the subfloor is \$25,073, and the superintendent asked for the board's approval to replace the floor. Mr. Mims moved, seconded by Mr. Brooks, to suspend the rules so that the board can consider this request. Vote on the motion to suspend the rules carried unanimously. Mr. Mims moved, seconded by Mr. Adams and Mr. Brooks, that the gymnasium's subfloor be replaced at a cost of \$25,073. Vote on the motion carried unanimously.

**State Salary Increments.** The superintendent reported that on June 19, 1995, staff was advised that the state salary supplements should be released between July 14 and July 28, 1995. Once the CPSB receives the funds, they will be passed to employees in the same amount as determined by the state.

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted, as requested by staff.

Sabbatical Leave for Study, Entire 1995-96 School Year

Catherine Bass, Assistant Principal, Green Oaks High School  
Scott Phelps, Teacher, Caddo Middle Magnet  
Cynthia Sims, Teacher, Eighty-First Street ECE

Sabbatical Leave for Study, Fall Semester, 1995-96 School Year

Angela Camden, Teacher, Arthur Circle Elementary

Sabbatical Leave for Rest and Recuperation, Entire 1995-96 School Year

Thomas Cathey, Teacher/Coach, C. E. Byrd High School  
Charlotte Hilton, Teacher, Booker T. Washington High School  
Karen Phelps, Teacher, Caddo Middle Magnet

Leave Without Pay (Personal), Entire 1995-96 School Year

Joan Pass, Teacher, Central Elementary  
Sandra Foster, Teacher, Westwood Elementary

Leave Without Pay (Study), Entire 1995-96 School Year

Johnniestine Jamison, Teacher Aide, Ingersoll Elementary

Leave Without Pay (Study), Fall Semester 1995-96 School Year

Annie Prince, Teacher Aide, Oak Park Elementary

Leave Without Pay (Personal), Entire 1995-96 School Year

Linda Starnes, Teacher, C. E. Byrd High School  
Marika Hicks, Teacher, Caddo Magnet High School  
Marilyn McArthur, Teacher, Caddo Middle Magnet

**Request of the Board.** Linda DeMann was on sabbatical leave for rest and recuperation for the 1994-95 school year. Her health has not improved and she is asking to be relieved of the obligation to return to work or repaying the monies received while on leave. She has applied for retirement and has provided staff with the necessary doctor's statement.

Mr. Adams moved, seconded by Mr. Brooks, that the requests for leaves be granted as requested by staff and recommended by the superintendent. Vote on the motion carried unanimously.

**July CPSB Meeting.** The president announced that the work session and Executive Committee meeting for July, 1995 will be dispensed with. Staff is directed to prepare the agenda for the July, 1995 school board meeting, and school board members should contact the superintendent to inform him of items that they wish to be added. The CPSB will meet on Wednesday, July 19, 1995, at 3:30 p.m. in its office.

**Authorization to Take Bids.** Mrs. Pugh asked where will the funds come from to authorize staff to take bids as outlined on the agenda (16-B). Mr. Slack replied that funds will come from the Contingency Fund portion of the budget.

## **UNFINISHED BUSINESS**

**Appeals.** Mr. Brooks asked staff to look into the appeal process for students to remain at Caddo Magnet High School.

**Youth Enrichment Program.** Mr. Brooks asked staff to reconsider funding the YEP program at additional school sites.

**Announcements and Requests.** Mr. Burton asked that this item remain on the agenda for future board meetings.

**Appreciation.** Dr. Hitchcock expressed appreciation to Mrs. Walker and Mrs. Pugh for their trip to Baton Rouge to lobby for funds for the CPSB.

**Dress Code.** Mr. Powell asked the superintendent to respond to a letter that he received from a constituent regarding the dress code in schools.

**Curriculum Policy.** Mr. Adams shared with board members a proposed curriculum policy for their review. He suggested that the matter could be discussed at the upcoming board retreat.

**Lobbying.** Mrs. Pugh informed the board that the trip to Baton Rouge to lobby legislators was enjoyable. She asked the superintendent to address a letter to area legislators expressing appreciation for their support regarding the passage of the bill for distribution of casino revenues, once the governor has signed the bill.

**Green Oaks High School.** Mr. Vance asked staff to look into the concerns that have been expressed relative to the summer school program at Green Oaks High School. He asked staff to consider housing a program at the school next summer.

**Andersen Study.** Mr. Vance asked staff to provide board members with an update on the status of the Andersen Study that was prepared regarding job descriptions and salaries.

**CPSB Retreat.** Mr. Vance said he hopes that the upcoming board retreat (July 7-8, 1995) will be meaningful, and asked if an agenda has been prepared. The president assured board members that the retreat will be beneficial, and a formal agenda has not been prepared. Board members will be able to discuss any topic of interest. Mr. Adams clarified that his introduction of a curriculum policy is designed to stimulate discussion.

## **EXECUTIVE SESSIONS**

Mr. Burton moved, seconded by Mr. Thibodeaux, for an executive session to hear employees' grievances for approximately 20 minutes each. Vote on the motion carried unanimously and the board went into the first executive session at approximately 8:53 p.m. and reconvened at approximately 9:25 p.m. Based on the recommendation of the principal at Fair Park High School, Mrs. Pugh moved, seconded by Mr. Burton and Mr. Brooks, that staff be allowed to reconsider employment of Ronnie Banks. Mr. Thibodeaux made a motion to amend the motion, seconded by Mr. Adams, that reemployment will be subject to receipt of all necessary paper work from the courts, district attorney, and that the employment will be on probationary status for three years. Vote on the motion carried with Mr. Powell opposed. Board members supporting the amendment were Walker, Burton, Vance, Thibodeaux, Mims, Pugh, Milam, Brooks, Boykin, Adams and Dr. Hitchcock. Vote on the main motion as amended carried with board members Powell, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Burton, Vance, Thibodeaux, Mims, Pugh, Milam, Brooks, and Boykin.

The superintendent informed the board that the employee of the second hearing has requested an open hearing. Mr. Henderson made introductory remarks and updated the board on the grievant's case. Katina Booras, retired teacher, summarized her retirement dilemma and detailed to the board that she has lost approximately \$6,000 of funds (DROP program) because the wrong exit date was recorded on her DROP application form. Documents were provided to board members outlining Mrs. Booras's efforts to rectify the problem. Staff reported that information submitted to the LA Retirement System was outlined and approved by Mrs. Booras. Staff emphasized that Mrs. Booras's instructions were adhered to. Debate ensued on the appeal process and on responses from other parties, i.e. the previous superintendent of Caddo schools, Teachers' Retirement System of LA officials, DROP officials and other staff. After hearing from Mrs. Booras and staff, and review of submitted documents, Mr. Powell moved, seconded by Mr. Brooks, that the CPSB provide compensation to make up the loss to Mrs. Booras. Vote on the motion carried with Mrs. Pugh abstaining; board members Vance, Burton, Mims and Dr. Hitchcock voted in opposition; and board members Walker, Thibodeaux, Milam, Brooks, Powell, Boykin and Adams supported the motion.

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

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James E. Foster, Ed.D., Secretary

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Mark Milam, President

**July 19, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, July 19, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Sybil B. Walker and Johnny Vance, Jr. Judy D. Boykin arrived at approximately 4:02 p.m.; Willie D. Burton arrived at approximately 4:06 p.m.; and, Jerry Tim Brooks was absent. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Thibodeaux.

#### **CONSIDERATION OF MINUTES OF THE JUNE 21, 1995 CPSB MEETING**

Mr. Thibodeaux moved, seconded by Mr. Mims, approval of the minutes of the June 21, 1995 school board meeting. The motion carried with board members Powell and Vance absent for the vote. Board members supporting the motion were Walker, Thibodeaux, Mims, Pugh, Milam, Adams and Dr. Hitchcock. Board members Boykin and Burton had not made their arrival at this time.

#### **CONSENT AGENDA**

The board reviewed the agenda and "Drug Testing Policy for Student Athletes" (Powell/Adams) and "Revision of Board Policy GCBE, Additional Vacation for 12-Month Professional and Support Staff Employees, Additional Holidays, and Elimination of Minimum Staff Days" (Dr. Hitchcock) were removed from the agenda. "Sex Education Parental Review Committee" (Walker) was relocated on the agenda to follow the superintendent's report. The board categorized the following items as consent agenda.

#### **Agenda Item No. 7**

**Personnel Recommendations.** The superintendent made the following recommendations: (a) Kathy Hannigan be appointed principal at Arthur Circle Elementary School and the terms of contract are August 7, 1995 - June 15, 1998; (b) Lewis McCulloch be appointed principal at J. S. Clark Middle School and the terms of contract are August 7, 1995 - June 15, 1998; (c) Hollis Thompson be appointed assistant principal for instruction at Green Oaks High School and the terms of contract are for the 1995-96 school year only; (d) Charlie (Buddy) Hankins be appointed assistant principal of administration/discipline at Bethune Middle School and the terms of contract are August 9, 1995 - June 15, 1998; (e) Ronald King be appointed assistant principal for administration and discipline at Linear Middle School and the terms of contract are August 9, 1995 - June 15, 1998; and, (f) Susan Shofner be appointed assistant principal of instruction at J. S. Clark Middle School and the terms of contract are August 9, 1995 - June 15, 1998. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for tractor and mowers - C. E. Byrd High School; paper and supplies for child nutrition programs; Creswell Elementary School Core Curriculum improvements; Vivian transportation lot overlay; fencing at various Caddo schools; and, foundation repairs for Creswell School. A copy of the tabulation bid sheets marked "Exhibit A, eight pages, July 19, 1995" is filed in the official papers of the board.

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

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

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

By: Ron Adams

WHEREAS, the Caddo Parish School Board authorized the superintendent to execute a letter of engagement with the accounting firm of KPMG Peat Marwick to audit its financial statements for the period July 1, 1994 - June 30, 1995; and

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

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

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

Seconded by Alvin Mims.

(\* I hereby certify that the above resolution was adopted by a vote of nine yeas, zero nays, and three absent being a majority.

Adopted \_\_\_\_\_

(\* Board members Boykin and Burton had not made their arrival to the meeting in time to cast a vote.

**Agenda Item No. 10**

**Contract With LSU-S Regarding Cooperating Teachers.** Staff recommended that the contract between LSU-S and the CPSB regarding cooperating teachers be renewed for the 1995-96 year. LSU-S will provide the board with information needed to process the payroll and will reimburse Caddo for the salaries and retirement costs.

**Agenda Item No. 12**

**Special Education Contracts.** Staff recommended approval of the special education contracts, as submitted and included in the mailout. The contracts with Doctor's Hospital and Interim Healthier provide services to special students that are not available within the school system.

**Agenda Item No. 21-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted, as requested by staff.

Sabbatical Leave for Study, Entire 1995-96 School Year

Carolyn Boydston, Teacher, Captain Shreve High School  
Martha Kellogg, Teacher, Keithville Elementary/Middle School

Sabbatical Leave for Study, Fall Semester 1995-96 School Year

Sandra Pierce, Teacher, Ingersoll Elementary

Sabbatical Leave for Rest and Recuperation, Entire 1995-96 School Year

Saralou Cunningham, Teacher, Captain Shreve High School

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

## **VISITORS**

Cathie Grayson, parent, spoke in support of the existing sex education curricula and encouraged the board to support its continuance as developed.

Kirk Pickett, citizen, expressed concern that the existing sex education curricula does not include information relative to the gay population. He asked the board to reconsider the curricula.

Kathy Folsie encouraged the review of the sex education curricula, and asked the board not to implement new laws that allow for prayer in schools.

Don Mathys, representative of The Philadelphia Center, encouraged the board to reconsider the sex education curricula; to look at more viable options for students who opt out of the curricula; and, to establish a medically accurate curricula.

Bonita Bandaries, Christian Educators' Association, International, suggested that the sex education curricula should be thoroughly reviewed and urged the board to develop programs to keep youngsters safe.

Lloyd Thompson, citizen, spoke in support of the board's choice of a new principal at J S. Clark Middle School.

Bruce Carrol, citizen, spoke in support of an abstinence-based sex education curricula.

Rodney A. Grunes, NW LA ACLU, asked the board not to adopt House Bill No. 2173 on prayer in schools.

Debbie Hart, A+PEL, spoke in support of Charter Schools and encouraged board members to attend a special conference in Baton Rouge on August 4, 1995.

Maryjo Palumbo, Caddo Association of Educators, spoke in support of: a) staff's recommendation for an independent health insurance risk assessment evaluator, b) vocational and technical education; c) the adoption of policies and procedures that provide for the orderly consideration of curriculum, instructional materials and teaching methods; d) the superintendent reviewing policy GCBE as well as past practices; equitable salary increments to central office and special education administrators; and, e) classroom teachers having an active role in the establishment of the Educational Trust Fund.

The president recognized Howard Ross who is the new executive director of the Shreveport Jewish Federation.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced CPSB's newly-promoted administrators as identified in consent agenda item number seven.

## **TEMPORARY EMPLOYMENT OF INDEPENDENT HEALTH INSURANCE RISK ASSESSMENT EVALUATOR**

The superintendent noted that staff is requesting the board's permission to seek out an evaluator for the health insurance program and bring a recommendation to the board, hopefully, in August, 1995. The evaluator will take inventory/evaluate all components of the employee group medical insurance plan. The components for review were outlined in the mailout and board members were encouraged to submit to staff any other components that they deem necessary. Dr. Hitchcock asked that a component, "*Consideration of providing the employees options, i. e. fee for services, PPO, HMO, etc.*" be added. He also suggested that PPO be stricken in item "B" which was outlined in the mailout. Dr. Hitchcock moved, seconded by Mr. Adams, that the superintendent be authorized to negotiate with independent insurance consultants, defined as those in no way related to the marketing of insurance or insurance agent, for the purpose of conducting a thorough review of the employee group medical insurance plan; and make a report to the CPSB in August, 1995 on a recommendation for a consultant and estimated cost. Mrs. Pugh questioned the terms of the contract for the evaluator, and the superintendent stated that the information will be included in the report that will be presented at the August meeting. Vote on the motion carried unanimously.

## **STAFFING ADJUSTMENT FOR NORTH CADDO HIGH IN THE VOCATIONAL AREA (Walker)**

The superintendent informed the board that staff supports the concept for a vocational program in the northern part of the parish. He reported that the estimated cost for the program is as follows: part-time registered nurse (\$16,430); half-time welding instructor (\$15,979); half-time culinary art instructor (\$10,067); and a full time GED instructor (\$20,134) -- total salary cost of \$62,610. If benefits (retirement, Medicare and insurance) are included, then the total cost would be \$80,371. Additional cost for materials/supplies and implementation of the program would come from vocational funds. Staff and Principal Billie Wilcox reviewed the projected number of students interested in enrolling in the program. Mrs. Walker moved, seconded by Mr. Burton, passage of the request for additional staffing at North Caddo Magnet High School, as outlined. Mrs. Walker said she approves of the new classes and teachers being requested and stated that approval of the program would assist in reducing dropout rates at the school. Mr. Vance expressed concern for the revenues involved and about the suggested cap for student enrollment. Mrs. Wilcox explained that the cap on student enrollment means that if ten students enroll in a particular class, then the class will be implemented. Mr. Powell spoke in support of the program and suggested that in the future, board members should be provided with a budget analysis and a written recommendation from the superintendent when introducing new programs or program supplements. Mr. Thibodeaux asked to be informed of the actual number of students enrolled in the vocational program; and, that an evaluation be done on the program after the first year. The president questioned why this proposal was not presented during budget preparation, and staff commented that staff was under the impression that the item was submitted for consideration, and the omission was an oversight. The president called for the vote, and the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

## **PILOT PROGRAM AT SUNSET ACRES ELEMENTARY (Adams/Powell)**

Mr. Adams moved, seconded by Mr. Thibodeaux, that no special or experimental curriculum and instruction program shall be implemented in grades K-3 in the Caddo Parish School System until, and unless, such program has first been approved by an affirmative vote of the CPSB. In addition to the requirement stated above, no special or experimental program shall be implemented in any grade until, and unless the CPSB first adopts a curriculum and instruction policy. Dr. Hitchcock noted that he finds the motion too restrictive and offered a substitute motion, seconded by Mr. Burton, that no special, experimental or pilot instructional program be initiated in the Caddo Parish School System without the approval of the superintendent and notification to the CPSB. Further move that no special, experimental or previously piloted instructional program be implemented on any scale without approval of the CPSB. Mrs. Pugh encouraged the board to allow staff to have the ability to do creative planning as curriculum



builders and supervisors in various areas, as well as principals and teachers. Mr. Powell embraced the substitute motion and encouraged board members to support the substitute motion. Vote on the substitute motion carried unanimously.

#### **PLEDGE OF ALLEGIANCE (Adams)**

Mr. Adams moved, seconded by Mr. Powell and Mr. Thibodeaux, that each school day in Caddo' Parish begins with the Pledge of Allegiance to the Flag of the United States of America. Further moved that no student shall be forced to do so due to religious beliefs. Mr. Burton made a motion to amend the motion, seconded by Mr. Powell, to delete "*due to religious beliefs.* " Vote on the amendment carried unanimously. Vote on the motion as amended carried unanimously. Mrs. Boykin asked the superintendent to contact the American Legion, VFW, etc. for material on flag etiquette and that the material be made available to schools. Mrs. Pugh informed board members that the Congressional Delegation will provide school librarians with leaflets/brochures on flag etiquette. Mr. Adams commented that American Legion and VFW representatives are willing to visit schools upon invitation from school officials. Mr. Vance questioned if the pledge will be done on school intercom systems or in individual classrooms. The superintendent replied that depending on the grade level, reciting the pledge could be either over the intercom or in individual classrooms.

#### **SCHOOL PRAYER (Adams/Powell)**

Mr. Adams informed board members that he spoke with the superintendent and asked him to share the information passed by the State Legislature (House Bill No. 2173) with staff and legal counsel for the development of a CPSB policy, and to submit it to the board for consideration at its August, 1995 school board meeting.

#### **CPSB CURRICULUM POLICY (Adams)**

Mr. Adams prefaced a motion by stating that any organization, business or entity establishes policy on procedures and goals that it wants to attain. He moved, seconded by Mr. Thibodeaux, for the adoption in Caddo Parish Schools, the publisher or proponent(s) of any proposed program or curriculum shall provide statistical validation and experimental evidence of success of such programs to the CPSB. (For example, DEF School District implemented xyz curriculum in September, 19xx, and after X years of use, the students test scores measurably improved by Y% as shown by the accompanying test data. Verification shall assure that the tests are norm referenced.)

Any program or curriculum proposed without validation as indicated above shall be considered experimental.

He further moved that experimental programs or curricula shall not be implemented without full disclosure to parents of affected students as to the claims, philosophy, reason for the decision to implement the new program, identity of the advocates and opponents of the new program(s), funding sources and their stated reasons for supporting or opposing it. No student shall be assigned to any experimental program without the express written consent of the students' parent(s).

Any experimental program or curricula recommended to the CPSB for adoption in the school district shall be on a limited, trial basis, subject to the objective statistical validation by the CPSB. The length of time that the experimental program will be in use shall be determined and approved by the CPSB.

Further moved that curriculum material, including teachers' editions or manuals of all school programs shall be available to parents' review, without restriction and with sufficient time to make an informed judgment about the appropriateness or the program for their children.

Further moved that students be taught a complete knowledge of the phonetic skills necessary for reading in an intensive, systematic and timely way; the skills as the recognition and understanding of

words, sentences, paragraphs and ideas expressed in fiction, poetry, drama, biography and nonfiction, as well as how to read these kinds of text differently.

### ***Writing***

Further moved that students be taught a complete knowledge of the formal process of writing, including penmanship, spelling, grammar, mechanics, syntax, structure and diction. Students will also be taught a wide knowledge of English vocabulary, and basic knowledge of standard usage.

### ***Arithmetic***

Further moved that students be taught a knowledge of the basic arithmetic skills of addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages, and should have a basic knowledge of geometry and algebra. Students should also be taught how to practically apply this knowledge.

### ***Biology***

Further moved that students be taught a knowledge of cellular structure and function; metabolism (anaerobic and aerobic respiration); mitosis and meiosis; photosynthesis and elementary plant biology; genetics (structure, function, and production of nucleic acids and proteins); physiological structure and function, with special emphasis on biological feedback and endocrine control; adaptation, and reproduction; neurology (neural structure and the transmission nervous impulses); and should be taught how to practically apply this knowledge.

### ***American Literature***

Further moved that students be taught a basic familiarity with the recognized classics of American literature, including (but not limited to ) Franklin, Irvin, Hawthorne, Poe, Whitman, Twain, Melville, Dickinson, James, Faulkner, Wharton, Hemingway, O'Neill, Fitzgerald; and should be taught how to recognize and appreciate the contributions of these authors to American culture.

### ***Western Civilization***

Further moved that students be taught a knowledge of the history and the culture of classical Greece and Rome; the development of Judaism and Christianity; Medieval Europe, the rise of Islam, the Renaissance, the Reformation; the Age of Commerce, Colonies and Discovery; the Enlightenment; the American and French Revolution; the Industrial Revolution; Nationalist and Unification Movements in the 19th Century Europe; the great power conflicts before World War I and should be taught how to write about, discuss and analyze the contribution of the people and events of Western history to American culture.

### ***American History***

Further moved that students be taught a knowledge of Colonial America; the American Revolution and the rise of American political thought, including (but not limited to) Washington, Jefferson, Madison and Monroe; the Federalist and Republican eras; westward expansion; the Jacksonian era, Manifest Destiny; slavery; the Civil War; Reconstruction; the Gilded Age; immigration; America as a world power; the Progressive Era; American participation in World War I; the 1920s; the Depression; the New Deal; the United States in World War II; and domestic issues since 1945; and should be taught how to write about, discuss and analyze the contributions of these men and events to American thought and culture, and taught the value of patriotism.

Mr. Thibodeaux spoke in support of the motion and said that it addresses the core curriculum; however, he would like to have a recommendation from the superintendent. The superintendent stated that the proposed motion is very specific, and if approved, staff would like to have the option to come back and make recommendations that would supplement what is introduced. He acknowledged that there may be other

concepts on curriculum and instruction that staff might want to incorporate in a policy. Staff's recommendation is that a policy be developed and this motion is a starting point. Mr. Adams noted that the proposed policy would be the core, and the board will be open to additions by staff. Mr. Vance agreed that a policy is needed, but he expressed concern for the procedure that is being used for this introduction. He further questioned the involvement of staff and the authorship of the proposed motion. Mr. Adams informed the board that he developed the motion. Mr. Vance expressed appreciation for the thought of the motion, but encouraged the board to direct staff to develop a policy for board consideration. The superintendent commented that staff would like to follow the procedure. He stated that his opinion of an appropriate procedure is to refer this motion to staff for preparation into an acceptable form for submission to the board. It would incorporate the basic components of the introduced document, if this is what staff recommends from the curriculum standpoint. Information will be added that would make it more complete, and it will be brought to the board for consideration. The document would address the needs of all students, teachers and schools; and, input is desired in this regard. Mr. Burton made a substitute motion, seconded by Dr. Hitchcock, that the superintendent and staff will develop a curriculum policy for Caddo Parish Schools. Mr. Burton stated that input should be received from professional staffers who are skilled in curriculum development. He observed that the state provides the school system with curriculum guides for the development of curricula. Dr. Hitchcock said he would prefer for the superintendent to have an opportunity to review the document. He commended the maker of the motion for his work and encouraged the superintendent to use as much of the motion as appropriate, and to use other sources to develop a comprehensive policy. Mrs. Walker agreed that a policy is needed, but educators should be involved in the development of a curriculum policy. Mr. Mims and Mrs. Pugh spoke in support of the substitute motion. Mrs. Pugh stated that the research received from Mr. Adams would be inclusive and the board will receive more extensive research as done by staff. Mrs. Pugh further stated that the superintendent will be held accountable for the school system's curricula. Mrs. Boykin asked what process will the staff use to develop a policy. The superintendent replied that he will have as inclusive a group of individuals as possible, and there is no magic number. Classroom teachers, school administrators, instructional specialists, school board members and parents will be included. Mrs. Boykin encouraged the superintendent to be selective in his choice of committee members. She further inquired if it is going to continue being the policy of the CPSB not to test students above the eight grade with the California Achievement Test (CAT). Essie Holt, assistant superintendent for curriculum and instruction, said if the board wishes for additional testing to be done, then additional funds are needed. The president ruled that this discussion does not relate to the motion on the floor.

Mr. Powell made a second substitute motion, seconded by Mrs. Boykin, that the superintendent be directed to bring a committee of his choosing of staff for the purpose of taking what Mr. Adams has suggested, making whatever deletions, modifications, additions and revisions that he would like to make. At that time, the superintendent will bring to the board this initial policy. The board then enters into a committee as a whole under "*Roberts Rules of Order*" where every board member is involved; that a specific time is placed and the board commits to the purpose of discussion of the policy; at that time that there be a public hearing so that teachers and principals who want to come forth and tell the board what they think of it will be given that opportunity, as well as the parents and the public -- need to get everyone involved; and, after such time and such public hearing, that the superintendent review the statements made at that public hearing and then come to the board with a recommendation for policy on curriculum and that the board then consider that policy. Mrs. Pugh encouraged the board to defeat the second substitute motion, stating that there are too many requirements. Mr. Vance moved, seconded by Mr. Burton, to call for the question on all motions. Vote on the motion to end debate carried with board members Boykin and Powell opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Adams and Dr. Hitchcock. Vote on the second substitute motion failed with board members Thibodeaux, Powell, Milam, Boykin and Adams supporting the motion. Board members opposed were Walker, Vance, Burton, Mims, Pugh and Dr. Hitchcock. Vote on the substitute motion carried with board members Adams, Powell and Milam opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Boykin and Dr. Hitchcock.

**Recess.** The president called for a 12 minute recess at approximately 5:26 p.m. and the board reconvened at approximately 6:40 p.m.

## **SUPERINTENDENT'S REPORT**

**Hamilton Terrace.** The superintendent announced that Hamilton Terrace Adult Learning Center has been the recipient of a \$20,000 grant, and staff is anticipating news of further developments in the school's eligibility for greater funds.

**Summer Activities.** The superintendent announced that many summer school activities are underway, most of which are of a summer school nature. Summer school is being offered at the middle and high school level, and a number of summer camps are being held at 20 or more elementary schools.

**Checks.** The superintendent informed the board that the state's supplemental check was wired to Caddo last Thursday along with a list of names and the amount each person is to receive. The financial staff has printed the checks and employees are in receipt of those checks. He commended the payroll and business departments for fielding telephone calls relative to the supplemental checks, especially since staff was simultaneously working on the bi-weekly payroll, monthly payroll, summer school payroll and closing the financial books on the 1994-95 school year.

### **SEX EDUCATION PARENTAL REVIEW COMMITTEE (Walker)**

Mrs. Walker resolved, seconded by Mr. Burton, that the superintendent convene the Sex Education Parental Review Committee to thoroughly review the sex education curriculum that is currently being taught in the Caddo Parish School System. The committee is requested to forward a recommendation for updates, changes, modifications or a different curriculum to the CPSB by December 1, 1995. Mr. Powell asked what is the superintendent's recommendation. The superintendent stated that the motion states that the superintendent will convene the committee, however, it is the chairperson's responsibility to convene the committee. Staff's recommendation is to leave the sex education curricula as it is. He noted that the issue has been in and out of the courts, untold hours and dollars have been spent on the subject, the curriculum was taught last spring with some degree of efficiency, and his office has not received one call regarding the curricula. The superintendent also noted that there is a provision in the curricula for students to opt out. The program has not been taught long enough for staff to adequately evaluate the program. Mr. Powell encouraged the board to hear the superintendent's response. Mr. Thibodeaux echoed the superintendent and Mr. Powell's sentiments. He observed that sex education is a small part of the overall curricula and too much money, time and effort has already been exhausted on this topic. He suggested that the board should focus on other items that are of higher priority, i.e. reading, writing and arithmetic. Mr. Vance questioned the number of students opting out of the curricula during 1994-95. Dr. Holt reported that approximately 232 students at the middle school level and a little over 200 opted out at the high school level. Tenth, eighth and seventh graders were offered the curricula. Mr. Vance asked the superintendent what period of time would he consider to be adequate for an evaluation, and the superintendent replied that some evaluation should be done at the end of each school year; but to conduct an adequate evaluation would be over a two or three year period. Mr. Vance commented that he is not interested in the board spending more money on this curricula and encouraged the superintendent to give the board an evaluation in two or three years along with a recommendation. Mr. Adams spoke in support of the superintendent's recommendation. Mrs. Pugh stated that she views the motion as one of placing this item on the superintendent's agenda. The timeline seems to suggest that this is a curriculum item that was taken out of the instructional division and placed into another department. This opportunity informs the superintendent that this action needs to be investigated. She further noted that the new Parental Review Committee should be afforded an opportunity to peruse the curricula. The superintendent informed the board that the instructional specialist reviewed the curricula with the Parental Review Committee and he outlined the specialist's method for updating committee members. Mrs. Pugh expressed concern about instructional staff feeding information to the public regarding the curricula and encouraged the superintendent to look into this matter. More debate ensued on the need to review the sex education curricula. Dr. Hitchcock made a substitute motion, seconded by Mr. Burton, that the superintendent consult the chairperson of the Parental Review Committee and suggest that the chairperson of the Parental Review Committee contact committee members and make certain that members have had the opportunity to ask questions, review materials, and, if appropriate, call a meeting of the

Parental Review Committee for that purpose. Further moved that the superintendent review the sex education curricula and make a recommendation to the CPSB by December 31, 1996, and that this recommendation should also include any appropriate comment by the Parental Review Committee. Vote on the substitute motion carried with board members Thibodeaux, Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Milam, and Dr. Hitchcock.

## **UNFINISHED BUSINESS**

No unfinished business was introduced at the meeting.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Agenda Item.** Dr. Hitchcock requested that "*Proposed Revision to CPSB Policy Regarding Magnet School Students Returning to Their Neighborhood School*" be added to the agenda for next month's board meeting, and if additional time is needed to prepare a proposal, then the superintendent may indicate this. He also requested that "*Report on Charter Schools Concept*" be presented at the August, 1995 CPSB meeting. He asked that the report include the timeframe and any recommendation/proposal that staff might have for consideration. Dr. Hitchcock further requested staff to provide the board with a report on "*Plans for the Educational Trust Fund.*" The report should include the method on how the money will be collected; will the CPSB be tied to other agencies for the purpose of collecting; and a proposal for how the board/staff would determine the best use of funds for the school system. Mrs. Walker made the board and staff aware that she has a copy of the ordinance passed by the Parish Commission regarding the Educational Trust Fund and she will share it with the board.

**Appeal Process.** Mrs. Pugh requested staff to provide her with additional information on the appeal process for students at Caddo Magnet High School and with a copy of the student's evaluation form. She informed the superintendent that in the policy, under item two, there is an involvement of the CPSB by name, but during the appeal process there is no reporting to the board.

**George W. Carver School Site.** Mr. Thibodeaux asked that at the January, 1996 CPSB meeting, a committee be formed to outline possibilities for using the facility/acreage at the George W. Carver School site.

**Educational Standards.** Mr. Thibodeaux announced that at the August, 1995 CPSB meeting, he will be introducing a motion asking the superintendent/staff to come back to the board with a set of minimum standards by which the CPSB guarantees that graduates have met for graduation. The commitment would say to the community that if a student has met the minimum standards set forth by the CPSB, that if they employ the student or the student goes to college and needs remediation, that the CPSB will accept the responsibility to remediate the student.

**Central Office Restructuring.** Mr. Powell encouraged the president to consult with the superintendent to determine if a special meeting of the CPSB should follow the August, 1995 Executive Committee meeting to consider the three-month stipulation for the superintendent to inform the board of his plans for central office restructuring.

**Sympathy.** Mr. Powell expressed sympathy to Judy Boykin and the Boykin family in the death of her father.

**Staff.** Mr. Adams acknowledged to the superintendent his appreciation for his leadership, and requested that he convey to staff, on his behalf, that he recognizes that the CPSB has excellent staff,

they are doing an excellent job, and in regards to the reorganization of central office, that it is not a decentralization of power and/or authority. He expressed appreciation for staffs support.

**Diploma.** The president asked staff to prepare a more attractive/professional looking diploma for special education graduates.

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

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James E. Foster, Secretary

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Mark Milam, President

**August 2, 1995**

The **Executive Committee** of the **Caddo Parish School Board (CPSB)** met in regular session Wednesday, August 2, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D. present. Other board members present were Ron Adams, Judy D. Boykin, Alvin Mims, Michael E. Powell 111, Michael J. Thibodeaux, Johnny Vance, Jr., and Sybil B. Walker. Also present were Secretary James E. Foster, Ed.D., Legal Counsel Fred Sutherland, staff and other visitors. Dr. Hitchcock gave the invocation and led the Pledge of Allegiance.

**Agenda Items.** The superintendent reviewed the proposed agenda for the August 16, 1995 school board meeting. The following items were added: "*Survey of Citizens on Caddo Public Schools*" (Adams) and "*Health Clinic at Linwood Middle School*" (Mims). The following items were categorized as consent agenda: 8, 9, 13, 14, 15, 16, 17, 19, 20 and 21.

**Renewal of Agreements.** Mrs. Pugh asked about the terms of the renewal agreements relative to agenda items 13-16. S. L. Slack, assistant superintendent for support services, reported that the requests are for use of space at various school facilities, mostly after school hours. The agreement with the Youth Enrichment Program (YEP) also includes provisions for snacks for program participants.

**Weed and Seed Grant.** Mr. Thibodeaux asked the superintendent to provide him with information on the status of the Weed and Seed Program at Barret Elementary School and Creswell Elementary School. The superintendent said he would provide Mr. Thibodeaux with an update.

**Recommendation on Position Evaluation and Compensation Study by Arthur Andersen.** Mr. Powell asked the superintendent if he needs additional time to complete his report on staffing at central office and evaluation assessment of central office employees. The superintendent said he will be requesting additional time to complete his assessment and plans to present the report and recommendations to the board at its September, 1995 meeting. Mr. Powell said he thought the board had voted to postpone consideration of the Andersen Study until after the board has received the recommendations from the superintendent on central office staffing. He asked staff to review board minutes to determine if such action was taken. Additionally, Mr. Powell expressed concern about this item being presented prior to receiving the superintendent's report, and said he will provide a motion to postpone consideration until after the report is received and staffing at central office is addressed. The president asked the superintendent for his thoughts regarding the delay of this item. The superintendent stated that staff does not object to delaying this item for one month. Mr. Vance asked how does the Andersen Study impact decentralization plans for the central office. The superintendent replied that the study primarily deals with classified personnel, and the evaluation and compensation study and decentralization plan are two separate items. Mr. Vance expressed concern that other support staff housed away from central office is affected; and, he doesn't see the need to delay. He encouraged the board to consider this item at its August 16, 1995 meeting. Dr. Hitchcock asked the superintendent if he plans to bring a recommendation for approval of all or part of the Andersen Study at the August 16 meeting, and the superintendent answered in the affirmative.

Mr. Powell stated that he does not have a concern with the presentation of recommendations on noncentral office classified employees at the August, 1995 meeting, and he asked staff to consider bifurcating the two (central office and noncentral office classified employees). Mrs. Walker spoke in support of extending the timeline for the superintendent to present his report/recommendations on reorganization of central office.

**Group Health Plan and Voluntary Dental Program.** Dr. Hitchcock asked the superintendent to inform board members of staff's proposal relative to these items. The superintendent said staff will be recommending plans to provide assistance to the group health plan which would be in the nature of a 30 percent increase for employee participation, and that the CPSB will provide a 30 percent increase. Relative to the voluntary dental program, staff's recommendation is for premiums to be increased by 16 percent. Dr. Hitchcock asked about the status of long-term fix to the health plan. The superintendent said information has been distributed to individuals who are interested in doing a study for the CPSB, and the information is to be returned to staff by Friday, August 18. Staff plans to present a recommendation to the board at its September, 1995 meeting.

**Approval of Funds to Reestablish a Library at Oak Terrace/J. B Harville School.** Dr. Hitchcock asked for clarification of this item. The superintendent reported that Oak Terrace has been used for several purposes over the years. The library was closed when the school's occupancy was reduced, and materials/equipment/books/furniture were dispersed to other libraries throughout the parish. Space is available, funds have been budgeted for a librarian, and staff is requesting funds (approximately \$15,000) to reestablish the library.

**CPSB Curriculum Policy.** Dr. Hitchcock asked if it is staff's intention to present a policy at the August school board meeting. The superintendent responded that there is not enough time for staff to develop a policy in time for the August meeting. Essie Holt, assistant superintendent for curriculum and instruction, is assembling a committee to establish recommendations for a policy. Staff will be presenting an update on activities relative to the development of a policy.

**Report on the Concept of Charter Schools and Review of CPSB Policy Regarding Magnet Students Returning to Neighborhood Schools.** Dr. Hitchcock reported that he does not plan to introduce a motion on either of these items. He clarified that one item is for staff to review an existing policy. Mrs. Pugh reminded staff that she had requested additional information relative to the board's policy regarding magnet students returning to neighborhood schools, and asked if the report has been completed. The superintendent said information will be included in the mailout, and staff will be forwarding information to Mrs. Pugh regarding her particular interest.

**Reorganization of Central Office.** Dr. Hitchcock asked if the superintendent's report will be an update on the status of the proposed timetable as opposed to any specific action that he wants the board to take. The superintendent stated that Dr. Hitchcock's capsulation is correct.

**Charter Schools.** The president asked who will be presenting the report on Charter Schools. Dr. Hitchcock said that at the July, 1995 school board meeting, he asked the superintendent to report to the board and supply board members with information on Charter Schools and options. The president informed the board that CPSB members Pugh and Walker attended a meeting on Charter Schools in Baton Rouge on Tuesday, August 1, 1995. Mrs. Pugh expressed the desire to have this item on the agenda, and suggested that an orientation on Charter Schools be scheduled for board members. She capsulized information that was presented in Baton Rouge emphasizing the tight timeline for submitting applications and who is eligible to request a charter. Mrs. Walker made similar remarks. Mrs. Pugh suggested that a special CPSB meeting should be scheduled for discussion and/or orientation on Charter Schools. Dr. Hitchcock questioned the need for a special meeting and suggested that it could be handled during the regular school board meeting. He asked the superintendent if staff could be prepared to make a presentation at the August meeting, and the superintendent answered in the affirmative. The president ruled that the item will remain on the agenda for August, 1995. More debate ensued on Charter Schools. Mr. Adams recommended that staff should provide board members with a copy of the information that was distributed at the Baton Rouge meeting on Charter Schools.

**School Prayer** Mrs. Pugh asked if staff will be presenting a policy regarding school prayer at the August meeting. The superintendent reported that the item is on the agenda, and staff is working on

developing a policy for review by legal counsel. He noted that staff is reviewing legislation relative to school prayer, and is attempting to put it in a more readable form. Staff will do their best to meet the stipulated timeline. Mr. Vance asked if the policy on school prayer will be shared with the public prior to the board's adoption. The superintendent said, technically, the law on school prayer is currently in effect, and staff plans to bring a policy to the board that is in a more readable form than the legislation. Mr. Powell noted that the school board is already bound by the legislation on school prayer, and the intent of introducing this item is so that the right information is given to employees.

## **CPSB WORK SESSION**

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

**Graduation Remediation.** Ed Hearron, director of high schools, reported that for the 1994-95 school year, 77 students did not receive their high school diploma. During LEAP remediation held in June, 1995, 51 students passed.

**Consent Agenda.** Mrs. Pugh moved, seconded by Dr. Hitchcock, approval of the proposed consent agenda. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mrs. Pugh seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:30 p.m.

## **August 16, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, August 16, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Michael E. Powell III arrived at approximately 3:35 p.m. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Mims.

## **CONSIDERATION OF MINUTES OF THE JULY 19, 1995 CPSB MEETING**

Mr. Burton moved, seconded by Mrs. Pugh and Mr. Adams, approval of the minutes of the July 16, 1995 school board meeting. Vote on the motion carried unanimously. (Mr. Powell had not made his arrival to the meeting.)

## **CONSENT AGENDA**

The board reviewed the agenda and "Survey of Citizens on Caddo Public Schools" (Adams) and "Health Clinic at Linwood Middle School" (Mims) were postponed until the September, 1995 CPSB meeting. "Minimum Standards for Diploma Guarantee" (Thibodeaux) was advanced on the agenda to follow consideration of bids. The board categorized the following items as consent agenda.

## **Agenda Item No. 8**

**Personnel Recommendations.** The superintendent made the following recommendations: (a) Joe Brown be appointed director of Data Processing; (b) Jesse Scott be appointed assistant principal for administration and discipline at J. S. Clark Middle School and the terms of contract are August 17, 1995 through June 15, 1998; and, (c) Dr. Phyllis Leone is being transferred from the position of education diagnostician to the position of principal of Alexander Special School effective August 17, 1995. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are assigned.



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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for science supplies and small equipment for all schools; pre-collated carbonless printing paper; paper cutting machine; Caddo Magnet High School Language Lab, Project 192; central office partition and exterior entrance work, Project 214; and, electrical service for Caddo Career Center accounting and office procedures wing. A copy of the tabulation bid sheets marked "Exhibit A, seven pages, August 16, 1995" is filed in the official papers of the board.

**Approval of Change Orders.** Staff recommended approval of the following: (a) C. E. Byrd Youth Center parking, SP-17-94, change order #2 for \$1,630.40. This change order will provide for additional work required to build concrete entrance onto Gladstone, widen the Creswell entrance, and stripe the lot; (b) resilient flooring at various Caddo Parish schools, SP-02-95 change order #3 for \$9,906 and change order #4 for \$11,614.95. Change order #3 will repair subfloors at A. C. Steere Elementary as provided by the specifications. Change order #4 provides for additional repairs and flooring replacements at Fairfield Elementary, Claiborne Fundamental, Caddo Magnet High School, Blanchard Elementary and Mooretown Early Childhood Center.

**Authority to Sell Surplus Used Vehicles.** The CPSB was authorized to join with the City of Shreveport to hold an auction sale on Saturday, August 26, 1995, at the Fair Grounds to dispose of surplus used buses and vehicles.

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

**Renewal of Agreement With Caddo Community Action Agency, Inc. for Head Start Program.**

Staff recommended that the agreement with Caddo Community Action Agency, Inc. for the 1995-96 Head Start Program to use available classrooms and to provide meal service to participants be approved.

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

**Renewal of Agreement With Association for Community Training, Inc. for After School Study Program.**

Staff recommended that the agreement with the Association for Community Training, Inc. for an after school study program for 1995-96 at Midway, J. S. Clark, Hollywood and Northside, and to provide transportation and snack be approved.

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

**Renewal of Agreement With Abundant Life Full Gospel Baptist Church to Use Eighty-First Street**

**ECE School Facilities.** Staff recommended that the agreement with the Abundant Life Full Gospel Baptist Church to use the Eighty-First Street ECE School auditorium on Sunday mornings through June 30, 1996 be approved.

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

**Renewal of Youth Enrichment Program (YEP) Agreements.** Staff recommended that the facility usage agreement and snack provision agreement with YEP for the period August 17, 1995 through June 1, 1997 be approved.

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

**Special Education Contracts.** Staff recommended approval of the special education contracts as submitted and included in the mailout. The agreements provide for required services to hospitalized special education students, and are between the CPSB and The Adolescent Center, Shreveport Louisiana; the CPSB and CPC Brentwood Hospital; the CPSB and Charter Forest Hospital, Shreveport, Louisiana; and, CPSB and Highland Hills Management Corporation D/B/A Highland Hills Hospital, Shreveport, Louisiana.

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

#### **Approval of Funds to Reestablish a Library at Oak Terrace/J. B. Harville Alternative School.**

Staff recommended approval of funds (\$15,625) to reestablish a library at Oak Terrace/J. B. Harville Alternative School.

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

#### **Approval of Transportation for Students Enrolled in the Telecommunications Program at Booker T. Washington High School.**

Staff recommended approval of transportation for students enrolled in the telecommunications program at Booker T. Washington High School.

Transportation

will be provided for approximately 20 incoming out-of-district ninth grade students, at no additional cost to the school system.

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

**Adoption of Textbooks/Vocational Area.** Staff recommended approval of the adoption of textbooks/vocational area as included in the mailout.

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

#### **Approval to Submit an Adult Learning System Reform and Improvement Planning Grant Proposal.**

Staff recommended approval of the submission of a grant to National Institute for Adult Literacy for Hamilton Terrace Learning Center. An abstract of a \$50,000 planning grant was included in the mailout.

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

**Workers' Compensation Settlement.** Staff recommended approval of a settlement of a workers' compensation claim for \$12,500 on Dora Jackson. Ms. Jackson was a substitute school food service worker who was injured in a fall on January 23, 1990.

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

### **SPECIAL RECOGNITIONS**

The superintendent recognized Dwight Collier, director of auditing and risk management, who introduced the newly-employed school security coordinators. The school security coordinators have varying military, police, law enforcement, and security backgrounds. Roy Murry, security supervisor, informed the board of inservice activities for the security coordinators, and expressed appreciation to the board and staff for support of this effort. Documentation of the school security coordinators and school site assignments is filed in the official papers of the board. Mrs. Pugh noted that she understands that school security coordinators will be at the discretion of school principals, and Mr. Murry concurred with this assessment.

The superintendent informed the board that the special recognition of the technology and learning teacher of the year will be made at the September, 1995 school board meeting.

### **VISITORS**

Mimie Cherry informed the board that this year marks the 25th year of her attendance at CPSB meetings. She highlighted her interest in children and education; gave a historical review of integration efforts relative to the Caddo Parish School System; shared her thoughts about improving race relations; and, encouraged the use of Biblical principals in dealings with children and each other.

Dianne A. Smith, parent, informed the board of personal difficulties she encountered in attempting to secure a student transfer for her child. She asked the board to conduct an investigation into the matter. The president directed the superintendent to assign appropriate staff to look into this matter.

Eva Lee, grandparent, informed the board of her concerns for her grandson's continued educational and/or social development. She asked for board/staff's assistance in securing a safe school assignment for the youth via a student transfer. Mrs. Lee was advised to provide staff with necessary documents, and an investigation will be made.

Bonnie Hughes, educational coordinator at Willis-Knighton Medical Center, presented to the board and staff a school nurse proposal for development in schools in the Martin Luther King, Jr. Drive area for its consideration.

Deborah Hart, A+PEL representative, shared concerns relative to the time schedule for CPSB meetings; support of Charter Schools; support of remediation for graduates, etc.

Bonita Bandaries, representative of the Christian Education Association, Int., shared views on: Charter Schools (academic excellence); the proposed Linwood School Clinic; and, the use of educational funds, etc.

Betty Armstrong, representative of LA Federation of Teachers (LFT), expressed concern about the proposed increase in health insurance premiums, and encouraged the board to defeat the plan.

Maryjo Palumbo, representative of the Caddo Association of Educators (CAE), informed the board that the LA Association of Educators (LAE) has prepared a brochure for parents entitled "*Success in School, A Parent's Guide to Helping Children Succeed in School.*" CAE will begin placing orders for distribution to parents in grades K-5. CAE also expressed views about the proposed increase in health care premiums.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced CPSB's newly promoted administrators as identified in consent agenda item eight.

## **MINIMUM STANDARDS FOR DIPLOMA GUARANTEE (Thibodeaux)**

Mr. Thibodeaux moved, seconded by Mr. Adams and Mr. Burton, that beginning with the 1995-96 graduating class, the CPSB will guarantee its graduates. Any graduate needing remediation for up to two years following graduation will be given that remediation. The remediation needed will be stated specifically by the employer or educational body requesting such remediation. Mr. Thibodeaux shared his rationale for introducing this motion with board members and noted that if social promotions are made, this status should be noted on the student's permanent record. Mr. Adams spoke in support of the motion and commended Mr. Thibodeaux for its introduction. He further suggested that if the motion passes, that it could be followed up with the curriculum review policy, if there is one in this regard. The superintendent expressed support of the motion, and suggested that the board might want to establish a time limit (pilot) in order to give staff an opportunity to see what happens during that time. Ed Hearron, director of high schools, noted that if this motion relates to LEAP remediation, that presently in Caddo Parish if the student has completed his senior year and has earned all 23 credits, but has not passed all five parts of the graduate exit exam, then there is no age or time limit on when a student can come back for remediation. Students may return for remediation until they pass all five parts. Mr. Burton spoke in support of the motion and said he hopes that the Development Educational Program at Southern University will be considered to help address this issue. Mr. Powell expressed support of the concept of the motion, but expressed concern about the board guaranteeing graduates. He asked if guaranteeing could potentially open up any liability. Legal counsel said the only guarantee is for providing remediation to the student. Mr. Powell offered a substitute motion, that beginning with the 1995-1996 graduating class, any graduate needing remediation for up to two years following graduation will be given that remediation. The remediation needed must be stated specifically by the employer or educational body requesting such remediation. The president ruled that the motion died for lack of a second. Mrs. Pugh questioned the effective date; the impact that this will have on the pupil-teacher ratio; to what extent is staff prepared to implement the program; and, the funding source. The superintendent noted that the pupil-teacher concern is a good point and staff will need to address it. If the motion is approved, staff will bring its recommendations to the board addressing the concerns. He further noted that funding will not increase as a result of implementation of this program, but staff could apply for grants. Mr. Thibodeaux observed that

there is no way to determine how many students will request remediation; but the remediation will be specific in nature. Debate continued on social promotion and educational needs of students. Mrs. Pugh and Mr. Brooks suggested that more information on this plan is needed. Mrs. Pugh also expressed concern that teacher accountability has not been addressed. Essie Holt, assistant superintendent for curriculum and instruction, expressed concern that the school system is receiving more students who have been home schooled, and she questioned how guarantees could be made in reference to these students' educational growth and development. Following more debate and in order to grant staff additional time to research this issue and report to the board, Mr. Thibodeaux made a motion to postpone this item until the September, 1995 CPSB meeting. Mr. Brooks seconded the motion which carried, with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock. Dr. Hitchcock commented that he has four questions that could be germane to the study, and the president asked that the questions be introduced during the announcement and request period of the meeting.

### **RECOMMENDATION ON POSITION EVALUATION AND COMPENSATION STUDY BY ARTHUR ANDERSEN**

Mr. Powell raised a point of order and said the CPSB minutes (May 17, 1995) reflect the delay of this agenda item. He requested that in lieu of this, that the board should move on.

### **GROUP HEALTH PLAN**

The superintendent commented that in view of the projected shortfall that is anticipated regarding the group health program, staff is proposing an increase in the employees' premium of 30 percent, with an equal percentage being supplied by the CPSB. This would bring the school board's participation to \$1.7 million; the employees' contribution to \$1.5 million; and, the total that is accumulated as a result of this would get the school system through the 1995-96 year. Requests for proposals (RFPs) have been distributed to a number of evaluators who will be asked to evaluate the current plan. Staff anticipates receiving the plans by August 18, 1995, and a recommendation will be presented to the board in September, 1995 for an evaluator to look at the present program.. Mr. Brooks moved, seconded by Mr. Thibodeaux, that the employer and employee contribution rates to the group health plan be increased by 30 percent and that the board renew its contract with Washington National Insurance Company, as expressed in the board mailout. Mr. Brooks spoke in support of the plan. Mr. Thibodeaux commented that the money spent in prior years was money spent to pay for medical care for employees and some administration. He said he hopes that the CPSB will be very aggressive and proactive in trying to solve this problem. Mr. Vance questioned the terms of the renewal contract. S. L. Slack, assistant superintendent for support services, said the contract is normally for one year, but it has a 31-day cancellation clause. Mr. Adams spoke in support of the motion, but protested the timing factor. He suggested that the insurance administrators should provide the recipients of the plan and the CPSB with more timely information. Mr. Powell informed the board that he believes the motion is premature. He observed that the CPSB is in the mode of receiving information to address the problem, and steps should be taken to resolve the problem. Mrs. Boykin raised questions about the future adoption of administrative services on claim liability limits. She reminded board members that health care premiums continue to rise, and each time the CPSB puts money in the plan that it is a recurring cost. Referencing correspondence of July 31, 1995 included in the mailout, Dr. Hitchcock commented that the monthly liability limit factor is not an expense item to the board; that it represents the aggregate stop loss attachment point which is the point where secondary insurance takes over, and CPSB's liability ceases. He urged the board to act now to plug the problem and to look at long-term solutions. Mrs. Walker spoke in opposition to the premium increase, and encouraged staff/board to find cheaper insurance coverage. Vote on the motion carried with board members Walker and Powell opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Boykin, Adams and Dr. Hitchcock.

### **VOLUNTARY DENTAL PROGRAM**

The superintendent informed the board that staff recommends approval of the motion that is provided which calls for a 16 percent rate increase. Mr. Brooks moved, seconded by Mr. Burton, that the CPSB approve changes to the voluntary dental program and heart/stroke coverage as provided by Commonwealth

National Life Insurance Company as recommended in the mailout. Vote on the motion carried with board members Walker, Milam, and Boykin opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Adams and Dr. Hitchcock..

**Recess.** The president called for a 12 minute recess at approximately 5:10 p.m. The board reconvened at approximately 5:21 p.m.

## **CPSB CURRICULUM POLICY**

The superintendent informed the board that staff is in the process of organizing a committee to develop a curriculum policy for presentation to the board for its consideration. Staff is waiting for teachers to return to school because they will serve on the committee. The item will be back on the agenda as soon as staff can prepare the material.

## **SCHOOL PRAYER**

Mr. Adams moved, seconded by Mr. Powell and Mr. Brooks, that the policy, as submitted by staff, on prayer in school, be adopted. Mr. Powell commented that the statute that was used to develop the policy mandates that the CPSB follows the statute. Further, the board is allowing for people in the schools to be informed of their rights. The superintendent spoke in support of the motion. Under the heading "*Selection of Student Volunteers*," Mrs. Pugh questioned the phrase of "... *unless the student chosen has volunteered to do so.*" She asked if the word "*agreed*" could have been used rather than "*volunteered.*" Legal counsel said the verbiage is verbatim from the statute. The student volunteer has to be selected by another student. Mrs. Pugh asked for clarification of the use of classroom time. Legal counsel said the statute specifically allows provisions for restrictive use of classroom time. Vote on the motion carried unanimously.

## **REPORT ON THE CONCEPT OF CHARTER SCHOOLS**

The superintendent noted that the report is being presented as a follow-up to a request made at the last Executive Committee meeting. He introduced J. Reggie Reynolds, director of the Staff Development Teacher Resource Center, who stated that the presentation is designed to enlighten everyone on the concept of charter schools. Mr. Reynolds observed that charter schools (Senate Bill No. 1305) is designed so that teachers and parents can get together to fashion and run a public school. Board members were provided with copies of materials received at the August 1, 1995 invitation conference on charter schools that was held in Baton Rouge. Mr. Reynolds introduced the programmed speakers and they gave a detailed synopsis of various aspects of charter schools. The presenters and topics summarized are: "*New Charter School Law - A Legislative Report*" (Sally Cox, BESE Member and CPSB teacher); "*Charter School Results*" (Bill Matthews, director of A+PEL); "*Observations and Reactions to the August 1, 1995 Meeting in Baton Rouge Concerning Charter Schools*" (CPSB Members Ron Adams, Sybil Walker, Mark Milam, and Mildred B. Pugh; Debbie Hart of A+PEL; and, Zoronia Myers, classroom teacher). The initial deadline for school boards to apply is September 15, 1995. The Board of Elementary and Secondary Education (BESE) will select eight school boards to participate, and each of the eight school boards has two ways to create charter schools (by eligible outside groups or the school board itself). Presenters suggested that anyone interested in participating in the program should read the entire law (R. S. 17:39713982). The board entertained questions following the presentation. Betty Armstrong of LA Federation of Teachers asked the board to receive input from parents about the concept. She also expressed concern about funding sources for charter schools. Mr. Thibodeaux noted that because of the timeline, Caddo should file an application so that it could be considered for participation; also, that a public hearing would be in order. After more discussion on funding, group eligibility, and crowded schools, Mr. Adams moved, seconded by Mr. Thibodeaux, that the CPSB will submit an application for charter school authority. Mr. Mims suggested that the CPSB should meet in a special meeting following the next Executive Committee meeting for the purpose of conducting a public hearing on charter schools. Mr. Mims moved, seconded by Mr. Powell and Mr. Burton, to postpone this item until after the Executive Committee meeting on September 6, 1995, at which time the CPSB will meet in a special session to address this matter. Mrs. Boykin asked for clarification of the documents that should be submitted to BESE along with the application. She asked if board members will receive copies of the documents required for application prior to the special session on

September 6. Mrs. Pugh commented that the specifics are outlined and should be considered by the board before submitting an application. The president stated that he was informed that all that is required by September 15, 1995 is a letter of application. Mrs. Boykin asked legal counsel to review the requirements for submitting an application and to inform board members of his findings. Further, if additional information is to be submitted with the letter of intent, that board members be provided with copies of such documents before the special CPSB meeting on September 6, 1995. The motion to postpone carried with board members Thibodeaux, Pugh, Milam, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Burton, Vance, Mims, Brooks, Powell and Boykin. Mr. Thibodeaux asked Mrs. Cox to provide board members with a copy of her report regarding the Senate bill.

## **REVIEW OF CPSB POLICY REGARDING MAGNET STUDENTS RETURNING TO NEIGHBORHOOD SCHOOLS (Dr. Hitchcock)**

Dr. Hitchcock called board members' attention to the handout that was in the mailout which was not intended to be a policy, and was not worded neither written as such. He said board members have at their stations a proposed policy that is identical to the handout document; and, it is in a form that the CPSB could adopt as board policy. He asked the president to poll board members to determine if anyone objected to enacting the document as CPSB policy. No objection was expressed. Dr. Hitchcock moved, seconded by Mr. Brooks, that the CPSB adopt the handout that is at board members' seats as board policy for magnet school admission, retention, removal and return to neighborhood schools. The superintendent noted that administrative guidelines have been put in a policy form, which is presented today; and, the contents of the documents are the same. Mr. Vance encouraged the board to keep with the same guidelines in considering agenda items. Vote on the motion carried with board members Vance and Boykin opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock.

## **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** The superintendent recommended that the requests for leaves be granted, as requested by staff and presented to the board. Mr. Brooks moved, seconded by Mr. Thibodeaux, approval of the superintendent's recommendation. Mr. Powell requested clarification of a leave request for Patsy Weldon that was at board members' seats upon arrival. Willie Henderson, assistant superintendent for human resource services, explained that the request was received today, and because it is a cost-saving measure, staff decided to present it to the board today for approval. Mr. Burton moved, seconded by Mr. Mims and Mrs. Pugh, to separate one request for leave (Eva Hall) from the remainder of the requests. Vote on the motion to separate the requests carried with board members Milam, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Burton, Vance, Thibodeaux, Mims, Pugh, Brooks, Powell, and Boykin. Vote on the motion to approve all requests for leaves, as recommended by the superintendent, with the exception of the request for Eva Hall, carried unanimously. Debate ensued on school board policy and state statutes relative to requests for leaves. Mr. Henderson commented that staff is recommending denial of Ms. Hall's request for leave because the application was not submitted in compliance with the timeline as set forth in school board policy G CBD and state statutes 17:1171-17:1186. Debate continued on the circumstances relative to the delayed request. Legal counsel informed board members of the circumstances of this request -- that the applicant has applied for admission into a doctoral program. However, he emphasized that the law sets forth certain timelines and procedures for granting requests for leaves, and if they are not adhered to, then the application should be rejected. Mr. Vance encouraged staff to provide board members with information on requests for leaves in a more timely fashion. Mr. Burton expressed his opposition to this particular law, stating that he believes a leave is justified based on the circumstances. Vote on the motion to uphold staff's recommendation relative to Ms. Hall's request carried with board members Walker and Burton opposed. Board members supporting the motion were Vance, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock. The requests for leaves are as follows:

Sabbatical Leaves for Rest/Recuperation, 1995-96 School Year

Bill Causey, Jr., Band Director, Captain Shreve High School  
Bonita Douzart, Teacher, Linwood Middle School

Linda Liles, Teacher, Ridgewood Middle School  
Alice Richardson, Teacher, Woodlawn High School  
Karen White, Teacher, North Caddo High School

Sabbatical Leave for Study, 1995-96 School Year

\*Eva Hall, Teacher, Turner Elementary/Middle School  
(\* ) Staff recommended that this request be denied

Leave Without Pay (Personal), 1995-96 School Year

Janette Hall, Sweeper, C. E. Byrd High School  
June Hightower, Bus Driver, South Highlands  
Karen Rothell, Teacher, Keithville Elementary/Middle  
Barbara Owens, Teacher Aide, Linear Middle School  
Teri Parnell, Bus Aide, Transportation Department  
Lila Finney, Teacher, South Highlands Magnet

Leave Without Pay (Personal) July 1, 1995 through June 30, 1995

Tommy Vestal, Coordinator, Drug-Free Schools

Leave Without Pay (Personal), Fall Semester 1995-96 School Year

Lorther Walker, Bus Driver, Shreveport Garage

Leave Without Pay (Study), 1995-96 School Year

Barbara Taylor, Teacher Aide, Turner Elementary/Middle School

Leave Without Pay (Personal), August 17, 1995 through October 2, 1995

Terri Patterson, Bus Driver, Keithville Elementary/Middle

Leave Without Pay (Personal), August 15, 1995 through February 1, 1996

Shirley Green, CNP Technician, Linwood Middle School

**Requests of the Board.** Sandra Pierce, teacher at Ingersoll Elementary, requested to rescind her sabbatical leave for study for the fall semester of the 1995-96 school year and return to her position at Ingersoll Elementary.

Georgia Hicks, teacher at Hillsdale Elementary, asked the board to relieve her of the obligation to pay back compensation that she received while on sabbatical leave for rest and recuperation. She has been granted disability retirement.

Patsy Weldon, teacher at Woodlawn High, was on sabbatical leave for rest and recuperation for the 1994-95 school year. Her health has not improved and she has been granted a disability retirement. She asked the board to waive the requirement for her to pay back monies received while she was on sabbatical leave.

**Reorganization of Central Office.** The superintendent said he previously suggested to the board that he would present a plan to the board in September, 1995; however, he requested additional time until October, 1995. The superintendent noted that there is no committee, neither consultant, working on reorganization. He said he would like to get school underway for the 1995-96 school year and to complete the Annual Report which has to be submitted to the State Department of Education by October 1. Mr. Powell moved, seconded by Mr. Brooks, that the CPSB grant the superintendent additional time, as he deems necessary; and, at the time that he feels that he is prepared to come back to the board, that he does so. Vote on the motion carried unanimously.

**Educational Trust Fund.** The superintendent informed the board that a meeting was held with a group referred to as the "Steering Committee." Board members Pugh and Walker were present along with himself, Sally Cox, Pat Howard, Valmarie Davis, S. L. Slack, Ben Wreyford, and Burnadine M. Anderson. The group met to discuss what might be proposed as the first steps for the proposed "Caddo Educational Excellence Fund." The superintendent said the committee reviewed part of the legislation relative to this fund, and the Steering Committee proposed that a controlling committee be developed. It will be comprised of 15 members (eight teachers, three principals [one from each level], one board member [member of the Executive Committee], one PTA board member, one parent-at-large, one business person [Shreveport Chamber of Commerce], and ex-officio members [superintendent and the CPSB Executive Committee]). Authors of the bill would be recognized in the mission statement or some place within the confines of what the committee decides to do with the educational funds. Staff facilitators will be provided as needed. The Steering Committee suggested the terms of committee members will be on a staggered basis, and members of the Steering Committee have agreed to meet one more time to give more direction and structure. The superintendent said he will provide board members with a copy of the minutes of the initial meeting. Discussion followed on: committee members' appointment and the appointment of teachers (lottery system); clarification of the committee's role; board members' desire to vote on the issues; allocation of funds to schools; and the development of the Steering Committee. In response to Dr. Hitchcock's question relative to the role of the committee, the superintendent clarified that the purpose of the committee is to make recommendations to the board on the use of funds, as opposed to deciding the use of the funds. Recommendations will come back to the board for consideration. Dr. Hitchcock reiterated that the funds will be spent only as authorized by the CPSB, and by law, and the superintendent concurred with this assessment. Mr. Powell expressed similar concerns relative to the formulation of the Steering Committee, and asked that, in the future, that board members be informed of the formation of steering committees and to allow for board members' participation. Mrs. Walker emphasized that the committee is no more than the name suggests, and all recommendations will be submitted to the board for its consideration. Mrs. Pugh commented that the Steering Committee did not set the allocation of funds as was suggested, but general discussion did take place. She further noted that the group felt that more teachers should be involved on the committee. Mr. Brooks moved to activate the Steering Committee. The president ruled that the motion died for lack of a second. Dr. Hitchcock commended the superintendent for complying with the board's request to develop some ideas. He asked if the superintendent's next step will be for him to make a recommendation to the board for the composition of the committee including names; and, at that time, the board will debate/discuss/decide the composition of the controlling committee based upon the superintendent's recommendation. (Mr. Vance excused himself from the remainder of the meeting at approximately 7:21 P.M.). The superintendent agreed, and said that time is in staff's favor, because the starting date for actual distribution of funds will be January, 1997. He proposed that after the Steering Committee meets once more, staff will bring a proposal to the board, with recommendations for the formation of the committee included, for its consideration.

**CDC Information.** The superintendent reported that Mayor Bo Williams called a meeting to discuss the possible use of the CDC facility. The group talked about how the facility could be used in dealing with juvenile crime problems. Another meeting is scheduled for September with various entities, i.e. Shreveport Police Department, Caddo Parish Sheriff Department, CPSB. Each group will report on what they perceive their needs are in regards to juvenile behavior and crime situations, and how the facility could be utilized.

#### **UNFINISHED BUSINESS**

No unfinished business was introduced.

#### **NEW BUSINESS**

No new business was introduced.

#### **ANNOUNCEMENTS AND REQUESTS**



**Nursing Proposal.** Mrs. Pugh asked that board members be provided with more information on the Willis-Knighton nursing proposal for further review. Mrs. Walker asked the superintendent to look into the possibility of involving schools in other geographical areas in Willis-Knighton's proposal.

**Remediation.** Mrs. Pugh asked Dr. Hitchcock to inform the board of the questions that he wanted to introduce relative to remediation of graduates. Dr. Hitchcock asked staff to respond to the following questions.. (1) How does the CPSB establish/define realistic expectations upon receiving requests from educational institutions and/or employment agencies for remediation of graduates? (2) How does the CPSB propose to do the remediation - classroom environment, adult education program; what happens if remediation is requested in an area that is not being taught or staffed in the existing adult education program? (3) How would the CPSB determine that the remediation was actually done; what would be the measuring instrument; what standards exist that would indicate success the second time around? (4) Asked that consideration be given for special education, exceptional students, 504 students, who might not be held to the same standards for graduation. Is the CPSB guaranteeing all students who graduate in Caddo Parish, some that meet certain criteria, or are there exceptions?

**Booker T. Washington High School Stadium.** Mr. Burton announced that on October 14, 1995, in conjunction with homecoming activities, the stadium at Booker T. Washington High School will be renamed "*Leonard C. Barnes Stadium.* " Mrs. Pugh asked if proper authorization has been received to accomplish the renaming of the stadium. Mr. Burton reported that Governor Edwin Edwards signed the bill on May 28, 1995. Mrs. Pugh requested that board members be provided with a copy of the document.

**LSBA Convention.** Mr. Burton asked the superintendent to look into the possibility of hosting the LSBA convention in Shreveport for the year 2001.

**Student Transfers.** Mrs. Pugh asked staff to investigate the concern that some parents are receiving notices of approval and denial for the same child when requesting a student transfer. The superintendent asked to be provided with specific information, and he will direct staff to conduct an investigation. Mr. Burton asked staff to explain how tardiness impacts decisions for granting student transfers.

**Grant Monies.** Mr. Thibodeaux asked the superintendent to look into the possibility of CPSB being able to apply for grant monies to fund the Linwood Middle School Clinic. He suggested that perhaps funds could be used to fund additional nursing positions.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell seconded the motion, which carried unanimously, and the meeting adjourned at approximately 7:36 p.m.

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James E. Foster, Ed.D., Secretary

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Mark Milam, President

## September 6, 1995

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, September 6, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Miles Hitchcock, Sc.D. present. Mildred B. Pugh arrived at approximately 3:35 p.m. Other board members present were Ron Adams, Judy D. Boykin, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

**Agenda Items.** The superintendent reviewed the proposed agenda for the September 20, 1995 school board meeting. The following items were added: "*Itinerant Discoveries Teachers* " (Hitchcock/Walker); "*Requests for Proposals for Legal Services* "(Adams); "*Future Use Determination for George W. Carver School and Rodessa School*" (Milam/Walker); "*Report on P. M School Enrollment and Possible Expansion of the P.M. Program* " (Pugh); and, " *Executive Session - Problems With Administrative Services Relative to Retirement of CPSB Employees*" (Powell). The following items were categorized as consent agenda: 9, 11, 12, 15, 16, 17, 18 and 20.

### DISCUSSIONS

**Future Use Determination for George W. Carver School.** Mr. Thibodeaux commented that this item has already been addressed and staff was directed to make a report to the board at its January, 1996 meeting. Mr. Milam clarified that he has received letters and pictures about the disrepair of the school. He said presently there are activities happening at the site that the board should investigate prior to January. Mrs. Walker requested that use of Rodessa School be considered at the same time as George W. Carver School. Mr. Thibodeaux clarified that Mr. Milam's concern is in securing the building and his concern, to be addressed in January, 1996, is for the possible use of the school and/or property.

**Health Clinic at Linwood Middle School.** Mr. Powell informed the board that he received a copy of a letter that was addressed to staff which involves a request from LSU Medical Center to provide medical services to some Caddo Parish schools. He requested staff to provide the board with some of the ramifications that might arise with other agencies wanting to provide medical services when the board considers the request for a clinic at Linwood Middle School.

**Substitute Pay Rate for Administrators.** Mrs. Pugh asked when did the CPSB begin employing substitutes for administrators. The superintendent and Willie Henderson, assistant superintendent for human resource services, explained that the substitute pay rate is for administrators who are on sabbatical leave. Mr. Henderson further explained that some years ago, the board established a \$10 differential between the amount deducted from a teacher's pay while on sabbatical. The original amount deducted from a teacher's pay was \$40 dollars, and has since been increased to \$46. In order to maintain the same differential, staff is recommending that the differential for administrators be increased from \$50 to \$56.

### CPSB WORK SESSION

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

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 3:56 p.m.

**September 6, 1995**

**The Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana following the Executive Committee meeting/board work session (approximately 4 p.m.), on Wednesday, September 6, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Jerry Tim Brooks was absent. The invocation and Pledge of Allegiance were dispensed with for the special session. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel.

The president thanked board members for meeting in a special session, and stated that the main purpose of the special school board meeting is to continue discussion on charter schools. He also noted that several other items were added to the agenda (identified in the mailout).

### **CHARTER SCHOOLS (DISCUSSION/MOTION)**

The superintendent informed the board that if it wishes for the CPSB to become a demonstration site for charter schools, the letter of interest has to be submitted to the Board of Elementary and Secondary Education (BESE) by September 15, 1995. Mr. Thibodeaux moved, seconded by Mr. Powell and Mrs. Walker, that the CPSB apply to the State Board of Elementary and Secondary Education (BESE) for participation in the charter school demonstration program. Mr. Thibodeaux said this is an opportunity for someone in the community or the Caddo Parish School System to try something new, and the board should prepare itself to receive the demonstration offer. Mrs. Walker commented that the board should not overlook anything that might enhance the quality of learning for students. Mr. Powell echoed the sentiments of Mr. Thibodeaux, and said the door should remain open for consideration.

The president polled the audience for input on charter schools.

Jackie Lansdale, LA Federation of Teachers (LFT), spoke in opposition to charter schools. She enumerated several concerns as expressed by LFT members, i.e. teacher certification requirements, substitute teachers' requirements, classroom procedures, exemption of state laws, evaluation procedures for teachers and students, budgetary responsibilities, and due process or professional rights of teachers. Ms. Lansdale encouraged the board to create dialogue so that everyone interested can be involved.

Mr. Burton expressed concern about the CPSB submitting a letter of application for charter schools. He emphasized that the program does not offer anything that the Caddo Parish School System is not capable of offering. He also expressed concern about the possible drainage of teachers, teacher qualifications, and the impact the program will have on students identified as at risk.

Deborah Hart, A+PEL, was unable to attend the special meeting; however, she submitted a letter supporting the charter schools concept to the president, and asked that he make the board aware of A+PEL's support.

Maryjo Palumbo, Caddo Association of Educators (CAE), informed the board of CAE's support of the motion for submitting a letter of application for charter schools.

Mr. Adams informed the board that he has done additional research on charter schools, and he agrees with some of the concerns that were expressed. However, Mr. Adams said he will support the motion because it is important for people to have a choice. He emphasized that he is a supporter of the public school system first, then the voucher system, and finally charter schools.

The president noted that the motion is for the submission of a letter of application to BESE by the September 15, 1995 deadline. Mrs. Pugh requested clarification of the charter school concept and who has authority over charter schools. Legal counsel said the statute provides that the chartering authority is granted by BESE to a local school system which will act with the chartering authority on proposed charters that are presented to them in public hearing, after due notice on specific charter proposals and presented by specific groups.

It takes a majority vote of the entire membership of the board to grant a charter or to revoke a charter. The charter is good for an initial period of five years and can only be revoked for specified causes stated in the statute; specifically the violation of any provision in the charter or the violation of any provision of state law that is required. The local school system has the monitoring authority to make sure that goals are achieved, and to act on renewals. Mrs. Pugh asked Sally Cox, BESE member, to share with the board her understanding of who has authority over charter schools. Mrs. Cox informed the board that the CPSB will be responsible for seeing that the negotiations built into the contract are fulfilled by the group that has the charter. More discussion followed on what governing body will receive and approve the applications. Dr. Hitchcock asked if the chartering agency will be the CPSB. Legal counsel said that the chartering agency will be the CPSB provided that it is one of the eight parishes granted chartering authorization by BESE. Dr. Hitchcock asked if the terms and conditions for any charter school will be approved by the CPSB before there will be a charter school in Caddo Parish, and legal counsel answered in the affirmative. Dr. Hitchcock asked if there will be specific reports that will be filed with the CPSB on the progress of the charter school, and again legal counsel answered in the affirmative. Vote on the motion carried with board members Vance, Burton, Pugh and Mims opposed. Board members supporting the motion were Walker, Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock.

### **CONSIDERATION OF AN AGREEMENT FROM WILLIS-KNIGHTON FOR AN AFTER SCHOOL TUTORIAL PROGRAM**

The superintendent informed the board that staff recommends approval of the request from Willis-Knighton to provide an after school study program for Northside, Pine Grove, Newton Smith, Green Oaks and Linear. The program will consist of extended instruction in reading, math and writing. Willis-Knighton will reimburse the school system for snacks served and for transporting students home. Mr. Vance moved, seconded by Mr. Burton, to postpone this item until the September 20, 1995 CPSB meeting, and that information be included in the mailout on staff's recommendation. Dr. Hitchcock asked if the program will be jeopardized if it is delayed. The superintendent said that it would just delay the start of the program. Mr. Vance spoke in support of programs for enhancing reading, writing and math; however, he raised the following questions: if other after school tutorial programs exist in the neighborhood; clarification of pick-up points for students; hiring of personnel; criteria for students in the program; will the program provide the services that are outlined; how are students selected; will there be enough space (room); will the program be continued and if so, for what length of time; and evaluation of students. The superintendent said the basic skills of reading, writing and math will be covered and taught by Caddo Parish teachers. S. L. Slack, assistant superintendent for support services, reported that the school principals and staff will be selecting the students who could benefit from extended instruction. The principal will also select a teacher from the school's staff to do the instructing. Mrs. Pugh asked if the CPSB has an agreement with Willis-Knighton in terms of the rate, anticipated number of participants, and who is responsible for operations. Mr. Slack answered in the affirmative. He explained that the information presented in the contract by Willis-Knighton was recomputed and Willis-Knighton has agreed to the terms for additional costs, which will be in writing. Bus drivers will receive \$10 per day plus operational expenses at 60 cents per mile. Teachers will be selected from the staff but will be employees of Willis-Knighton. Mr. Vance said board members need to be provided with more information, and Mrs. Walker suggested that staff might want to secure a contract for a period of two years. The president called for the vote on the motion to postpone which carried with Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin and Adams.

### **CONTRACT RENEWAL FOR HOME IMPROVEMENT PROGRAM FOR PRESCHOOL YOUNGSTERS (H.I.P.P.Y.)**

The superintendent informed the board that the request is for a contract renewal. Mr. Burton moved, seconded by Mr. Mims, that the board renew the contract for the Home Improvement Program for Preschool Youngsters, as submitted by staff. Vote on the motion carried with board members

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

### **APPROVAL OF OFF CAMPUS PHYSICAL EDUCATION ACTIVITIES**

The superintendent informed the board that this item has to do with a request of parents regarding off-campus physical education activities. Staff contacted the State Department of Education and BESE and a procedure was developed, which was in the mailout. The activities suggested, but not limited to, are swimming, gymnastics, golf, tennis and dance. Staff recommended approval. Mr. Thibodeaux moved, seconded by Mr. Adams and Mrs. Pugh, that the CPSB adopt BESE's actions on off-campus activities as related to physical education; and as recommended by staff and outlined in the mailout. Mr. Thibodeaux said these activities are generally more strenuous, and students will have an opportunity to get college scholarships. Mr. Adams echoed Mr. Thibodeaux's sentiments. Vote on the motion carried unanimously. The superintendent expressed appreciation to Ed Hearn, director of high schools, and Sally Cox, BESE member, for being instrumental in getting these activities approved.

### **SAFE AND DRUG-FREE SCHOOLS GRANT APPLICATION REVISION**

The superintendent said staff supports the recommendation and request board approval. Mrs. Pugh moved, seconded by Mr. Mims, that the revised grant application for Safe and Drug-Free Schools be approved and submitted to the LA Department of Education for consideration. Vote on the motion carried unanimously.

### **ELEVATOR FOR C. E. BYRD HIGH SCHOOL**

Mrs. Pugh asked staff to provide the board with an explanation regarding the crowded situation at C. E. Byrd High School and on the delay in installing an elevator. The superintendent informed the board that staff researched the minutes, listened to tapes, and talked with architects and it is staff's intent to proceed as expeditiously as possible to come into compliance with the law. More information will be provided at the September 20, 1995 school board meeting. Mrs. Pugh asked if at the time the bid was let, if the elevator was eliminated or was it included. Keith Norwood, director of school plant, gave an overview of the original approval for construction to meet Byrd's needs. The board approved the plan to build a two-story building with provisions for a future third floor. An elevator shaft along with the electrical work is in place for installation of an elevator. The regulations that are in place requires the installation of an elevator. Mr. Vance asked what is the status of installation of an elevator at Green Oaks High School. Mr. Norwood said the job should be completed in the near future, with possible delivery on October 15, 1995.

The president ruled that discussion of this topic is out-of-order because it is not on the agenda for the special meeting. Mr. Vance asked the board to consider adding "*Announcements and Requests* " to future agendas for special meeting of the CPSB.

**Recess.** The president called for a six minute recess at approximately 4:44 p.m., and the board reconvened at approximately 4:55 p.m.

### **EXECUTIVE SESSION - STUDENT PLACEMENT APPEAL**

The president announced that the student placement appeal will be held in closed session. Mr. Powell moved, seconded by Mr. Burton, for an executive session for approximately 15 minutes to hear a student's appeal. The motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. The board went into executive session at approximately 4:56 p.m. and reconvened in open session at approximately 5:20 p.m. Mr. Powell moved, seconded by Mr. Burton, that in light of discussion during the executive session, that the CPSB has no alternative but to send this matter back to staff for a proper hearing with special education staff present, and that at that time if it is unsatisfactorily resolved to the parent, then the parent will have an opportunity to appeal. Vote on the motion 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 5:22 p.m.

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James E. Foster, Ed.D., Secretary

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Mark Milam, President

### September 20, 1995

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, September 20, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell 111, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Brooks.

**American Legion.** The superintendent recognized and introduced Mrs. Ann Hopkins, education chairman for the Lowe McFarland American Legion, Unit 14. The unit has been instrumental in providing Caddo schools with classroom size flags and literature for students such as, "*Flag Etiquette,* " and "*How to Display and Respect the Flag.* " Unit 14 recently received the state, regional and national award for education, and was named the number one unit in the United States of America. On behalf of the board, the superintendent thanked Mrs. Hopkins for her active interest.

### CONSIDERATION OF MINUTES OF THE AUGUST 16, 1995 and SEPTEMBER 6, 1995 CPSB MEETINGS

Mr. Vance moved, seconded by Mr. Brooks, approval of the minutes of the August 16, 1995 and September 6, 1995 school board meetings. Vote on the motion carried unanimously.

### CONSENT AGENDA

The board reviewed the agenda and deleted the following items: "*Proposed HIV/AIDS Policy* "; "*Executive Session - Problems With Administrative Services Relative to Retirement of CPSB Employees*" (Powell); and, "*Executive Session - Personnel Matter*" (Pugh). The following items were postponed as slated: "*Minimum Standards for Diploma Guarantee (Extended Educational Opportunity)*" (Thibodeaux) until November 1995; "*Survey of Citizens on Caddo Public Schools* " (Adams) until October 1995; "*Health Clinic at Linwood Middle School* " (Mims) until October 1995; "*Request for Proposals for Legal services* " (Adams) until a later date; and, "*Future Use Determination for George W. Carver School and Rodessa School*" (Milam/Walker) until October 1995. Personnel recommendations for the positions of systems design and programming manager and assistant principal of administration/discipline at Keithville Elementary/Middle School were held. Under the heading "*Bids - Approval of Bids/Proposals Taken,* " staff recommended that the bid on *Walnut Hill Elementary Middle School relocatable building, Project 215* be rejected, and requested authorization to proceed with design revisions to bring the cost in line with available funding, and that the project be rebid informally to expedite construction.

Mrs. Boykin moved, seconded by Mr. Powell, to suspend the rules to add "*National School Bus Safety Week*" to the consent agenda. Vote on the motion carried unanimously.

### Agenda Item No. 9

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for science lab tables for Hollywood and Northwood; computer memory upgrade for technology department; Caddo Magnet High School language lab, Project 192; and, carpeting at various Caddo school facilities. A copy of the tabulation bid sheets marked "Exhibit A, eight pages, September 20, 1995" is filed in the official papers of the board.

**Authority to Sell Used School Equipment.** Staff was authorized to sell at auction used school equipment on Saturday, September 23, 1995, at the old Agriculture Center shed on 70th Street.

**Approval of Professional Services.** Staff was authorized to proceed with design of Project 174A, elevator for C. E. Byrd Science Technology Center, and that Ralph Kiper and Associates be approved as design architects.

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

**Donation of Scout Hut at A. C. Steere Elementary.** Staff recommended the adoption of the following resolution. Be it resolved that the CPSB accepts the donation from Broadmoor Baptist Church of the Boy Scout building presently located on A. C. Steere Elementary School property and authorizes the president, Mark Milam, to execute the acceptance on its behalf.

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

**Agreement for Use of Independence Stadium.** Staff recommended that the contract with the City of Shreveport for use of Independence Stadium during the 1995 football season be approved. The provisions of the agreement are the same as in previous years, and a copy of the document is filed in the official papers of the board.

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

**Request by Youth Enrichment Program (YEP) for Modification to its Contract With the CPSB.** Staff recommended that the provisions included in the Facility Usage Agreement requiring Youth Enrichment Program (YEP) to provide two full scholarship programs for each of the twelve schools as recommended by school personnel, be waived during the duration of the two-year agreement.

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

**Consideration of an Agreement From Willis-Knighton for an After School Tutorial Program** Staff recommended that the agreement for Willis-Knighton Medical Center to provide an after school tutorial program at Northside, Newton Smith, Pine Grove, Green Oaks and Linear and to provide transportation and snacks be approved. The program will consist of extended instruction in reading, math and writing. A copy of the agreement is filed in the official papers of the board.

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

**Caddo Correctional Center Life Skills/Transition Inmate Adult Education Project** Staff recommended that Caddo Parish schools participate in the Caddo Correctional Center Life Skills/Transition Inmate Adult Education Project.

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

**Title 19 (KID-MED) Health Program Budget.** Staff recommended that the Title 19 (KID-MED) budget for 1995-96 be approved as submitted. Funding for support of the program is generated through MEDICAID reimbursed services for health examinations, screenings and consultations for students. A copy of the budget is filed in the official papers of the board.

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

**Revised Enrollment Procedure at Elementary Fundamental Magnet Schools** Staff recommended the adoption of the revised enrollment procedures at elementary fundamental magnet schools as outlined in the mailout. The following revision in the enrollment procedure at Claiborne, Eden Gardens and Judson Elementary Fundamental Magnet is recommended:

**Kindergarten** - Applications are taken on a first come/first serve basis beginning on the first Monday in October, prior to the year of anticipated enrollment. In the event that there are more applicants than positions available on the first day that applications are taken on the first Monday in October, a drawing may be held to determine the application number. The drawing will be held on the day of registration. All applications received thereafter will be taken on a first come/first serve

basis. This method of receiving applications will eliminate any preestablished lists and/or campouts prior to the first day of registration.

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

**Special Education Interagency Agreement With North LA Regional Hospital.** Staff recommended the renewal of the special education interagency agreement with North Louisiana Regional Hospital, as included in the mailout. The agreement provides special education services to identified students with disabilities hospitalized at this facility.

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

**Grant Proposal/Midway Middle School - After School Care Resource and Referral Service Project.** Staff recommended approval of the grant proposal for the after school care resource and referral service project at Midway Middle School. The grant request is in the amount of \$7,091 and a copy of the abstract is filed in the official papers of the board.

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

**Substitute Pay Rate for Administrators.** Staff recommended that the CPSB establish \$56 as the substitute pay amount to be deducted from administrators and principals' daily rate of pay while on approved leave of absence. Approval of this request maintains the established differential between teachers and administrators.

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

**Itinerant Discoveries Teachers (Dr. Hitchcock/Walker).** The board adopted the superintendent's report, as included in the mailout, and authorized the hiring of four Discoveries teachers.

#### **Agenda Item No. 30**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted, as requested by staff and presented to the board.

Sabbatical Leave for Study, 1996-97 School Year

Truman Cloud, Teacher, Southern Hills Elementary School

Sabbatical Leave for Study, Spring Semester 1995-96 School Year and Fall Semester 1996-97 School Year

Eva D. Hall, Teacher, Turner Elementary/Middle School

Sabbatical Leave for Rest and Recuperation, Remainder of 1995-96 School Year

Mildred Lee, Teacher, University Elementary School  
William K. Robinson, Principal, Woodlawn High School

Leave Without Pay (Personal), October 4-12, 1995

Virginia Cobb, Teacher, Caddo Middle Magnet School

Leave Without Pay (Personal), September 26 - October 23, 1995

Tommy Armstrong, Adjuster, Audit/Risk Management Department

Leave Without Pay (Personal), August 22 - End of 1995-96 School Year

Cindy Prestridge, Bus Driver, Transpiration Department



Leave Without Pay (Personal), Remainder of 1995-96 School Year

Vivian Williams, Cafeteria Clerk, Caddo Magnet High School

Leave Without Pay (Personal), September 1, 1995 - September 1, 1996

Leila Bridwell, Bus Driver, Captain Shreve High School

Leave Without Pay (Personal), September 25, 1995 - March 31, 1996

George Thomas, Technician, Caddo Career Center

**Request of the Board.** Bill Causey, Jr., band director at Captain Shreve High School, requested to rescind his sabbatical leave for rest and recuperation for the 1995-96 school year.

**National School Bus Safety Week (Bogy).** The CPSB recognized that the month of October is National Transportation Safety Month, and that October 16-20, 1995 is National School Bus Safety Week. Schools will be encouraged to show special recognition to Caddo bus drivers and bus aides during this time.

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

#### **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, presented the following honorees:

**Microsoft's 1995 Technology and Learning Teacher of the Year.** Stephanie Holoubek, teacher at South Highlands Elementary Magnet, was recognized as the regional winner for excellence in instruction using computer technology. Pam Byrd is principal at South Highlands.

**1994-95 Louisiana State Class 5-A Tennis Champion.** Jeff Tietjen, former C. E. Byrd High School student, was recognized as the 1994-95 LA State Class 5-A tennis champion. Jeff is now enrolled at Centenary College. Andrea Bryant is Jeff's coach.

**1994-95 C. E. Byrd High School Orchestra.** The C. E. Byrd High School orchestra is the national champion in the Peach Blossom Classic (Atlanta, GA). The orchestra teacher is Ardis Case. Orchestra members are: Sharonda Ansley, Jeffrey Beasley, Daniel Booth, Brandan Brown, Jameelah Brown, Ashanti Burks, Krista Burton, Madelyn Campbell, Latoya Coley, Timberly Davis, Meredith Duncan, Amber Fleming, Clarisse Frazier, Katrina Galloway, David Grant, Crystal Hawkins, Benjetta Hedgemon, Kimberly Henderson, Donetrus Hill, Ungela Jackson, Angela Jones, Geisha Lampoons, Robin Latter, Crystal Leach, Jessica Luis, Jean Malice, Jamaica Maxi Melissa makeover, Michael Mints, CEOs Miles, Latish Penile, Zachary Peters, Christalyn Reynolds, Jennifer Rutten, Sametria Samuels, Edwin Sepulvado, Charity Sexton, Martha Singleton, Verna Smith, Robert Stevens, Steven Taylor, Rachell Thomas, Vernon Thomas, Lakesha Tucker, April Weiss, Beth Wells, Heather Westbrook, Megan Westbrook, Everette Wilson Jr. and Kimberly Wilson. R. Lynne Fitzgerald is principal.

**1994-95 LA State Softball Class 5-A State Runner-up.** The C. E. Byrd High School girls softball team is the 1994-95 LA State Softball, Class 5-A State Runner-up. Team members, are: Tamika Alford, Stephanie Busch, Marianna Carmouche, Connie Chilvers, Amanda Clark, Sonya Cooper, Sarah Glorioso, Tammy Hammett, Sherri Howerton, Melissa Johnson, Sandy Marshall, Julie Mook, Carrie Moreman, Christy Pyle, Haley Randall, Rebecca Rollen, Amy Sepulvado, Tanjela Sims, Melissa Templin, Beth Wells, Maren Zebot and Auburne Ziober. The coaches are Jerry Badgley, Michelle Owens, Cap Haney and Lisa Leverman. R. Lynne Fitzgerald is principal.

**LA Goals 2000 Teacher Winners.** The following teachers were recognized for being recipients of LA Goals 2000 subgrant awards. Ann Reger (North Caddo Magnet High School), Anner Means

(Fairfield Elementary School), Carolyn Gardner (Creswell Elementary School), Carrie Hinze (Riverside Elementary School), Cheryl C. Vowell (Southwood High School), Cheryl L. Hackney (Arthur Circle Elementary School), Daphne James Moore (Booker T. Washington High School), Darlene Ann Fair (South Highlands Elementary Magnet School), Isobela. Hood (Youree Drive Middle School), Jessie Wright (North Caddo Magnet High School), Joe Levy (Midway Middle School), John Aswalt (North Highlands Elementary School), Julie L. Bergeron (Shreve Island Elementary School), Karen Lee (Northwood High School), Katherine Diane Horton (Barret Elementary School), Laura Harris (EBW Stoner Hill Laboratory School), Letitia D. Hoaas (Ridgewood Middle School), Lu Lu Cannon (Caddo Middle Magnet School), Margaret Holt (Riverside Elementary School), Marian Howard (Huntington High School), Margaret Rech (Southern Hills Elementary School), Martha A. Parker (Linear Middle School), Martha Anderson (E. B. Williams Stoner Hill Laboratory School), Mary Agnes Rambin (Caddo Middle Magnet School), Nancy C. Nix (Caddo Middle Magnet School), Nancy L. Gephardt (Southwood High School), Peggy O. Bennett (Captain Shreve High School), Tracy Carthage (Linwood Middle School), Vera S. Holmes (Booker T. Washington High School) and Margaret Reedy (Northwood High School).

**CPSB Teachers of the Year** Buradine Moss Anderson, administrative assistant to the superintendent/communications, introduced a video presentation of the 1996 Caddo teachers of the year finalists and winners. The production showcased candidates as they responded to questions during the personal interview sessions relating to their accomplishments and philosophy of teaching. Elementary finalists are: Gail Hendrix (North Highlands Elementary) and Jeanette R. Cook (University Elementary). The elementary teacher of the year is David Larmar (Judson Fundamental). **Middle school finalists** are: Marilyn Smith Prothro (Herndon Magnet) and Pamela Schmidt (Youree Drive Middle). The **middle school teacher of the year** is Patti Trudell (Broadmoor Middle Laboratory). The **high school teacher of the year finalists** are: Doris Elie (Northwood High School) and Jo Nell Pfingsten (Huntington High School). The **high school teacher of the year** is Catherine Williamson (C. E. Byrd High School). Caddo's 1996 teachers of the year will now compete at the regional level. The dramatization of candidates was produced by Mrs. Anderson with assistance from Mike Roy, CPSB audio-visual specialist.

Honorees received framed certificates and plaques for their outstanding accomplishments. Principals of the honorees were also recognized.

## **VISITORS**

Edd Anderson, parent, asked that restroom facilities be provided in the stadium area at Linear Middle School; that an ice machine be purchased for the school; and, that a caution light be installed at the Martin Luther King, Jr. Drive and Linear Street intersection.

Diana Graham, president of the Caddo Bus Operators Association, informed the board of National School Bus Safety Week (October 16-20, 1995). She asked that schools be encouraged to participate in honoring school bus drivers and bus aides for jobs well-done in transporting students.

Janet Atkins, parent, informed the board of her concerns regarding a lottery system for selecting students to attend magnet schools. Mrs. Atkins is against a lottery system. Dr. Hitchcock asked the president to direct Ed Hearron, director of high schools, to speak with Mrs. Atkins about her concerns.

Kenneth Burkhalter, citizen, provided board members with a bound statement in which he outlines suggestions or details for improving the Caddo Parish School System so as to adhere to the basic standards of Goals 2000.

Reverend Rothell Price was present on behalf of a student who was appealing an expulsion. He reserved his comments until the time of the hearing.

Debora Hart, A+PEL, introduced the organization's officers for 1995-96 and they are: President Bryan Gallant, Vice President Lee Douzier, Treasurer Alison Vaughn, Secretary Candace M. Rhymes, and Membership Chairperson Patricia Howard. She informed the board of A+PEL's support of starting school after Labor Day, and of remediation for Caddo public school graduates.

Ms. Hart announced that Phillip Maxwell, PTA president at Creswell Elementary, has been chosen as A+PEL' S parent of the year.

Maryjo Palumbo, Caddo Association of Educators (CAE), informed the board of CAE's support of the appointment of a consultant to evaluate the group health insurance program; and, of CAE's concerns relative to the requirements in the revised HIV/AIDS policy.

### **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Jeffery Howard be appointed financial and operational auditor for the CPSB; and, that Jackie Maiden continue serving on a temporary basis as acting assistant principal at Midway Middle School for the 1995-96 school year. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are assigned. Mr. Adams moved, seconded by Mr. Brooks, to accept the superintendent's recommendations. Vote on the motion carried unanimously.

### **APPOINTMENT OF CONSULTANT TO EVALUATE GROUP HEALTH INSURANCE PROGRAM**

The superintendent informed the board that a number of companies provided staff with proposals. Three companies were interviewed, and after checking references, the superintendent recommended that W F Corroon be employed to evaluate Caddo's group health insurance program. Mr. Burton moved, seconded by Mr. Brooks, approval of the superintendent's recommendation. Vote on the motion carried unanimously.

### **MINIMUM STANDARDS FOR DIPLOMA GUARANTEE (EXTENDED EDUCATIONAL OPPORTUNITY) (Thibodeaux)**

Mr. Thibodeaux stated that the motion tabled at the August 16, 1995 CPSB meeting automatically comes off the table. He offered a substitute motion, seconded by Mr. Adams, that the CPSB will enact the extended educational program. This program will be piloted with the May 1996 graduating class. This program offers remedial opportunities in the areas of math, English and reading. The student has one year from graduation to apply for the program. An employer, educational institution or vocational school must specify the skills to be remediated. The skills being offered are those that are required by the state for a high school diploma. The instruction will be available for up to one year after acceptance into the program. All information regarding this program will be written and brought back to the board for final approval by November 1995. After the final approval, all May 1996 graduates will receive a copy of the program. Mr. Thibodeaux commented that this will be a pilot program and only the skills required by the state of Louisiana for a high school diploma will be remediated. Further, the superintendent will appoint a committee that will study specifically with businesses, colleges and vocational schools to determine areas where students are weak. Mr. Adams echoed Mr. Thibodeaux's sentiments, and expressed appreciation for the inclusion of vocational schools. Mr. Powell expressed appreciation for the substitute motion and noted that safeguards have been included that will solve liability concerns that he raised at the previous board meeting. Mr. Mims expressed concern because of the open door policy that Louisiana colleges have, and said the CPSB could be opening itself up for law suits. Dr. Hitchcock asked if it is the plan for this program that remediation will take place only in places outlined in the superintendent's memo. The superintendent said the sites (Adult Education and Hamilton Terrace) are currently offering programs with the exception of the Caddo Career Center, and there is available space. Dr. Hitchcock asked if the necessary courses and training are being offered at the referenced sites. The superintendent replied that basic skills areas (reading, mathematics and language arts) are referenced in the mailout, and these courses are available. Dr. Hitchcock asked if there is a standard of measurement for success in this program that would indicate that the student has been successfully remediated or is staff offering a length of time as opposed to a result. The superintendent said there are no guarantees, and the best that staff can do is offer the best opportunity to students. He further noted that instruments are available to determine student achievement, i.e. pre- and post-tests. Dr. Hitchcock asked if there is a means whereby the CPSB could declare that the student has been successfully remediated. The superintendent again noted that staff cannot guarantee what the level of achievement will be, but this is an opportunity for students to return and get instruction in the basic skill areas. Mr. Thibodeaux commented that it will be difficult to have an instrument

to measure students' progress, that the CPSB will be providing an opportunity for extended education. Dr. Hitchcock asked if legal counsel has reviewed the plan. Legal counsel replied that he has not reviewed the specific plan, however, based on his hearing of the reading of the motion, he does not believe that the CPSB will be opening itself up to an educational malpractice claim. Dr. Hitchcock asked the superintendent to inform board members of legal counsel's opinion regarding the proposal when he brings a firm proposal back to the board for further consideration. Dr. Hitchcock asked at what levels could students be enrolled in current programs, and the CPSB not incur additional expenditures. The superintendent recognized Don Fritz, director of vocational/special programs, who informed the board that approximately 50 slots are available based upon average year experience. He further observed that the length of time that a student spends in the adult education program varies according to individual's needs. Dr. Hitchcock asked if personalized instruction is available to students, and staff replied that this is the process that the staff presently follows. Mrs. Pugh asked if the motion carries the message that the CPSB will be establishing a high school skill center in addition to what it currently offers. Mr. Thibodeaux answered no. Mrs. Pugh suggested that the caseload could be greater than anticipated, and proposed that the motion should be remanded to the superintendent to see if more information can be provided in terms of where the CPSB is headed. She expressed concern for the number of participants that could be involved and for the cost factor. Mrs. Walker asked about the provisions for specialized training, and questioned staff's response to meeting the needs of students who have more than one employer during a year. Mr. Brooks agreed that this item should be remanded to the superintendent for further study. Mr. Vance voiced concern about employers' ability to determine students' inadequacies, and for the staff's ability to meet the needs of students with special needs. Mr. Brooks moved, seconded by Mr. Burton, to postpone this item until the November 1995 CPSB meeting, with the superintendent and staff bringing back to the board more details to institute this program. Vote on the motion to postpone carried with board members Thibodeaux, Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Brooks and Dr. Hitchcock.

**Recess.** The president called for a 12-minute recess at approximately 5:21 p.m. The board reconvened at approximately 5:36 p.m.

#### **SURVEY OF CITIZENS ON CADDO PUBLIC SCHOOLS (Adams)**

Mr. Adams moved, seconded by Mr. Brooks, to postpone this item until the October 1995 CPSB meeting. Vote on the motion carried with Mrs. Boykin absent. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock.

#### **REQUEST FOR PROPOSALS FOR LEGAL SERVICES (Adams)**

Mr. Brooks moved, seconded by Mr. Burton, to postpone this item until a later date. Vote on the motion carried with Mrs. Boykin absent. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock.

#### **FUTURE USE DETERMINATION FOR GEORGE W. CARVER SCHOOL AND RODESSA SCHOOL (Milam/Walker)**

The president informed the board that a visit was made to the George W. Carver School site and plans to visit Rodessa School are being made. He asked board members to inform him if they are interested in making the trip to Rodessa. Mr. Vance moved, seconded by Mr. Brooks, to postpone this item until the October 1995 CPSB meeting. Vote on the motion carried unanimously.

#### **1996-97 SCHOOL YEAR CALENDAR (Adams)**

Mr. Adams moved, seconded by Mr. Brooks, that the school year 1996-97 begin after Labor Day and that staff prepare school year calendars for school board consideration as soon as possible. Mr. Adams said it is apparent that in view of the problems that the school system encountered because of the heat, and because of the many calls of concerns/complaints that he received, it is good business sense to start school after Labor Day. Dr. Hitchcock made a substitute motion, seconded by Mr. Mims, that the superintendent be requested to present

additional calendar options for the 1996-97 school year that start the school year immediately after Labor Day, and that those options be considered at the time that the CPSB normally approves the calendar for the 1996-97 school year. Dr. Hitchcock said he supports the concept of starting school after Labor Day, but he prefers not to vote on this until he knows the ramifications of doing so. He suggested that staff should study concerns such as the start of summer school, colleges' summer calendars, CPSB vacation schedules, extension of the school year, and high school athletic schedules. Mr. Mims expressed concern about teachers and students going off to college. Mr. Vance encouraged the board to consider how this motion will affect all entities (school employees, PTA, bus drivers, students, etc.) before voting on this motion. Mr. Powell asked for clarification of pay schedules for new teachers who report to work in August, but are not paid until late September. He said that the long delay is creating hardships for these individuals. Willie Henderson, assistant superintendent for human resource services, commented that new teachers report to work a week prior to students and this is probably the longest period between paydays. Mr. Powell said this is another problem that is encountered by reporting to school early. He asked staff to investigate this concern, and suggested that this could be taken care of in the development of future calendars. Following more discussion on the impact the two motions might have on school operations, Mr. Burton moved, seconded by Mr. Brooks and Mr. Thibodeaux, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the substitute motion carried with Mr. Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Dr. Hitchcock.

### **COMPOSITION OF COMMITTEE TO DEVELOP A CURRICULUM POLICY (Dr. Hitchcock)**

Dr. Hitchcock asked the superintendent what size does he feel is appropriate for this committee, and the superintendent said he prefers a committee of 20 or less. Dr. Hitchcock requested clarification of the superintendent's originally appointed Curriculum Committee. The superintendent said a committee of 17/18 members was developed, with staff input, that provided for variety and diversity (representation from various entities, geographical areas, and school levels). Dr. Hitchcock moved, seconded by Mr. Brooks and Mr. Mims, that the committee to develop a curriculum policy be the committee originally established by the superintendent for that purpose. The superintendent informed the board that one or two of the individuals who were invited to serve on the original committee have expressed a desire not to participate, and these positions could be filled to ensure the variety and diversity that is needed. Mrs. Pugh requested clarification of the number of committees that are serving, and requested a copy of the listing of the committee(s). The superintendent clarified that there is a proposed committee that staff developed and an invitation was extended for those persons to serve; then there was a recommendation to enlarge the committee which brought the total to 28 and one meeting was held. He further reported that at that meeting, the size of the committee appeared to be too large. Mr. Powell also requested a copy of the listing of committee members. Mr. Powell made a substitute motion, seconded by Mr. Adams, to allow the superintendent to decide who will be on the Curriculum Committee and if he desires it to be less than 20, that he be given authority to do so. More debate ensued on the composition of the committee, and the superintendent said he was comfortable with the proposed committee that was developed with staff input. He further stated that he feels it is proper to maintain the group, and the fact that the committee can be enlarged will allow staff to provide additional diversity to the basic group. After hearing the discussion and the superintendent's request for flexibility in appointing committee members, Dr. Hitchcock encouraged the board to support the substitute motion. Vote on the substitute motion carried with Mrs. Walker opposed; Mr. Vance was absent for the vote; and, board members Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock supported the motion.

### **SUPERINTENDENT'S REPORT**

**LSBA Convention.** The superintendent reported that staff expressed the board's interest to host the LSBA convention in Shreveport in the year 2001. James Soileau, executive director for LSBA, was very receptive to the invitation and said LSBA is in the process of surveying parishes to see who is interested in hosting the convention. Mr. Soileau suggested that the CPSB should submit a resolution to LSBA which might boost Caddo's chance to host the convention. The superintendent said staff has prepared a resolution for the board's consideration, and it will be posted to board members. Mr. Burton asked staff

to talk to the Tourist Bureau about this endeavor so that they can place this on their agenda for consideration at its February 1996 meeting.

**CPSB Critical Objectives.** The superintendent informed the board that staff has developed the critical objectives for 1995-96 school year, and will be discussing the objectives at a parishwide administrators' meeting on September 29, 1995. Board members will be provided with a copy of the objectives.

**Student Enrollment.** The superintendent reported that the student enrollment count, as of September 18, 1995, is 49,915. He noted that the figure appears to be a little high, and he predicts that after terminals are cleaned at individual school sites, the overall student enrollment will be less.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Report on P.M. School Enrollment and Possible Expansion of P.M. Program (Pugh).** Mrs. Pugh said that in light of information included in the mailout, the P.M. School is functioning well; however, it appears that the enrollment is high. Mrs. Pugh moved, seconded by Mr. Burton and Mr. Mims, that the 1995-96 P.M. School enrollment be capped at its current level and that one-and-a-half teachers be funded at \$32,000. This allocation should be taken from the end of the year budget balance. Mrs. Pugh noted that the P.M. School is serving the community well. She encouraged staff to monitor the program, and to come to the board during budget time and report on the status of the program. Vote on the motion carried unanimously.

**LA Gubernatorial Education Forum.** The president informed the board that the CPSB will be sponsoring a LA gubernatorial education forum on Saturday, October 14, 1995, from 10 a.m. until noon at Caddo Parish Magnet High School, 1601 Viking Drive. Other invited participants include BESE members, school board superintendents, school board presidents and school board members from 15 Northwest LA parishes. Mrs. Pugh questioned the authorization of the forum. The president replied that at the last school board meeting, he passed out information to board members informing them that he intended to organize the forum and, asked board members to let him know if they had input; otherwise, he would proceed. He said a couple of board members contacted him about the forum. Mrs. Pugh asked if this issue is documented in CPSB minutes, and the president answered no; that it was presented to school board members via a letter. Mrs. Pugh expressed concern that the invitation has gone out as the CPSB, and she registered the fact that as a member of the CPSB, she has not voted to host a forum. Mr. Adams commended the president for his leadership in scheduling the forum. Mrs. Walker cautioned the president about scheduling forums such as the Gubernatorial Forum. She asked him to be equal and fair when scheduling such activities.

**Sunset Acres Elementary.** Mr. Thibodeaux made reference to a letter that was placed at board members' seats regarding a student at Sunset Acres Elementary School. He asked the superintendent to look into this matter.

**Booker. T. Washington Stadium.** Mr. Burton announced that on October 14, 1995 the stadium at Booker T. Washington High School will be dedicated and renamed "*Leonard C. Barnes Stadium.*" He invited board members to attend the ceremony.

**LPNs.** Mr. Burton asked the superintendent to look into the job requirements for LPNs. He reported that some LPNs are being asked to perform duties that are actually assigned to teacher aides. The superintendent asked Mr. Burton to provide him with the particulars of the referenced case.

**Caddo Career Center.** Mr. Adams announced that the Caddo Career Center will have open house on Thursday, October 12, 1995. He encouraged the board and staff to be present. He also asked Ed Hearron to contact high school principals and inform them of the activity.

**Critical Objectives.** Mr. Adams asked the superintendent to clarify his reference to critical objectives for 1995-96. The superintendent said the CPSB has an approved set of goals which are updated every four to five years. Each year the staff, from these established goals, develop critical objectives to address a number of the goals set by the board. The critical objectives give more definition and specificity to the goals.

**Address Change.** Mr. Powell informed the board that his new business address is 3548 Youree Drive, Shreveport, LA 71105. He requested that mail and board mailout packets be posted to this address.

**Burkhalter Report.** Dr. Hitchcock asked the superintendent to circulate the report on improving Caddo public schools that was submitted by Kenneth Burkhalter, visitor, to staff for feedback; and, that the responses from staff be shared with interested board members.

**Privatization of Services.** Dr. Hitchcock requested the superintendent to study and make recommendations to the board, on a timetable satisfactory to the superintendent, on the feasibility of a pilot program to test the proficiency and cost effectiveness of privatization of certain services including, but not limited to, grass cutting and grounds maintenance, custodial services at schools, routine maintenance services at schools, and maintenance services for school buses.

**Goals 2000 Panel.** The president reminded board members to submit the name of their panel member to staff. Also, if board members are interested in serving on the panel, they should inform him or Mary Kay Singleton, supervisor of elementary grades. Mr. Burton disagreed with board members serving on the panel noting that this could make it difficult for staff to make independent decisions. The president asked the superintendent to check into the appropriateness of staff's request for board members to serve on the panel.

**Electrical Assessment Report.** The president called board members' attention to the electrical assessment report that was placed at their desks, and he asked them to review the document.

**Artwork.** The president asked the superintendent to inform the art supervisor of the board's appreciation for the display of student art in the board room.

**Central Office Campus Beautification Committee.** Mr. Adams asked the superintendent to express his appreciation to members of this committee, who are CPSB employees, for the volunteer service that they give to beautify and maintain the grounds around the central office complex.

**Paperwork.** Mr. Brooks asked the superintendent and staff to bring at the October 1995 CPSB meeting a plan for reducing the amount of paper work that teachers are required to do.

**School Buses.** Mr. Vance asked the superintendent to investigate the report about overcrowded school buses.

**Willis-Knighton Tutorial Program.** Mr. Vance asked the superintendent/staff to follow-up with the Willis-Knighton tutorial program on the progress of students enrolled in the program.

**Financial Staff.** Mr. Vance commended the CPSB's financial reporting staff for their outstanding work that earned the CPSB the certificate of achievement of excellence for its comprehensive annual financial reporting.

**CPSB Roster.** The superintendent informed board members that a revised CPSB member roster was included in the September mailout packet.

## EXECUTIVE SESSIONS

Mr. Burton moved, seconded by Mr. Brooks, for the board to go into executive session to hear two student appeal hearings for approximately 30 minutes (15 minutes per hearing). Vote on the motion carried unanimously. The president announced that both hearings will be held in closed session. The board went into executive session at approximately 6:35 p.m. and reconvened at approximately 7:24 p.m. Mr. Brooks moved that the student (Peteria Rayshone Seamster) be returned to C. E. Byrd High School. The motion died for lack of a second. Dr. Hitchcock moved, seconded by Mrs. Boykin, to uphold the recommendation of the superintendent. Discussion ensued on: the student's options to attend Hamilton Terrace or New Elizabeth Center; CPSB procedures for students who are suspended/expelled; and provisions for earning class credits. Mr. Vance made a substitute motion, seconded by Mr. Burton, that the student be remanded to Hamilton Terrace for the duration of this semester; then be evaluated; and upon going through procedures and upon favorable recommendation from the principal and others, be allowed to attend C. E. Byrd High School for the second semester. Again the superintendent reviewed the options available to the student, and more debate ensued. The president called for the vote on the substitute motion which carried with Mr. Mims abstaining; board members Powell, Adams and Dr. Hitchcock opposed; and, board members Walker, Vance, Burton, Thibodeaux, Pugh, Milam, Brooks, and Boykin supporting the motion. Not discrediting the superintendent's designee at student hearings, Dr. Hitchcock asked that, in the future, before the hearing comes to the board, that the board be assured that the superintendent has reviewed the case and that his recommendation is presented to the board. The president informed the parent that the student will report to Hamilton Terrace, will be evaluated, and possibly will be able to return to C. E. Byrd High School for the second semester.

Mrs. Boykin excused herself from the remainder of the meeting at approximately 7:41 p.m.

The board went into the second executive session at approximately 7:40 p.m. and reconvened at approximately 8:49 p.m. Mr. Burton moved, seconded by Mr. Thibodeaux, that the student (Milford Otis Roque) be returned to Caddo Magnet High School under administrative probation. Vote on the motion carried with Mr. Mims abstaining and Mrs. Boykin absent. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion which carried unanimously, and the meeting adjourned at approximately 8:50 p.m.

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James E. Foster, Ed. D., Secretary

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Mark Milam, President

**October 4, 1995**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, October 4, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D. present. Other board members present were Ron Adams, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Jerry Tim Brooks called to inform the president that he would be absent due to illness. Mrs. Boykin was absent. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mrs. Pugh called for a moment of silent meditation, and she led the Pledge of Allegiance.

**Agenda Items.** The superintendent presented the proposed agenda for the October 18, 1995 school board meeting. The following items were added: "*Employment of a Security Coordinator at North Caddo High School*" (Walker); "*Establishment of a Library at the Caddo Career Center*" (tentative) (Adams); "*LSBA Resolutions*" (Pugh); and, "*Proclamations - National Education Support Personnel Day and American Education Week*" (Milam). Dr. Hitchcock asked the superintendent if he intends to present a proposal for the reorganization of central office at the October 18 school board meeting. The superintendent replied that



he plans to give a report at the November 1, 1995 Executive Committee meeting, and the item will be placed on the November 15, 1995 agenda for the regular school board meeting. Agenda items 9-18 were categorized as consent agenda.

## **CPSB WORK SESSION**

**Section 403(b) Tax Sheltered Annuity Program.** Tommy Williams, visitor, encouraged the CPSB to provide at least one good mutual fund company, and recommended that Fidelity be considered.

**Proposed Change in Property and Casualty Insurance Program** Mr. Burton asked if information will be included in the mailout. The superintendent responded in the affirmative, and emphasized that the information will be a proposal to change the deductibility.

**Survey of Citizens on Caddo Public Schools.** The superintendent recognized Elliott Stonecipher, EVETS Management Services Inc., who has been discussing with staff the development of a mechanism to determine how citizens (parents) feel about the Caddo Public School System. Mr. Stonecipher informed the board of the nature of general discussions with staff, and emphasized that there is a need to establish a baseline to conduct a survey. The superintendent said the purpose of the survey is to get input from parents/citizens regarding the Caddo Public School System, and information that has been gathered to date will be shared with board members. Mr. Vance questioned how this survey is related to the study done by the Facilities Study Committee. The superintendent noted that the studies are different. Mr. Stonecipher said the proposed survey involves parents and their impression of the curricula, strengths and weaknesses of schools and programs where their children are attending. Mr. Powell asked if the proposed study could include questions regarding school facilities, and if there would be an additional cost. Mr. Stonecipher said there would be an additional cost, and to include additional options to the survey is the board's decision. Board members encouraged staff to proceed with plans to conduct a survey. Mrs. Pugh expressed an interest in receiving input from the corporate community, and Mr. Stonecipher reiterated that any component could be added to the survey design. Mrs. Pugh said she supports a survey of citizens and suggested that the board might want to consider seeking requests for proposals (RFPs) for conducting the survey. Dr. Hitchcock expressed particular interest in receiving input from parents and suggested that the results of the survey should be tallied separately - parents or non-parent citizens.

**Special Education Policies and Procedures Manual.** Mrs. Walker requested clarification of the changes in special education policies and procedures manual. Essie Holt, assistant superintendent for curriculum and instruction, said that the revisions are as a result of changes made at the state level and regulations in Bulletin 1706. She further noted that legal counsel and the Special Education Advisory Council have reviewed the revisions.

**Health Clinic at Linwood Middle School.** Dr. Hitchcock asked if an agreement in principle has been reached and if the wording of an agreement is being finalized. The superintendent said the proposal has been received and he asked legal counsel to comment. Legal counsel reported that a response to the proposal that he submitted to Schumpert's lawyers was received in his office on yesterday. The response is basically in accord with his proposal, on behalf of the school board, subject to the approval of the superintendent in certain areas (programs). The agreement has been discussed with the risk manager and he will review the final document for consistency with the insurance company. Dr. Hitchcock asked the superintendent to contact Schumpert representatives to secure a copy of the proposed operating plan on how the clinic will operate, and to include it in the mailout.

**Future Use Determination for George W. Carver School and Rodessa School** The president said Keith Norwood, director of school plant, is looking into regulations regarding asbestos and its removal in the two referenced schools. Dr. Hitchcock asked if the board will be asked to act on this matter on October 18. The president responded that he doubts if there is ample time before the next meeting for staff to complete its review and to make a recommendation.

**Superintendent's Report.** Mr. Powell said he had spoken with the superintendent about a situation involving principals and evaluation to employees, and asked if the matter has been resolved or if an item should be

placed on the agenda. The superintendent reported that he met this morning with personnel and administrative staff, and the matter is under control. Further, the persons who were unhappy are no longer a part of the program.

Mrs. Pugh moved, seconded by Dr. Hitchcock, approval of the proposed consent agenda. Vote on the motion carried unanimously.

### **SPECIAL PRESENTATION - JUNIOR ACHIEVEMENT**

The superintendent recognized Dave Jeffries, chairman of Junior Achievement of Northwest Louisiana, who gave a brief overview of the program and its offerings. Mr. Jeffries introduced Linda Wall, president of Junior Achievement, and former Junior Achievement Chairman Tommy Williams. During the presentation, representatives gave a historical sketch of the program and noted the following: the organization is non-profit, it has dedicated over 75 years in educating and inspiring young people on the value of free enterprise, and preparing students for the work world. Junior Achievement's goal for this year is to reach 7,000 students in the Caddo-Bossier area. Mr. Williams challenged the CPSB to get involved, to talk the program up and to serve as volunteers in classrooms. Ms. Wall commented that Junior Achievement is funded by the local business community, and she encouraged CPSB employees to participate in the program at any grade level. Don Fritz, director of vocational/special programs for CPSB, distributed a brochure on Junior Achievement programs to board members. Dr. Hitchcock, who serves as a volunteer at Walnut Hill Elementary/Middle School, informed board members that serving as a volunteer is an 11-week commitment to the same class, one day a week. Mrs. Walker encouraged Junior Achievement staff to contact schools in the Vivian area.

### **INSTRUCTIONAL PRESENTATION - CHILD NUTRITION PROGRAMS**

The superintendent recognized Dr. Holt, who introduced Jacqueline Solomon, director of child nutrition programs. Mrs. Solomon introduced child nutrition staff persons and said this year's theme is *"Nutrition and Education - Hand in Hand."* With a visual presentation, Mrs. Solomon capsulized the CPSB child nutrition programs by highlighting: a) services provided to students and staff; b) funding sources; c) training/workshop/employment opportunities; and, d) benefits to students and staff. Information packets were distributed to board members. Mrs. Solomon informed board members that October 9-13, 1995 is National School Lunch Week, and she extended an invitation to board members to dine at school cafeterias of their choice. Discussion ensued on the success of the cool lunch program that was offered this summer. Board members expressed appreciation to the child nutrition staff for their service to students and staff.

**Caddo Career Center Back-to-School Night.** Mr. Adams announced that due to conflict in some high school schedules, the back to school night for the Caddo Career Center has been rescheduled for Tuesday, October 10, 1995.

### **REPORTS - ELECTRICAL ASSESSMENT FOR TECHNOLOGY (ALL SCHOOLS) and GUIDE TO MAINTENANCE**

The superintendent introduced Keith Norwood, director of school plant, who gave a summary on the electrical assessment of Caddo schools. The summary included: an update on some of the electrical projects; the number of current computers; and, the projected cost estimated to install/operate the equipment. Staff suggested a five-year plan because of the need to address immediate implementation of technology. Later in the year and in conjunction with the Capital Projects budget, staff will be presenting to the board recommendations for implementing the five-year program, approximately 15 schools per year, at a cost of approximately \$1.5 million per year. The projected total dollar amount is over \$7.5 million. Discussion ensued on funding options to provide electrical services, idle technical equipment due to electrical constraints, and computer and/or lab needs per classroom/school. Dr. Hitchcock asked the superintendent to contact principals to determine if technological equipment has been received at schools, but has not been installed because of electrical needs. Mrs. Walker asked if CPSB electricians are performing the wiring services or if the work is being subcontracted. Mr. Norwood said the procedure is divided into three categories and he proceeded to elaborate on the procedures. Mrs. Pugh questioned the electrical needs at the newer constructed schools. She encouraged staff to develop a long-range plan that will solve electrical needs and that will move the system forward.

Board members expressed appreciation for the aggressive plan that is being recommended by staff.

Mr. Burton excused himself from the remainder of the meeting at approximately 4:40 p.m.

Mr. Norwood presented board members with a copy of "*A Guide to Services - Maintenance Department.*" The comprehensive guide was prepared by maintenance personnel to assist schools with work requests and other maintenance functions. Mr. Norwood called board members' attention to the work request procedures/forms that staff will be using. He noted that the intent is to improve the quality of the department's work, and he elaborated on how job assignments are prioritized. Dr. Hitchcock suggested that staff might want to consider having principals sign off on the maintenance work status form once a job is completed. The superintendent thanked Mr. Norwood for his leadership in moving the department forward.

## **VISITORS**

Gwenda Crawford, parent, informed the board of parents' concerns relative to crowded school buses (Nos. 430, 429, and 165) in the Blanchard area. She reported that: a) three to four students are assigned to a seat; b) some students stand; c) there isn't enough room for backpacks and/or musical instruments; and, d) students arrive to school late. Ms. Crawford asked that additional buses be assigned to the area. She informed board members that she has a petition from area residents to present to the board.

George, student, informed the board of his experience in riding school bus number 430. He reported that he has been late for school five times and usually four students are assigned to a seat.

The president asked Ms. Crawford to leave her name, address and telephone number with staff and the superintendent will follow-up on her request. Dr. Hitchcock asked the superintendent to ask the transportation department staff to include information in the mailout on the policy for assigning students to buses; how is the number of riders per bus determined. Mrs. Walker asked that staff also explain how they justify school buses arriving at school late.

**Charter Schools.** The president asked board members to let him know if they are interested in visiting sites where charter schools have been implemented. The superintendent announced that staff was officially notified by the State Department of Education that Caddo Parish has been approved as a charter school demonstration site.

**Superintendent's Evaluation.** The president informed board members that information will be in the mailout for their input relative to the superintendent's evaluation.

**Teacher of the Year.** The superintendent announced that Catherine Williamson, biology teacher at C. E. Byrd High School, is a regional winner for teacher of the year, and will be interviewed in Baton Rouge, Louisiana in October 1995. He also announced that a reception will be held on Thursday, October 5, 1995, at 9 a.m. in the board room recognizing Caddo's teachers of the year (winners, finalists, and nominees).

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion, and the meeting adjourned at approximately 5:35 p.m.

**October 18, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, October 18, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Powell.

#### **CONSIDERATION OF MINUTES OF THE SEPTEMBER 20, 1995 CPSB MEETING**

Mr. Vance moved, seconded by Mrs. Pugh, approval of the minutes of the September 20, 1995 CPSB meeting. Vote on the motion carried unanimously.

#### **CONSENT AGENDA**

The board reviewed the agenda and deleted the following items: "*Caddo Primary Intervention Program (C-PIP) Policies and Procedures Manual*" and "*Establishment of a Library at the Caddo Career Center*" (Adams). "*Survey of Citizens on Caddo Public Schools*" (Adams) and "*Revisions to Administration of Medication Policy and Form*" were postponed until the November 1995 CPSB meeting.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for lumber and building materials for Caddo Career Center; graphics calculators for instructional division; school buses for transportation department; piano laboratory equipment for Caddo Parish Magnet High School; and, electrical service for computers at South Highlands and Midway, SP-1895. A copy of the tabulation bid sheets marked "Exhibit A, ten pages, October 18, 1995" is filed in the official papers of the board.

**Approval of Change Orders.** Staff recommended that change order number three to reroof Captain Shreve High School Buildings E and D, SP-06-95 be approved in the amount of \$2,360.

**Authorization to Bid.** Staff recommended that the Capital Projects Budget for FY 95-96 be revised to allocate \$66,000 for Project 174A as noted in the mailout, and that staff be authorized to bid elevator for C. E. Byrd Science Technology Center.

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

**Donation of Playground Equipment to Herndon Magnet School.** The CPSB authorized the acceptance of the playground equipment by Herndon Magnet and the issuance of a statement on behalf of the school board relieving McDonalds of liability in case someone is injured while utilizing the equipment.

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

**Section 403(b) Tax Sheltered Annuity Program.** Staff recommended that the CPSB permit a onetime exception to its policy DLB and allow five additional companies, as included in the mailout, to participate in Caddo's Section 403(b) tax sheltered annuity program. The five companies are: The College Life Insurance Co. of America, Merrill Lynch, Nationwide Life Insurance Company, USAA Life Insurance Company and The Variable Annuity Life Insurance Company.

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

**Special Education Policies and Procedures Manual.** Staff recommended approval of the special education policies and procedures manual as included in the mailout. State special education regulations in Bulletin

1706 have been revised during the past year and these changes are reflected in Caddo's local policies and procedures manual.

**Agenda Item No. 15**

**Medical Contract for Services to C-PIP Students.** Staff recommended approval of the medical contract for services to C-PIP students as included in the mailout. Dr. Nancy Johnson, contractor, will provide mental health assessments for C-PIP participants in order to access school board mental health services.

**Agenda Item No. 16**

**Vision `96/Grant Request for J. B. Harville-Oak Terrace Alternative School** Staff recommended approval of the Vision `96/Grant request for J. B. Harville-Oak Terrace Alternative School as included in the mailout. The school's principal and staff are seeking \$9,160 in grant funds through the Shreveport Regional Arts Council. Vision `96 will empower Caddo's at-risk student population through the arts.

**Agenda Item No. 17**

**Red Ribbon Week Proclamation.** Staff recommended that the CPSB join the Mayor of Shreveport in proclaiming October 23-31, 1995 as Red Ribbon Week to emphasize the importance of prevention education relative to alcohol and drug abuse.

**PROCLAMATION**

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, 1995; 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 does hereby proclaim October 23-31, 1995 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.

Ayes	12	Superintendent _____
Noes	0	CPSB Board President _____
Absent	0	

**Agenda Item No. 24**

**Proclamations - National Education Support Personnel Day and American Education Week** Staff recommended approval of the proclamations proclaiming November 12-18, 1995 as American

Education Week and November 15, 1995 as Education Support Personnel (ESP) Day in Caddo Parish.

**PROCLAMATION**

WHEREAS, Educational Support Personnel (ESP) in the Caddo Parish Public School System provide vital reinforcement to the instructional program; and,

WHEREAS, over 2,800 support employees serve in varying capacities to enhance learning for Caddo's 49,000 students; and,

WHEREAS, the goal to prepare children and youth, for lifelong learning and competition in a global economy requires team efforts on the part of many support employees; and,

WHEREAS, the contributions of Educational Support Personnel are countless and valuable;

NOW, THEREFORE, BE IT RESOLVED that a special salute be made to Educational Support Personnel for services to students;

BE IT FURTHER RESOLVED, that Wednesday, November 15, 1995, be proclaimed ESP Day in Caddo Parish, and that commendations be afforded all ESP employees on this special day of celebration during American Education week.

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

\_\_\_\_\_  
Superintendent

**PROCLAMATION**

WHEREAS, throughout American history, public schools have helped democratize our nation, strengthen our communities, and widen opportunities for our people; and

WHEREAS, by integrating different groups into a common educational setting, public schools prepare this nation's diverse population to live harmoniously in a free, democratic society; and

WHEREAS, the future of America in the next century depends on the students who are in our schools today; and

WHEREAS, all citizens have an important mutual interest in educating future citizens; and

WHEREAS, as strong, effective public schools are a springboard to a better tomorrow;

NOW, THEREFORE, BE IT RESOLVED, that the CPSB join hands with school systems across the nation in proclaiming November 12-18, 1995 as

**AMERICAN EDUCATION WEEK**

\_\_\_\_\_, Superintendent

\_\_\_\_\_, President

**Agenda Item 25-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted, as requested by staff and presented to the board.

Leave Without Pay (Personal), October 30, 1995 through May 31, 1996

Sherry Edmonds, Teacher, Oak Terrace/J. B. Harville

Leave Without Pay (Personal), October 19, 1995 through May 31, 1996

Myrtis Glover, Teacher, Westwood Elementary

Leave Without Pay (Personal), March 25, 1996 through April 4, 1996

Bettye Morell, Bus Driver, Caddo Exceptional

Leave Without Pay (Personal), October 30, 1995 through June 27, 1996

Norma Jean Paris, School Psychologist, Special Education Center

Leave Without Pay (Personal), Remainder of the 1995-96 School Year

Terri Patterson, Bus Driver, Keithville Elementary/Middle

Danny Thurston, Manager Helper, Caddo Career Center

Leave Without Pay (Personal), October 9-18, 1995

Thelma Graham, Cafeteria Technician, Keithville Elementary/Middle

Leave Without Pay (Personal), October 19, 1995 through January 2, 1996

Beverly Boxley, Teach Aide, Westwood Elementary

**Request of the Board.** Janice Coleman, teacher at Woodlawn High School, has been on sabbatical leave for rest and recuperation since January 17, 1995. Her health has not improved and she has applied for disability retirement. She asked the board to relieve her of the obligation to repay the school system for monies paid to her while on leave.

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

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, presented the following special recognitions:

**National Merit Semifinalists.** Marcia W. Murchison (C. E. Byrd High School); and, Michelle D. Baskind, Angela J. Beard, Jeshua D. Franklin, Edward T. Freeman, Kent S. Gustavson, Andrea G. Haston, Mary E. Pierce and Bradford J. Siegele (all representing Caddo Parish Magnet High School). R. Lynne Fitzgerald is principal at C. E. Byrd and Ascension Smith is principal at Caddo Parish Magnet High School. Honorees received framed certificates of recognition for their outstanding achievement. **Commended students are:** Mehul P. Asher, Russell W. Harvey, Sumona Pramanik, Andrew O. Pylant and Louis J. Nelson (all from Caddo Parish Magnet High School); Suzanne Gemmell (Captain Shreve High School); and, Kristen M. Ross (Southwood High School). Charles Walker is principal at Southwood High School.

### **National Achievement Scholarship Program for Outstanding Negro Students Semifinalists**

Rosalind E. Scobey (C. E. Byrd High School); Ramunda K. Russell and Katrina R. Samuels (Caddo Parish Magnet High School).

### **City SPAR Basketball Champions and State AAU Basketball Team Champions**

Team members represent Oak Park Elementary School (district seven) and they are: Roy Horton, Damion Coleman, Charles Qualls, Quinton Mays, Lando Sterling, Carlton Brooks, Quincy Williams, Edward Horton and John Norris. Sgt. Wendell Delaney, Shreveport police officer, volunteers his time and is the coach. Velma Howard is school principal.

**1995 Outstanding Earth Science Teacher of the Southeastern States and State Finalist/Presidential Award for Excellence in Science and Mathematics Teaching.** Janet P. Graff, teacher at Caddo Middle Magnet, is recognized for these outstanding honors. Judy Moncrief is principal at Caddo Middle Magnet.

**1995 Louisiana School Recognition Recipients.** Schools recognized for scholastic growth achievement are: Caddo Parish Magnet High (Principal Ascension Smith), Claiborne Fundamental (Principal Sebron DeLoach), Eden Gardens Fundamental (Principal Donna Baker), Caddo Parish Middle Magnet (Principal Judy Moncrief), Herndon Magnet (Principal E. Dean Washam), Judson Fundamental (Principal Leisa Edwards), South Highlands Magnet (Principal Pam Byrd), and A. C. Steere Elementary (Principal Dan Waters). Schools recognized for growth are: Caddo Parish Magnet High School and Youree Drive Middle School (Principal Jan Holliday).

## **VISITORS**

Lindbergh Carpenter, NAACP representative, thanked board members Powell and Walker for their vote against increasing medical/dental insurance costs for CPSB employees. He also spoke against contracting maintenance services.

Mimie Cherry, citizen, made general comments alluding to the increased number of temporary classroom buildings on school campuses. She referenced the Book of Proverbs as the ideal reference in guiding people on how to live together and talk with one another. Mrs. Cherry encouraged the board to improve race relations.

Dr. Joseph Carter, principal at Hillsdale Elementary, asked that staffing at Hillsdale remain at its present level for the 1995-96 school year. He expressed concern about schedule revisions for maintenance work to be done at the school and for the lack of special recognition for deserving students, faculty members, and the principal by central administration and the board. The speaking time allotted Dr. Carter expired and Mr. Burton moved, seconded by Mr. Mims, to suspend the rules so that the board could consider a motion to allow Dr. Carter an additional two minutes to address the board. Vote on the motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Adams. Dr. Carter highlighted some of the accomplishments of faculty/students and recognitions bestowed upon Hillsdale by external agencies. Mr. Brooks asked the superintendent to investigate and respond to Dr. Carter's concerns. Mr. Burton asked Dr. Carter to provide board members with a copy of his address.

Pat Ellis, Caddo District PTA President, expressed appreciation to board members for their attendance at the principals' luncheon. She informed board members that the PTA supports the employment of additional security coordinators, as referenced in the mailout. Mrs. Ellis invited board members to attend a meeting of the Governors Commission on Parent/Teacher Involvement on October 23, 1995 at 6 p.m. (registration) and 6:30 p.m. (meeting) at LSU.

Gail Griffin, president of Caddo Association of Educators (CAE), thanked the board for its adoption of proclamations recognizing American Education Week and Support Personnel Day. The theme for American Education Week is "Good Schools *are a Great Investment.* " She encouraged staff to meet with school personnel who will be administering medication to students to determine what can be done.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Walter Spain be appointed principal of Woodlawn High School for the remainder of the 1995-96 school year. Mr. Spain 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, that Mr. Spain will become principal at Woodlawn High School. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock.



The superintendent recommended that Susie Payne be appointed assistant principal of administration/discipline at Keithville Elementary/Middle School. The terms of contract are October 19, 1995 - June 15, 1998. Miss Payne will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed. Mr. Adams moved, seconded by Mr. Burton, approval of the superintendent's recommendation. Vote on the motion carried with Mrs. Pugh abstaining; Mrs. Boykin was absent for the vote; and, board members Walker, Vance, Burton, Thibodeaux, Mims, Milam, Brooks, Powell, Adams and Dr. Hitchcock supported the motion.

#### **PROPOSED CHANGE IN PROPERTY AND CASUALTY INSURANCE PROGRAM**

The superintendent recognized Dwight Collier, director of auditing and risk management, who informed the board of staff's recommendation and rationale. Capsulizing information included in the mailout, Mr. Collier explained that a proposal from the insurance carrier was received to change Caddo's property and casualty insurance from a "*deductible*" basis to a "*self-insured retention*" basis. This change will result in a reduction of approximately \$158,000 annually. However, it will shift the cost for attorney fees and expenses on claims under the self-insured retention (\$200,000) to the school board rather than the insurance company. This cost will be in the range of \$25,000 to \$50,000 for the first few years, but could increase in later years. Mr. Collier reported that the change will provide the school board with more authority and control of claims and will also have the effect of increasing Caddo's insurance coverage by \$200,000. Mr. Burton moved, seconded by Mr. Brooks, to change the property and casualty insurance coverage from a deductible to a self-insured retention. Vote on the motion carried unanimously. Mrs. Pugh asked that the board be given a review periodically to see if the change is successful. The superintendent suggested that a review could be prepared upon request of the board -- quarterly, annually, etc. Mr. Collier said a report will be prepared semi-annually.

#### **SURVEY OF CITIZENS ON CADDO PUBLIC SCHOOLS (Adams)**

The superintendent commented that material included in the mailout was for informational purposes. He reported that he and Burnadine Moss Anderson, administrative assistant to the superintendent, met with Elliott Stonecipher and requested him to prepare three proposals for presentation to the board. The superintendent proposed that this item become an agenda item for the November 1995 CPSB meeting. Mr. Adams informed the board of the results of a 1993 survey that was conducted by Bossier Parish administrators, and said some astonishing results were revealed. Mr. Adams said he feels that a survey of Caddo citizens could be extremely valuable. Mr. Vance questioned the cost estimate for conducting a survey. The superintendent said three different proposals have been requested and three different prices will be affixed.

#### **HEALTH CLINIC AT LINWOOD MIDDLE SCHOOL (Mims)**

Mr. Mims moved, seconded by Mr. Brooks, to approve the motion as included in the mailout which reads: "Resolve that the CPSB approve the operating plan for a clinic at Linwood Middle School. Further resolve that the CPSB authorize the superintendent to proceed with the application for a grant to operate a clinic at Linwood Middle School. Further resolve that the CPSB authorize the superintendent to open a clinic at Linwood Middle School subject to the provisions of the operating plan and receipt of funding from external sources for a period of three years. Annual reports on the operation of the clinic will be presented to the board by the superintendent. Further resolve that the superintendent is to make certain that no CPSB funds are used for the operation of the clinic. The superintendent commented that there is support from the community for this program; staff has confidence in the school's principal who supports the program; therefore, he recommends the clinic being housed at Linwood for three years during which time staff will closely monitor the program. Mr. Thibodeaux reminded staff of his earlier request for staff to determine if the school system would be eligible for the funds, and if so would the school system be able to apply for funding. Further, if funds were received, would the school system be able to employ additional nurses to service more than one school or use the funds in a way that more than one school would benefit. The superintendent said this grant could only be written for this particular school. Roy Thomas, principal at Linwood, said that the

grant was written especially for Linwood. Kevin Causey, employee of Schumpert Medical Center and technical writer of the grant, said provisions for the funds were very narrowly defined for a school-based health center, and grant writers were unaware of any flexibility except for a school-based health center at a particular school. Mr. Thibodeaux expressed concern about shielding the school system from liability should an injury occur and for the expense the school system could incur to defend itself. Referencing the confidentiality stipulation that was included in the mailout packet, Mr. Powell asked if doctors or clinic persons could take information on youngsters that would not be disclosed to parents. Mr. Causey said the medical professional will use the same professional discretion that they would use in a private practice. Mr. Powell asked if it would also be at the doctor's discretion to disclose information placed in the school file to parents. Mr. Causey said it would be disclosed at the doctor's professional judgment. Mr. Powell requested clarification of the principal's role in disclosing information to parents. Mr. Causey said the principal will be involved in any major decision, and will monitor situations at the clinic. Mr. Powell referenced the "*referral services arrangement*" document that was included in the mailout and questioned why most of the services offered are being referred away from Schumpert, specifically referencing LSU Medical Center (LSUMC). Mr. Causey said Schumpert is the sponsoring agency, but the program is a collaborative process. The program pulls together the community and providers; and, other referrals and resources will be utilized. The principal commented that LSUMC is involved because most of the students attending Linwood receive health care there and their records are housed at LSUMC. More discussion followed on confidentiality and services to be provided by other agencies, i.e. Volunteers of America (VOA). Mr. Powell noted that the school system has certain restrictions on what could be taught and what information could be provided particularly as it relates to sex education (contraceptive devices and counseling on abortion). Mr. Powell questioned Medicaid funding provisions, and Mr. Causey said Medicaid funding is not figured in the resource, and Schumpert has no plan, at this time, to apply for Medicaid funding. Legal counsel clarified that the school system is not a medical care provider and the principal will not be involved in any decision regarding the delivery of medical service. Further, the principal will be involved in policy decisions regarding the operation of the clinic and he proceeded to clarify what are student records and medical records.

Dr. Hitchcock asked Mr. Thomas if the establishment of a medical clinic will affect the educational process at Linwood Middle School. Mr. Thomas said the clinic will be a positive impact in that barriers that keep students from staying on task will be removed. Further, the clinic will bring a social worker to the school, and this professional's expertise will be an asset in helping to remove the barriers. Dr. Hitchcock asked Mr. Thomas if he sees any negative impacts or influences on the educational program at Linwood with the establishment of the clinic. Mr. Thomas said he doesn't see any negative impacts. Dr. Hitchcock asked Mr. Thomas if he has ever dealt with a case at Linwood where health-related information was withheld from parents regarding their child, and Mr. Thomas answered no. Mr. Thomas said staff will always act in the best interest of everyone to make sure that all parties are informed, and health and safety of students is an overriding issue and parents will be involved. Dr. Hitchcock asked legal counsel, with the execution of the indemnity agreement included in the mailout, if he sees anything that would increase the liability of the school system. Legal counsel answered no; however, anytime there is increased traffic in the building there is always an increased chance for the risk of liability injury. Dr. Hitchcock requested clarification of the indemnity agreement. Legal counsel said Schumpert Medical Center agrees to hold the CPSB harmless and to provide attorneys for the school board's defense within the parameters of the delivery of medical services and operation of the clinic.

Mrs. Walker expressed appreciation to all parties involved in the development of the grant, and encouraged board members to support the motion. Mr. Thibodeaux made a motion to amend the motion, seconded by Mr. Adams, that all medical information discovered by the providers of medical care at the Linwood Middle School Clinic or referred agencies shall offer full disclosure of this information to the parents or guardians of the child receiving the care. An exception to this rule would be in a situation where the parents or guardians have caused or are suspected to have caused injury to the child. Mr. Thibodeaux said he wants parents to be informed. Mr. Adams concurred with Mr. Thibodeaux's sentiment. Mrs. Pugh said confidentiality, as addressed in the first sentence (page 66) of the mailout document, indicates that the right is owned by the student. The document also clarifies that there is opportunity for notifying proper sources, if necessary.

Mrs. Pugh asked Mr. Thibodeaux if he is suggesting that parents should be notified every time a child is treated at the clinic. Mr. Thibodeaux replied that if the child is seen in the clinic or referred to other agencies, that there needs to be some form of paperwork that is sent to parents informing them of treatment. Mrs. Pugh said that in reviewing the policy under confidentiality, that staff has that responsibility; however, she questioned the need to notify parents about some visits, i.e. child with a sore throat. Mrs. Pugh expressed concern that passage of the amendment would be generating mandatory paperwork that this staff body will not be able to accomplish. The principal said the task of notifying proper persons may become an impossibility for three staff persons, and the budget will be impacted because funding was not allocated for postage. Mrs. Boykin pointed out that there are laws governing confidentiality, and asked if the amendment is in line with existing laws. Legal counsel said not really; that staff cannot impose on physicians an obligation that they may not have under the law. Mrs. Boykin noted that once the physician enters the picture, then the records are no longer made available to the principal, and asked legal counsel if this assessment is correct. Legal counsel said generally speaking this is the case, but in certain circumstances; the doctor will have the right to reveal information even though the minor consented to treatment without the knowledge of the parent. Mr. Brooks encouraged board members to support the program. Dr. Hitchcock asked legal counsel to clarify whether the proposed amendment is enforceable. Legal counsel said there are extenuating circumstances in some instances; and, the statute with regard to the delivery of medical treatment to minors provides medical care providers and physicians with certain discretion. The amendment would not be binding on medical care providers and physicians, if under the statute, their professional medical judgment and ethical practices require them to do something else. Dr. Hitchcock encouraged the board to defeat the amendment. Mrs. Boykin asked if the board can consider the motion, and the president ruled that the amendment stands. Mrs. Boykin asked if the amendment states that the school's staff is to make notification to the parent when the child steps into the waiting area of the clinic. She noted that the school staff is not bound by the confidentiality rule. Mr. Thibodeaux said the intent of the amendment is to have the school system notify parents that the child went to the clinic, and full disclosure could be made by the medical care providers. Mr. Vance observed that the document was reviewed by legal counsel, and he expressed concern for amendments being considered in terms of agreement. He encouraged the board to defeat the amendment. Mr. Brooks moved, seconded by Mr. Burton, to call for the question on the main motion and the amendment. The president ruled that a two-thirds vote is needed and the motion failed with board members Powell, Boykin, Adams and Vance opposed. Mrs. Pugh abstained. Board members Walker, Burton, Thibodeaux, Mims, Pugh, Brooks and Dr. Hitchcock supported the motion. More discussion ensued on notification of parents when students visit the clinic. Vote on the amendment was called and failed with board members Thibodeaux, Powell, Milam, Boykin and Adams supporting the motion. Board members opposed were Walker, Vance, Burton, Mims, Pugh, Brooks and Dr. Hitchcock. Referencing the main motion, Mrs. Boykin questioned if Schumpert is applying for the grant and if Schumpert will be opening a clinic. The superintendent replied in the affirmative and said reference in the main motion that the superintendent is applying for a grant and is opening a clinic is misleading. Mrs. Boykin said she would make an amendment later. She also noted that the main motion states that annual reports on the operation of the clinic will be presented to the board by the superintendent, and asked if this includes a report on all funding sources that have been applied for and received, including Medicaid. The superintendent said no Medicaid funding is involved. Susan Gibson, vice president of community health programs at Schumpert, replied that any operating funds received would be open. Mrs. Boykin asked if the CPSB ever considered administering this program itself and subcontracting services to other agencies (LSUMC, VOA), and the superintendent answered not to his knowledge. Mrs. Boykin said she will not offer an amendment to the main motion. Mr. Burton moved, seconded by Mr. Brooks, to call for or the question. Vote on the motion carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks and Dr. Hitchcock. Vote on the main motion carried with board members Thibodeaux, Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Brooks, and Dr. Hitchcock.

**Recess.** The president called for a 12-minute recess at approximately 5:37 p.m. The board reconvened at approximately 5:52 p.m.

## **EMPLOYMENT OF ADDITIONAL SECURITY COORDINATORS (Walker)**

Mrs. Walker moved, seconded by Mr. Brooks and Mr. Burton, approval of placing a security coordinator at the following five schools: North Caddo High, Donnie Bickham Elementary/Middle, Alexander Special School, Sunset Acres Elementary and West Shreveport Elementary at an additional cost of \$80,000. Mrs. Walker said staff informed her of the need to employ additional security coordinators, as indicated in the mailout. She noted that Hillsdale is on the list in the mahout, but is eliminated from the motion because the superintendent plans to conduct a study to determine if there is a real need for a security coordinator at this school. The superintendent concurred with the motion, noting that he and appropriate security staff reviewed the requests and determined the needs at the referenced schools. He said he would like for the security coordinator at Alexander to have special training in special education in order to provide assistance in other areas. Further, Hillsdale is questionable because of its geographical location. Staff will look at the need and bring it back to the board at a later time. Mr. Thibodeaux questioned why these schools were not initially given security coordinators. Roy Murry, security supervisor for CPSB, said security coordinators were provided at schools where Burns Security officers were previously housed and others were placed upon the requests of principals. Requests were received from the referenced schools this school year. Mrs. Pugh asked who originally requested a security coordinator for Hillsdale. The superintendent said the request came from the principal, and was included in the package with the other five schools. Mrs. Pugh questioned how the requests were received, and the superintendent said at the request of school principals. Mrs. Pugh made a motion to amend the motion, seconded by Mr. Burton, that Hillsdale Elementary School be reinstated into the package, bringing the cost to \$96,000. Mrs. Pugh said she is familiar with the location of the school and there are dark sites in the area. She further observed that the manpower in and about the area is not that great. Dr. Hitchcock questioned the number of incidents at the school as related to security. Mr. Murry said there have been no problems recently, that the principal said the request is a proactive move. Mr. Murry reviewed the dates the requests for security coordinators for the six aforementioned schools were received. Mrs. Walker commented that there have been reports at Hillsdale of vandalism on weekends, graffiti, break-ins, hot wired and/or stolen cars, etc. Mr. Vance questioned the number of schools remaining that do not have security coordinators, and staff replied 18. Mr. Vance cautioned the board to look at the requests carefully to ensure the best security for all students, and so that there will be no need to revise the budget in the future. Mr. Burton moved, seconded by Mr. Brooks, to call for the question. Vote on the motion to end debate carried with Mrs. Boykin having excused herself from the remainder of the meeting. Board members supporting the motion were Walker, Vance, Brooks, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Adams and Dr. Hitchcock. Vote on the amendment carried with board members Thibodeaux, Milam, and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Brooks, Powell and Adams. Vote on the main motion, as amended, carried unanimously.

## **LSBA RESOLUTIONS (Pugh)**

Mrs. Pugh encouraged board members to submit resolutions to staff for presentation to the Louisiana School Boards Association (LSBA) for the 1996 convention on or before December 6, 1995. The resolutions will be acted on at the December 1995 school board meeting. The deadline for submitting resolutions to LSBA is December 22, 1995. The superintendent called the board's attention to the resolution relative to hosting the annual convention in Shreveport in 2001. Mrs. Pugh moved, seconded by Mr. Powell, that the CPSB will submit the referenced resolution to the LSBA. Vote on the motion carried unanimously. The superintendent said staff will proceed with sending this resolution with a cover letter to LSBA, along with additional forms required by LSBA.

## **SUPERINTENDENT'S REPORT**

**Caddo Educational Excellence Fund.** The superintendent requested approval of the motion to proceed with naming the permanent committee for the Caddo Educational Excellence Fund. He said if the motion is approved, staff will keep the board apprised as steps evolve. Mr. Burton moved, seconded by Mr. Burton, approval of the recommendations as submitted by the superintendent; with authority to move forward with the establishment of the committee. Vote on the motion carried with Mr. Powell opposed. Board members

supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Adams and Dr. Hitchcock.

**Support Personnel Day/American Education Week.** The superintendent expressed appreciation to the CPSB educational support personnel for the work that they do on a daily basis. American Education Week is November 12-18, 1995 and many activities will be scheduled at Caddo public schools. He encouraged board members to visit schools, especially during this week.

**Critical Objectives for 1995-96.** The superintendent reported that staff has developed critical objectives for 1995-96 which have been discussed with parish administrators. The objectives were shared with board members. Schools and employees will be developing individual professional growth plans based upon these objectives.

**Parishwide Inservice.** The superintendent announced that Friday, October 20, 1995, is a parishwide inservice day and this week is the last week of the first quarter of the 1995-96 school year.

## **UNFINISHED BUSINESS**

No unfinished business was presented.

## **NEW BUSINESS**

**Fundamental Schools.** Mrs. Pugh observed that the original demographics have changed, and she asked staff to look at fundamental schools (Claiborne and Judson) to determine if staff is living up to the original objectives and goals for establishing fundamental schools, according to the consent decree. If the programs will be kept in place, then staff should determine how they can be enhanced.

## **ANNOUNCEMENTS AND REQUESTS**

**American Education Week.** On behalf of Dr. Michael Hailey, pastor of Summer Grove Baptist Church, and in recognition of American Education Week, Mr. Adams invited board members, the superintendent and assistant superintendents to worship at the Summer Grove Baptist Church on November 12, 1995.

**Teacher Assessment.** Mr. Powell noted that assessment of new teachers has begun, and as part of the assessment, principals are leaving their home schools to provide assistance at other school sites. Mr. Powell expressed concern that principals are away from their schools too much, especially at the elementary level since elementary schools do not have assistant principals. He asked the superintendent to look into this and report back to the board on the ramifications for going in a different direction. Dr. Hitchcock also expressed concern about this matter and said he has made the superintendent aware of his concerns. He asked the superintendent to respond to board members' requests relative to this matter. The superintendent reported that he has not had ample time to come up with alternatives, but he was told that it is not proper to use the suggested individuals as assessors in the assessment training. The procedure that staff is presently using does conform to the law, and to use central office personnel to serve on the team is not proper. Dr. Hitchcock said his suggestion is for the superintendent to assign central office personnel to go to the school while the principal at the school conducts the observations and assessments at that school; and, that the superintendent assist the local principal and augment him with central office staff to take care of day-to-day matters of the school, not that they conduct the assessment. Mr. Thibodeaux asked if principals who are assessing new teacher are being given extra compensation, and the superintendent said no.

**Scholastic Awards.** Mr. Powell said a number of schools were recognized earlier for scholastic growth awards and two neighborhood schools were recognized from district eight that are not magnet schools. Those schools are Youree Drive Middle School and A. C. Steere Elementary.

**Discoveries/Gateway Materials.** Mr. Burton asked the superintendent to inform him of procedures to follow in order to secure copies of Discoveries/Gateway materials for sharing with parents of children who are not in the program.

**Paperwork.** Mr. Brooks again expressed concern for the amount of paperwork that teachers are required to complete. He encouraged the superintendent to find ways to reduce the amount of paperwork assigned to teachers. Mrs. Walker asked if staff recycles paper, and the superintendent answered in the affirmative. Mrs. Walker suggested that the paper could be returned to schools for use by students.

**Legal Work.** Dr. Hitchcock expressed appreciation to legal counsel for the work done in preparing the indemnification agreement for the medical clinic at Linwood Middle School.

**Bus Drive.** Mr. Thibodeaux asked staff to provide him with the cost of constructing a bus turn around drive at Creswell Elementary, and a time frame. He asked that the material be posted to him.

## **EXECUTIVE SESSION**

The president reported that the student placement appeal will be held in closed session. Mr. Burton moved, seconded by Mr. Powell, for an executive session to hear a student placement appeal for approximately ten minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 6:30 p.m. and reconvened into open session at approximately 7:35 p.m. Dr. Hitchcock moved, seconded by Mr. Powell, to uphold the recommendation of the superintendent in regards to Wilbert L. Glover 111. The superintendent recommended that Wilbert not return to Huntington High School; that he be assigned to School Away From School until such time that the principal at School Away From School recommends his return to Huntington High School. Mr. Adams stated that this is normally at the end of the semester. The superintendent said the return could be at the end of the semester. Vote on the motion carried with board members Burton and Brooks opposed. Board members Mims and Vance abstained. Board members Walker, Thibodeaux, Pugh, Milam, Powell, Adams and Dr. Hitchcock supported the motion.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Vance seconded the motion which carried unanimously, and the meeting adjourned at approximately 7:37 p.m.

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James E. Foster, Ed.D., Secretary

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Mark Milam, President

**November 1, 1995**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, November 1, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D. present. Other board members present were Ron Adams, Judy D. Boykin, Willie D. Burton, Alvin Mims, Michael E. Powell 111, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The president gave the invocation and led the Pledge of Allegiance.

**Agenda Items.** The superintendent presented the proposed agenda for the November 15, 1995 school board meeting. The following items were added: "*Plan for Addressing Employees' Decorum With the Publics*" (Thibodeaux); "*Review of CPSB Policy Relative to the Use of Principals in the Assessment of New Classroom Teachers*" (Powell); "*Review of CPSB Policy on Referral of Students to the Caddo Parish Juvenile Court for Truancy*" (Powell); and, "*Special Recognition - Student Designer of the Drug-Free T-shirt*" (Walker). Agenda items 9, 11-15, 17-20 and 23 were categorized as consent agenda.

## **CPSB WORK SESSION (DISCUSSIONS)**

**Bus Driveway.** Mr. Thibodeaux inquired about staff's progress in responding to his previous request for a timetable and cost projection for constructing a bus turnaround at Creswell Elementary.

The superintendent said staff is compiling the information and it should be available prior to the November 15 school board meeting.

**Automobiles for Driver Education Program.** Mrs. Pugh questioned the number of automobiles in the driver education program at this time, and asked if the entire fleet of autos is being replaced. The superintendent said he will secure the number of cars in the program and report the information to Mrs. Pugh. Staff reported that two cars are being added to the current fleet at this time.

**Arthur Andersen Plan.** Dr. Hitchcock asked staff and the board to consider implementing part of the Arthur Andersen plan (compensation plan for noncertified personnel) at this time; thus, leaving time for the superintendent to study the method of compensation for certified personnel assigned to the central office. The superintendent noted that the compensation study was developed and presented as a package, and staff would need to study the idea to determine what a division will do to the integrity of the package. He further reported that Mr. James Landry, consultant, will be at the November 15 school board meeting to respond to board members' inquiries regarding the plan.

**Use of School Facilities by Outside Groups.** Gail Griffin, president of Caddo Association of Educators (CAE), asked if this item is a policy revision. S. L. Slack, assistant superintendent for support personnel, answered in the affirmative.

**1996-2001 Capital Projects Plan.** Keith Norwood, director of school plant, informed the board that this presentation will be the first reading of the proposed five-year budget, and the information requested by Mr. Thibodeaux on the bus turnaround at Creswell Elementary will be addressed in the plan.

**Renewal of Contract for LSU-S Baseball Field With CPSB.** Ed Hearron, director of high schools, informed the board that this is a renewal between LSU-S and the CPSB for the C. E. Byrd High School baseball team to use LSU-S's baseball field, at no cost to the school system.

**Requests for Leaves.** Dianne Graham, president of the Caddo Bus Drivers Association, provided board members with a packet of information on the laws governing sick leaves and compensation for school bus operators. She asked staff to update the CPSB's handbook for school bus drivers. Ms. Graham also made board members aware of two cases where bus drivers were granted leaves that need to be reviewed. She further requested a review of the *bumping* procedures for bus drivers, as well as a review of the policy relative to termination and continuation of insurance for bus drivers who are on leave. Referencing the excerpts from the Dagenhardt vs Terrebonne Parish School Board case that was included in Mrs. Graham's packet, Mr. Powell asked legal counsel to provide board members with complete copies of the case and to include the information in the mailout. He also asked the superintendent to include in the mailout a letter of opinion about the worthiness of the claims referenced by Mrs. Graham.

**Revisions to Administration of Medication Policy and Form.** Gail Griffin asked if this is the item that was postponed at the October 18, 1995 school board meeting, and the president answered in the affirmative.

**Troops to Teachers Proposal.** Mrs. Pugh asked if a detailed explanation on this item will be in the mailout, and the superintendent replied yes.

Mrs. Pugh moved, seconded by Dr. Hitchcock, approval of the proposed consent agenda. Vote on the motion carried unanimously.

**Request.** As related to employee groups, Mrs. Boykin asked the superintendent if group representatives are given paid time to attend meetings; is this provision made available to all employees/representatives; and, what other helpful aids i.e., mailing lists, use of copiers, etc. are provided.

## **INSTRUCTIONAL PRESENTATION - ESEA TITLE I PROGRAM EVALUATION**

Essie Holt, assistant superintendent for curriculum and instruction, recognized Janis Parker, director of ESEA Title I (formerly Chapter 1); Clay Slagle, Title I evaluator; and, Vancell Stovall, supervisor of Title I. She introduced Mr. Slagle who, on behalf of Title I administrators, presented excerpts of the program's annual evaluation report. He observed that: a) 5,162 children were serviced in 29 public schools during the 1994-95 school year; b) 250 students residing in neglected, delinquent and/or private schools were serviced; c) the program's focus remains in the area of early childhood education (mastery of curriculum goals); d) students leaving the program perform at or above their peers in language and mathematics concepts; e) standard score types are used to track the progress among groups, which are better than percentiles because they are sensitive to small growths; and, f) 83.9 percent of allocated resources are directed toward school-wide plans and 16.1 percent goes toward support services. Dr. Hitchcock requested clarification of the drop in total reading, as reflected by the Normal Curve Equivalent (NCE) with first and fifth graders, and questioned if staff is analyzing the results to determine what causes the drop. Mr. Slagle said students may have lost ground in these areas, and he informed the board of school activities to conduct needs assessment at the building level. Dr. Holt stated that a more in-depth analysis needs to be conducted before the actual cause for drops can be determined. Mrs. Pugh said it should be taken into consideration that these students start with a deficit. Mr. Thibodeaux asked staff to clarify the normal curve equivalent (NCE), and to describe a Title I school. Mr. Slagle said schools are ranked based on the percentage of students on free and reduced lunch (income based for the school). Mr. Adams asked when does the reading discovery program start, and Mr. Slagle said at the first grade level. Mr. Adams asked if students were taught phonics at the schools where they were assessed. Mr. Stovall replied that students may or may not have been taught phonics. Mr. Adams asked if any curriculum being taught could be construed as being a derivative of outcome-based education, and staff answered not to their knowledge. Referencing funding, Mr. Powell asked if the school board has established a policy on whether to use a school-wide basis or a targeted basis; and, who makes the decision. Mrs. Parker informed the board that the law is explicit about this and the principal selects a committee (parents, staff members, community partners) to review the school's needs assessment and then determine the direction in which they want to go. Mr. Powell questioned the availability of funding for testing. Mrs. Parker informed the board that the Title I law has moved away from using standardized tests to assess the overall growth of youngsters, and staff is being encouraged to look at alternative methods of assessment. She reported that funding is provided if it is part of the school's plan. Mr. Powell asked staff to consider employing an auditor for curriculum to assess the success of programs.

**Recess.** The president called an eight-minute recess at approximately 4:40 p.m. The board reconvened at approximately 4:51 p.m.

## **REPORT - REALLOCATION OF RESOURCES TO THE CLASSROOM (REORGANIZATION)**

As followup to a directive of the CPSB, the superintendent presented a plan for downsizing central office which includes the following components: reorganizing; eliminating duplication of services; and, reallocating funds and personnel to classrooms. He reported that the plan was developed without the assistance of a committee, CAO, consultant or appointed advisor; however, anyone was invited to make recommendations and suggestions. The plan does not involve a reduction in force, and there is to be no violation of tenure laws or individual contracts. The superintendent recapped the changing role of the central office; reviewed the reallocation of resources to the classroom trends for 1995-96; noted that 195 employees (three percent of the CPSB employee workforce of 6,200) make up the central office; reviewed the proposed organization chart (addition of a deputy superintendent, elimination and/or consolidation of positions, and relocating central office personnel to schools).

The *Reallocation of Resources to the Classroom Plan* proposes the following: a) Reallocation of resources to the classroom trends for 1995-96 as a result of previous action taken by the CPSB total \$4,358,450; b) Reallocation of resources to the classroom (benefits to students) total \$1,834,804 and includes eight vacated positions (\$408,597); reallocation of 13 full time and proposed vacated positions (\$803,275); reallocation to schools part-time - 25 percent of time (\$274,522); travel reduction by ten percent (\$14,410); and reduction in liability, telephones, utilities, transportation, and



central services (\$334,000). The grand total of reallocation of resources with direct benefits to students is \$6,193,254. The superintendent further proposed that an implementation team be appointed consisting of the assistant superintendents for human resources and curriculum and instruction; and, directors of certified personnel, classified personnel, high schools, middle schools, elementary schools and curriculum. The team's responsibilities will be to serve as Interview II Committee, reassign personnel based on school and parish needs, recommend positions assignments to the superintendent and complete reassignment/recommendations by January 16, 1996. The proposed timeline is as follows: Superintendent presents reallocation to the classroom plan to the CPSB (November 1, 1995); superintendent seeks CPSB approval (November 15, 1995); implementation team assumes tasks (November 16, 1995); and, Reallocation of Resources to the Classroom Plan target implementation date (January 16, 1996 -- second semester begins). Discussion followed on the amount of time (25 percent) administrators/specialists will be required to spend in schools, the roles of the administrators relocated to schools, consolidation of administrative duties, the elimination of the assistant superintendent for curriculum and instruction position, and the procedure for applying for the deputy superintendent position. Mr. Thibodeaux asked the superintendent to provide board members with the net increase (real numbers) to be realized if this plan is implemented. The superintendent reported that a savings of 20.1 percent will be realized if the plan is implemented. Mr. Vance asked that board members be provided with a copy of the original motion that was made directing the superintendent to develop this plan. A copy of the *"Reallocation of Resources to the Classroom Plan "* is filed in the official papers of the board.

**Death.** Mr. Mims informed the board that Mr. Brooks is absent due to the death of his brother. Funeral arrangements are incomplete.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 5:47 p.m.

### **November 15, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, November 15, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell 111, Mildred B. Pugh, Johnny Vance, Jr. and Sybil B. Walker. Judy D. Boykin arrived at approximately 3:38 p.m. Michael J. Thibodeaux arrived at approximately 5:20 p.m. Jerry Tim Brooks was absent. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by the president.

### **CONSIDERATION OF MINUTES OF THE OCTOBER 18,1995 CPSB MEETING**

Mr. Vance moved, seconded by Mr. Mims, approval of the minutes of the October 18, 1995 CPSB meeting. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The Board reviewed the agenda and pulled *"Renewal of Contract for LSU-S Baseball Field With CPSB. "* *"Reallocation of Resources to the Classroom (Reorganization) "* was postponed until the November 29, 1995 Executive Committee meeting and December 13, 1995 school board meeting. The board categorized the following items as consent agenda.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for audio visual equipment for special education program, network operating software for libraries, automobiles for driver education program, computer workstation furniture for Midway Middle School, kindergarten play equipment for several schools, and small kitchen equipment for all child nutrition programs. A copy of the tabulation bid sheets marked "Exhibit A, 11 pages, November 15, 1995" is filed in the official papers of the board.

**Emergency Electrical Repair at Werner Park, Project 216.** Staff recommended that an emergency be declared and that staff be authorized to proceed with design and informal bid of emergency electrical repair at Werner Park, and that Harriss-Jambor & Associates be approved for design services; and, that the lowest responsive bidder proceed with repair upon notification by the director of school plant.

**Agenda Item No. 11**

**Request for School Bus Transportation by Southern University-Shreveport.** Staff recommended approval of a request from the Educational Talent Search Program at Southern University- Shreveport to use three school buses to transport students who participate in the after school tutorial program to their homes from Linear, Linwood and Midway.

**Agenda Item No. 12**

**Renaming of C. E. Byrd Youth Center.** Staff recommended approval of renaming the Byrd Youth Center at 3240 Creswell as the Grover C. Koffman Memorial Youth Center. Grover Koffman was the first principal of C. E. Byrd High School and served from 1925-1955.

**Agenda Item No. 13**

**Use of School Facilities by Outside Groups.** Staff recommended that the long term use of school facilities (a use greater than that required for a single event or a particular use for a period exceeding one week) by outside groups for worship services or any other activity not involving tutoring or enrichment activities for Caddo Parish students be authorized only in extreme emergency situations. Emergency situations are defined as those arising due to fire, flood, storms, etc.

**Agenda Item No. 14**

**Authorization to Proceed With the Sale or Lease of Hope Street Property.** Staff recommended approval for authorization to proceed with the process required to sell and/or lease the Hope Street property to the 9-1-1 Communications District. The process would include seeking an appraisal, and a specific proposal including sale price, procedure, etc. will be brought back to the school board at a later date for action.

**Agenda Item No. 17**

**Revision to Policy IIAA (Instructional/Supplementary Materials and Textbook, Procedures).** Staff recommended approval of revisions to Policy IIAA (Instructional/Supplementary Materials and Textbooks) to comply with Louisiana Department of Education Bulletin 1794, Textbook and Library Book Policy and Procedure Manual and recommendations from the Committee for Supplementary Instructional Materials for Classroom Use.

**Agenda Item No. 18**

**School-to-Work Design Team Grant (Caddo Career Center).** Staff recommended approval for the Caddo Career Center to apply for the School-to-Work Design Team Grant in the amount of \$7,500. The grant is designed to provide a structured work-based learning sequence to eleventh and twelfth grade students in a manufacturing Design Technology Career Pathway and is offered through the Louisiana Department of Education.

**Agenda Item No. 19**

**Southwest Educational Development Laboratory Grant (Creswell Elementary).** Staff recommended approval for Creswell Elementary to apply for a grant through the Southwest Educational Development Laboratory. Funds will be used to provide training that is designed to strengthen 25 math and science teachers. The project costs approximately \$9,080.

## **Agenda Item No. 20**

**Medical Contracts Renewals.** Staff recommended approval of renewal of special education medical contracts with Dr. Alan B. Richards to provide ophthalmological evaluations for students referred by the Caddo Special Education Center, and with Dr. Julianna Fort to provide psychiatric evaluations for students referred by the Special Education Center.

## **Agenda Item No. 23**

**Troops to Teachers Proposal.** Staff recommended approval of the Caddo Parish School Board entering into an agreement with the Department of Defense (DOD) for participation in the Troops to Teachers Program. The program is managed by Defense Activity for Non-Traditional Educational Support (DANTES) and involves classroom teachers who meet state guidelines for employment under "Temporary Teaching Assignments."

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

## **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, presented the following special recognitions:

**Innovations in Government Award.** Hamilton Terrace Learning Center was recognized for recently being awarded \$100,000 from the Ford Foundation. The purpose of this award is to allow Hamilton Terrace to pursue activities designed to replicate its program in other school districts as well as disseminate information about their structural practices to a national audience. In the spring (1996), the school will sponsor a conference in Shreveport to showcase its activities. John Baldwin, principal at Hamilton Terrace Learning Center, expressed appreciation to the CPSB for its support. He recognized the staff at Hamilton Terrace and thanked them for their role in making the program a success.

The superintendent recommended the board authorizes Monday, November 27, 1995, be declared Hamilton Terrace Day, and that students and teachers be off. This action would be consistent with previous board actions in recognizing schools for winning sporting events.

**Student Designer of the Drug-Free T-shirt.** Ben Hunsicker, 7th grader at Herndon Magnet, was recognized for winning the T-shirt design competition for Red Ribbon Week. On behalf of Herndon Magnet faculty, staff and students, Ben presented a T-shirt to the superintendent. E. Dean Washam is principal at Herndon Magnet School.

**Promotion of JROTC Cadet Corps Commander.** Colonel Richard Miller, supervisor of JROTC for CPSB, presented for promotion the JROTC Cadet Corps Commander for 1995-96 -Cadet Colonel Gerrica Germany, student at Northwood High School. Judy Germany, mother, and CPSB president assisted in the promotion. Presentations were also made by the superintendent and Northwood High School Principal Ken Bass.

## **VISITORS**

Josephine Johnson, vice president of Creswell PTA, spoke on behalf of parents and concerned residents of the Creswell district and requested the CPSB to build an off-street bus drive and covered walkways between the main building and the temporary buildings.

Russell Adams, parent, requested the board to consider continuing the year-round program at Shreve Island and Newton Smith Elementary School.

Isabelle Pace, teacher, spoke in support of the foreign language program in Caddo Parish schools. She encouraged the board to give attention to providing someone to oversee the program and its needs.

Veronique Peeters, teacher, spoke in support of filling the language arts supervisor position. She said this person is needed to provide support to teachers in the foreign language/Codofil program.

Rhonda Reynaud, teacher, expressed concern, on behalf of the high school foreign language teachers, that they currently have no parish supervisor and requested that this position be filled immediately.

Danielle Pigneur, teacher, encouraged the board to fill the language arts supervisor position.

Lucian Cloud, president of the Caddo Parish Elementary Principals Association, read a statement on behalf of this organization in favor of maintaining present positions which would change under the proposed reorganization plan, including assistant superintendent of instruction and curriculum, director of elementary education and elementary supervisors.

Rev. Washington Starks, pastor of the New Zion Christian Methodist Church, spoke against the proposed reorganization plan.

Rev. Joe Gant, pastor of Calvary Baptist Church, spoke against the proposed changes in the curriculum/instruction area of the proposed reorganization plan, and encouraged consideration of a new plan that would include staff's input and a look at other departments, focusing on attrition and positions that would have the least affect on the education of children.

Rev. Samuel Orange, president of the Baptist Ministers Conference, spoke against the proposed central office reorganization plan.

Rev. Nathaniel Francis spoke against the proposed cuts to central office staff as a part of the reorganization plan and encouraged the board to seek community input.

Rev. Herman Farr, member of the Baptist Ministers Fellowship, spoke against the proposed central office reorganization plan.

Rev. W. C. West encouraged the board to seek community input when considering the reorganization plan for central office.

Diane Aldin, teacher, encouraged the board/staff to staff the language arts supervisor position.

Cathy Folse, citizen, expressed concern over the proposed changes being considered in the reorganization plan. She spoke against the formation of a dictatorial school board.

Gail Griffin, president of Caddo Association of Educators (CAE), encouraged the board to approve the recommendation for implementing the classification compensation plan; requested the superintendent to present a proposal at the January 1996 meeting which will provide a significant increase for certified employees' salaries; stated support of reorganization and restructuring but urged the board to consider the following: 1) begin the restructuring at the proposed deputy superintendent and assistant to the superintendent positions; 2) include school-based personnel on any implementation team; 3) requested that the report on the necessity of positions added to central office in the last four years be provided to the board and considered before approving a reorganization plan; 4) determine from teachers and school administrators the types of essential services they need from central office personnel. A motion was made by Mr. Burton, seconded by Mr. Powell, to suspend the rules to allow Gail Griffin an additional two minutes to complete her comments. Motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Mims, Pugh, Milam, Powell, Boykin and Adams. Mrs. Walker was not present for the vote. Ms. Griffin continued: 5) requested that the implementation committee conduct a comprehensive review of all central office job descriptions; 6) asked that the implementation committee review duties and responsibilities of vacated position and advise the superintendent of their recommendation; and 7) asked that the superintendent make at least quarterly reports to the board on how the restructuring is being implemented and how changes are affecting the schools.

Mr. Milam announced that Mimie Cherry had called to say she would not be in attendance at today's meeting.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Michael Seal be appointed systems design and programming manager for the CPSB. Mr. Seal meets the promotion criteria and will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Adams moved, seconded by Mrs. Boykin, that Mr. Seal become the systems design and programming manager. Vote on the motion carried unanimously.

The superintendent recommended that James Moran be appointed assistant principal of instruction at Woodlawn High School for the remainder of the 1995-96 school year. Mr. Moran will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Mims moved, seconded by Mr. Burton, that Mr. Moran will become assistant principal of instruction at Woodlawn High School for the remainder of the 1995-96 school year. Vote on the motion carried unanimously.

## **1996-2001 CAPITAL PROJECTS PLAN**

The superintendent called on Keith Norwood, director of school plant, to present a brief synopsis of the capital projects plan for 1996-2001. Mr. Norwood stated that the superintendent's cabinet had been meeting to discuss the capital projects plan for the next five years and briefly highlighted the changes being made in planning the budget and the budget being proposed to date. He presented a list of priorities that includes: (1) maintenance, (2) schools' priorities, (3) age of the request, (4) funding, and (5) programming. Mr. Norwood also highlighted the plan which includes electrical upgrades for technology, asbestos abatement for vacant school buildings, accessibility (elevators, etc.), auditorium seats (A. C. Steere), cafeteria air condition program, heating, ventilation repair, roofing and (8) major projects i.e., technology center at Caddo Career Center and phase I (roofing and asbestos abatement) at Captain Shreve. Mr. Norwood also stated that projects previously planned, i.e., new buildings, renovations, expansions, classroom wings, auditorium air conditioning and stadium improvements are not being recommended for funding this year as these will require funding above usual resources. He made a recommendation to the board that the energy savings be used to do technology upgrades.

Mr. Burton encouraged that consideration be given to completing a pending renovation project at Booker T. Washington High School. Mr. Powell inquired as to the heating ventilation budget item for North Highlands, Hamilton Terrace and Midway, and asked if the problem has been corrected at Eden Gardens Elementary. Mr. Norwood answered in the affirmative. Mrs. Walker inquired as to the difference in cost for asbestos abatement in George W. Carver School and Rodessa School, and expressed concerns for repairs to district one schools. Mrs. Pugh requested Mr. Norwood to check on the cooling system at West Shreveport Elementary. Mr. Vance asked that when staff brings to the board projects to be addressed, that needs of all schools be included. Mrs. Walker inquired as to the need for a temporary building at Westwood. Mr. Vance requested that the superintendent look at the Facilities Study Committee's report for possible action in the 1996-97 school year. Mr. Adams recommended that Mr. Norwood contact someone in the manufacturing housing industry to compare costs on construction of temporary buildings.

## **REVISIONS TO ADMINISTRATION OF MEDICATION POLICY AND FORM**

Mr. Milam inquired as to the result of replacing the word "assigning" under 5.A of the proposed policy with the word "requesting." Concern was expressed as to employees who are assigned to administer medication to children and the possibility that they may be open to possible lawsuits if they are late in administering medications; and that if they are assigned, they would not have the option of declining. Legal counsel stated that he believes the intent of the word "assigning" under the state guidelines, would be that the principal would assign someone who is interested in performing that function rather than someone who is trepid about performing that function. The superintendent agreed. Dr. Cecil McCune, director student services, stated that the law requires that CPSB have a minimum of two people trained at each school to administer medications

and that decision would be a site-based decision. The principal will select employees who are willing to perform this function. Dr. McCune also stated that he has not received any calls of problems in principals being able to name staff members for this responsibility. Mr. Vance moved, seconded by Mrs. Pugh, that the revisions to Policy JHCD and Forms JHCD-E, as submitted by staff, be approved. Mr. Powell stated his concerns over the possible assignment of this task to individuals who would have a problem in administering medications to students and encouraged the superintendent, if the motion passes as submitted, to encourage principals to seek out individuals who are willing and do not have a mindset against performing this function. Mr. Mims moved, seconded by Mr. Burton, to call for the question. Motion carried unanimously. Vote on the main motion carried with board members Milam and Powell opposed. Supporting the motion were board members Walker, Vance, Burton, Thibodeaux, Pugh, Mims, Boykin, Adams and Dr. Hitchcock.

**Recess.** The president called for a 15 minute recess at 5:30 p.m. and the board reconvened at approximately 5:50 p.m.

### **RECOMMENDATION FOR IMPLEMENTATION OF THE POSITION EVALUATION AND COMPENSATION PLAN BY ARTHUR ANDERSEN, INC.**

Mr. Vance moved, seconded by Mr. Burton, that the Arthur Andersen job evaluation and salary administration program, including all salary schedules, become Caddo Parish School Board policy. The effective date shall be the midpoint of each affected employee's work year. Discussion followed on how implementing this recommendation would affect reorganization plans for central office; and, how many employees at central office, from assistant superintendents down, would be affected by implementation. David Barr, director of classified personnel, responded that above 90% would be affected. Discussion was also held on: a reorganization plan that would propose a change of title/position; relocating employees, and how an employee's salary is affected if their position changes in the reorganization. The superintendent stated that salaries of individuals under contract will not be affected since they are locked in for the length of their contract. The superintendent stated that \$326,840 is the cost for the 1995-96 school year, if implemented July 1, 1995. Implementation at mid-year will reduce that amount by one-half. Mr. Powell expressed concern over the recent increase in insurance costs and the need to increase salaries of Caddo teachers. Vote on the main motion carried with board members Thibodeaux and Powell opposed. Board members supporting the motion were Walker, Vance, Burton, Milam, Pugh, Mims, Boykin, Adams and Dr. Hitchcock.

### **ADOPTION OF POLICY TO GRANT EXTENDED SICK LEAVE TO SCHOOL BUS OPERATORS**

Mr. Burton moved, seconded by Mrs. Boykin, to approve staff's recommendation to grant extended sick leave to bus operators as outlined in the proposed policy and included in the mailout. Mrs. Boykin moved, seconded by Mr. Adams, to amend the motion to substitute the number of days from 20 to 25. Vote on the amendment carried unanimously. Vote on the main motion, as amended, carried unanimously.

### **MINIMUM STANDARDS FOR DIPLOMA GUARANTEE**

Mr. Thibodeaux explained that the reason for putting together this proposal was to assure students and the public that when someone receives a diploma from the Caddo Parish School System, that he/she has met the minimum standards as required by the state. He stated that one of the ways to determine if there is a need for such a program is to allow the superintendent to put together a committee of area businesspersons and college/university officials to help identify specific areas; then the superintendent could come back to the board with his findings and a directive. Mr. Thibodeaux asked the board to authorize the superintendent to put together such a committee for addressing perceptions from the local business community, as well as from local universities, and report back to the board in February, no later than March.

## **SURVEY OF CITIZENS ON CADDO PUBLIC SCHOOLS**

Mr. Adams moved, seconded by Mr. Thibodeaux, that the Caddo Parish School Board adopt Option #2 of the parent survey options. The cost of the survey will be deducted from the ending balance of the operating budget in the amount of \$17,000. Board members pointed out that this is a different option than recommended and included in the mailout. Mr. Adams stated that he feels this option will accomplish and give the board the data being sought from a survey of the parents. Elliot Stonecipher, Evets Management, Inc., explained to the board that this option will complete four surveys of grade groupings, a 400-sampling in each survey of parents of children in grades ECE-2, 4-5, 6-8 and 9-12. The sampling would involve 1600 parents. Discussion was held as to whether the motion should be submitted as was in the mailout and then an amendment made. Concern was expressed if CPSB will get out of option #2 what the board originally discussed. Mr. Stonecipher explained the difference in Options 1 and 2, which is reducing the sampling from 3,900 to 1,600; and, rather than a sampling from each grade, results will be grouped by those grades stated. The superintendent said conducting the survey will be meaningful, it would cost the school system less money, and would be information that is scientifically sound and useful. Mrs. Pugh inquired as to a similar study done in the past by the late Dr. Eddie Vetter and Centenary College and questioned how CPSB might again use local colleges/universities and CPSB's CPA firm to arrive at the same information. Dr. Hitchcock inquired about provisions for the board to provide input into the development of questions for the survey. The superintendent responded that it is the intent of staff to seek input from board members on these issues and about a timeline. Vote on the motion carried with board members Pugh and Mims opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock. Mr. Vance was not present for the vote.

## **PLAN FOR ADDRESSING EMPLOYEES' DECORUM WITH THE PUBLICS**

Mr. Thibodeaux moved, seconded by Mrs. Boykin, that the superintendent develop a plan for addressing employees' decorum with the publics. Discussion was held on incidents of rudeness reported on Caddo Parish school employees by the publics, and the importance of developing a plan for addressing this. He noted that professional decorum should be emphasized to all employees. The superintendent stated that dealing with the publics is important and staff will emphasize to all employees the importance of being tolerant, to listen and respond in a professional way at all times. The superintendent summarized the mechanism in place that staff utilizes in handling such matters. Discussion continued on the importance of sending the message to employees and the public that CPSB employees are here to serve. A work session designed for training employees on how to respond to the publics and the need to address administrative problems was suggested by Mrs. Pugh. Following discussion, vote on the motion carried unanimously.

## **REVIEW OF CPSB POLICY RELATIVE TO THE USE OF PRINCIPALS IN THE ASSESSMENT OF NEW CLASSROOM TEACHERS**

Mr. Powell moved, seconded by Mr. Thibodeaux, that the CPSB adopt a policy which prevents school principals from leaving their schools to assess teachers in another school. Discussion followed on concerns over principals, particularly elementary principals where there is no assistant principal at the school, being away from the school to conduct new teacher assessments at other schools. The superintendent reported that he had discussed this matter with staff in the personnel department and with those involved in the assessment process. He announced that there are three schools which have a large number of new teachers to be assessed and principals were, on a voluntary basis, being used from six other schools to assist in these assessments. Discussion was held on the principals assessing only those teachers at their school site and someone from central office being used at the school to handle routine matters while the principal is conducting these assessments. The superintendent reported that principals being used to assist in new teacher assessments at other school sites spend approximately four hours a semester away from their school for this purpose. Fairness of an outside principal coming in and assessing a new teacher in another school was also discussed; and, if someone from the outside comes in to assist, maybe the help should come from the central office curriculum division. The superintendent expressed his desire to continue the process as is now in place and will assess the process at the end of this school year.

Mr. Thibodeaux suggested that consideration be given to writing a letter to the Louisiana State Department of Education that the current assessment tool needs to be reevaluated. Dr. Hitchcock said he feels very strongly that principals need to stay in their own schools, and that if anyone is pulled away from their job, that someone from central office should be used to assist principals in their school. Discussion was held on how principals are chosen to participate in assessments away from the schools. Mrs. Pugh commented that this action was administrative, and not one that the board made; therefore, the superintendent should be the one to address this issue. The superintendent responded that based on the feelings expressed by board members relative to this issue, he will reconsider using principals to do assessments at schools other than their own. Willie Henderson, assistant superintendent for human resource services, stated that staff has checked on the status of the evaluations for the current year and has found that the visiting principals have already done some evaluations in other schools, and some bonding has taken place with those teachers. Therefore, the staff would like to complete this year under the current process; and at the end of the year, have the committee review the process for the future. Mrs. Pugh moved, seconded by Mr. Mims, that this motion be tabled. The motion carried with board members Walker, Vance, Burton, Pugh, Mims, Boykin and Dr. Hitchcock supporting the motion. Board members opposed were Thibodeaux, Powell, Milam and Adams.

### **REVIEW OF CPSB POLICY ON REFERRAL OF STUDENTS TO THE CADDO PARISH JUVENILE COURT FOR TRUANCY**

Mr. Powell moved, seconded by Mr. Adams, that the Discipline Policy Review Committee develop procedures for early notification of the Juvenile Court in regard to student truancy. Mr. Powell stated that meetings have been held with the juvenile court judges in which they have expressed an interest in helping with truancy problems. The judges believe that their early intervention in these problems might have an impact on helping keep these students in school. Since the CPSB recently adopted a new discipline policy, Mr. Powell suggested that the discipline committee look at the policy, meet with the judges, and determine if modifications might need to be made in order to address a cooperative effort between Caddo and the judges for the best interest of the students. Discussion was held on the policy that is now in place in handling cases that are to go before the courts. Roosevelt Shelby, director of attendance, explained to the board the process which the attendance department follows in working with the courts on truants. Discussion ensued on the time it takes for the courts to handle cases once referred, and at what point when working with a student does the school system refer it to the courts. Vote on the motion carried with board member Mims opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Pugh, Powell, Milam, Boykin, Adams and Dr. Hitchcock.

Mrs. Boykin excused herself from the meeting at approximately 7:30 p.m.

### **LSBA RESOLUTIONS**

Mr. Vance moved, seconded by Mrs. Pugh, that the CPSB go on record as supporting the resolution submitted by the Calcasieu Parish School Board relative to urging the state legislature, governor, congress and the administration to provide full funding for any new mandates arising from state or federal law, regulation or policy, and that departments and agencies be required to provide scientific proof of any health, safety or environmental risks before imposing a new mandate on schools; and, that a copy of this resolution be forwarded to the Louisiana School Boards Association. The motion carried unanimously.

### **CONFLICT RESOLUTION COURSE OBJECTIVES**

Mr. Adams moved that the curriculum division develop objectives regarding conflict resolution to be placed in appropriate courses and at appropriate grade levels throughout the system. The motion died for lack of a second.



## **SUPERINTENDENT'S REPORT**

**Thanksgiving Holidays.** The superintendent announced that next week is Thanksgiving week. Central office will be opened Monday through Wednesday, and a skeletal staff will be in the office on Friday after Thanksgiving.

**December CPSB Meetings.** The superintendent announced that the Christmas holidays will begin at the end of school on Tuesday, December 19, and the next regular Caddo Parish School Board meeting is scheduled for Wednesday, December 20th. After discussion, a motion was made Mr. Vance, seconded by Mr. Burton, that the December Executive Committee meeting be changed to Wednesday, November 29, 1995, and that the December board meeting be changed to Wednesday, December 13, 1995. The motion passed unanimously.

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted, as requested by staff and presented to the board. Mr. Vance moved, seconded by Mr. Thibodeaux, that the requests for leaves be approved as recommended by staff. The motion carried unanimously.

Sabbatical Leave for Study, Spring Semester, 1995-96

Veronica Loper, Teacher, Green Oaks High School  
Patti Trudell, Teacher, Broadmoor Middle School  
Rani Dutta-Choudhury, Teacher, Oak Terrace/J B Harville Alternative\*

Leave Without Pay (Study), November 15, 1995 through November 14, 1996

Dorothy Y. Carr, Secretary, Caddo Exceptional

Leave Without Pay (Study), January 3, 1996 through May 31, 1996

Susan Pate, Teacher Aide, North Highlands Elementary

Leave Without Pay (Study), January 16, 1996 through January 15, 1997

David Caldwell, Teacher, Vivian Elementary/Middle School

Leave Without Pay (Personal), October 23, 1995 through November 18, 1995

Virginia Young, Bus Driver

Leave Without Pay (Personal), November 14, 1995 through January 16, 1996

Bonnie Beason, Teacher Aide, Walnut Hill Elementary/Middle

Leave Without Pay (Personal), November 27, 1995 through December 8, 1995

Maria Ross, Teacher, Caddo Magnet High School

**Request of the Board.** Norma Jean Paris, a school psychologist, asked to rescind her leave without pay and be allowed to continue using her accumulated sick leave to care for a family member until she returns to her position January 3, 1996.

\*Ms. Dutta-Choudhury asked that her application be withdrawn at this time.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

**Mooringsport Elementary School.** Mrs. Walker stated that the principal of Mooringsport Elementary School has asked for a letter from the Caddo Parish School Board giving them permission to proceed with having their school placed on the National Register. Mrs. Pugh moved, seconded by Mr. Burton, to suspend the rules in order to consider this matter. Motion carried unanimously. Mrs. Walker moved, seconded by Mr. Powell, that the CPSB send a letter to the State Department of Recreation and Tourism allowing Mooringsport Elementary to be placed on the National Register. Vote on the motion carried unanimously.

**Hamilton Terrace Day.** Mrs. Pugh moved, seconded by Mr. Powell, to suspend the rules in order to consider the request of the superintendent as it relates to Hamilton Terrace Day on Monday, November 27, 1995. Motion carried unanimously. Mrs. Pugh moved, seconded by Mr. Mims, that upon the request of the superintendent, that the board concur that Monday, November 27, 1995, be declared Hamilton Terrace Day in honor of their achievement and that students and faculty be exempted from class on that day. Vote on the motion carried unanimously.

## **ANNOUNCEMENTS AND REQUESTS**

**Energy Management.** Mr. Milam requested that the superintendent report to the board in the near future on the first year operation under energy management.

**Display Case.** Mr. Milam requested staff to look into the purchase of a display case for exhibiting national awards.

**Curriculum Committee.** Mr. Adams inquired as to when the Curriculum Review Committee would be coming to the board with their recommendations. Dr. Holt responded that this committee will be prepared to report at the December, 1995 or January, 1996 meeting.

**LSBA Scholarships.** Mr. Burton announced that the Louisiana School Boards Association (LSBA) will be granting scholarships to each of the five districts and asked the curriculum department to look into the procedures for students applying for this scholarship.

**Teacher Assessment.** Mr. Powell asked the superintendent to confirm whether or not the board passed a policy in the summer regarding new teacher assessments. The superintendent answered that the board did approve the teacher assessment process under which staff is now operating.

**Arthur Circle Elementary.** Mr. Powell asked the superintendent to check into the way traffic zone signals are set up around Arthur Circle Elementary.

**Charter Schools.** Dr. Hitchcock reported that at the request of the president, he will be visiting charter schools in San Diego, California and also attending the California Consortium of Charter Schools. Discussion was held on the fact that staff should also be included on trips to check into these schools since staff will be responsible for being knowledgeable of the details involved with implementing the charter schools.

**Parent Survey.** Mr. Vance asked the superintendent to look into the feasibility of using local universities/colleges to possibly complete the parent survey to include a larger sampling by grade and report back to the board his findings and/or recommendations.

**Election of Officers.** Mr. Vance announced that he will be running for 2nd Vice President of the Caddo Parish School Board for 1996 and would appreciate the support of fellow board members.

**Conflict Resolution.** Mr. Adams asked the superintendent to look at the curriculum and report back to him as to whether or not any conflict resolution teaching in the school system is being done.

**Phi Delta Kappa.** Mrs. Walker announced that Phi Delta Kappa is bringing the National Teacher of the Year from Alaska to Shreveport on December 5, 1995 from 5-7 p.m. at the Civic Center. All board members are invited to attend.

**Caddo Association of Educators.** Mrs. Walker asked that the request of the Caddo Association of Educators for a proposal at the January 1996 meeting, which will provide a significant increase for certified employees' salaries who work less than 12 months, be addressed at that time.

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

Mr. Shelby announced that the parent and student could not stay for their appeal; therefore, this particular case could not be addressed without their presence.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Mr. Adams seconded the motion, which carried, and the meeting adjourned at approximately 8:05 p.m.

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James E. Foster, Ed.D., Secretary

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Mark Milam, President

**November 29, 1995**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, November 29, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with First Vice President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D. present. President Mark Milam called to inform the committee that he would be approximately 30 minutes late for the meeting, and arrived about 4:10 p.m. Other school board members present were Ron Adams, Judy D. Boykin, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Jerry Tim Brooks was absent due to illness. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mrs. Pugh gave the invocation and led the Pledge of Allegiance.

**Agenda Items.** The superintendent presented the proposed agenda for the December 13, 1995 school board meeting. The following items were added: "*Update - Discipline Policy Review Committee's Development of Procedures for Addressing Truancy* " (Powell); "*Booker T. Washington Baseball Field Improvements* " (Burton); and, "*Executive Sessions - Students' Transfer/Expulsion Appeals.* " Agenda items 8-10, 12, 13, 15-19 and 21-A were categorized as consent agenda.

Dr. Hitchcock moved, seconded by Mrs. Pugh, adoption of the agenda and consent agenda. Vote on the motion carried unanimously.

#### **CPSB WORK SESSION (DISCUSSIONS)**

**Curriculum Policy.** Mr. Adams questioned if staff has had ample time to develop a curriculum policy. Essie Holt, assistant superintendent for instruction and curriculum, stated that staff is prepared to present the policy at the December 1995 school board meeting. Mr. Adams requested staff to provide him with a copy of the proposed policy prior to the mailout.

**Report - Group Medical Insurance Plan By W F Corroon Consultants** Mr. Powell raised a point of order and reminded board members that the CPSB adopted a policy whereby reports would be presented at Executive Committee meetings as opposed to regular school board meetings. The superintendent

acknowledged staff's awareness of the board's policy; however, because of the importance of the report, staff feels it is better to present the report at a regular meeting so that the full board and interested parties could be informed. He further reported that staff will be presenting recommendations for the board's consideration for action at a future school board meeting.

**Additional Special Education Staff.** Mrs. Boykin questioned the number of additional staff being requested. The superintendent reported that because of additional screening, the request is for seven teachers and four aides, and these individuals will be assigned to classrooms to work directly with students. Mrs. Pugh asked how would the additional staffing impact housing. Rosalie Ewing, director of special education, said staff has located space for some teachers, and will continue seeking space for the others. Mr. Adams asked if staff is required to make a review of the inclusion program at the end of this school year. Mrs. Ewing said an evaluation of the inclusion program was done last year and it will probably be ongoing for this school year. Mr. Adams expressed concern that there is a delay in evaluating the pupil assessment that teachers are incurring within the inclusion program.

**Student Hearings.** Mrs. Walker asked the board to consider assigning a specific time to hear student appeals at school board meetings. Mrs. Pugh recommended that if the board is going to establish a specific time, that the time be 4:30 p.m. because public transportation stops running at 5 p.m. Dr. Hitchcock expressed sympathy for the concern; however, he noted that a number of citizens attend school board meetings and the public will be inconvenienced if school board meetings are interrupted to entertain student hearings. More discussion followed on possible alternatives to hear student appeals in a more timely manner. Mrs. Pugh asked the superintendent to give this issue some thought and to make a recommendation to the board.

**Booker T. Washington Baseball Field.** Mr. Burton asked S. L. Slack, assistant superintendent for support services, to look at the feasibility of providing a dugout fence and raising additional fencing around the Booker T. Washington baseball field and make a report to him prior to the next school board meeting. Mr. Burton informed board members that based on the information received, he might be introducing a motion at the December 1995 school board meeting relative to this matter.

Mrs. Pugh polled the audience for input on proposed agenda items. No one was desirous of speaking.

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

Dr. Holt introduced Susan Adams, executive director of the Caddo Public Education Foundation. Ms. Adams updated the board on library technology efforts at middle and senior high schools in Caddo Parish. She reported that a grant was received from Louisiana State University - Shreveport to implement the program, and it provides the equipment needed for all students to have access to on-line services (Direct On-Line Library Information - DOLLI Program) from Shreve Memorial Library. Ms. Adams further reported that the foundation provides installation of telephone lines, the equipment and computer training. Schools are being asked to provide funding for the telephone lines once they are in place. The foundation is now working to bring this technology into elementary school libraries. Equipment is being placed at 31 sites this year, and if the proposal goes through, then 43 additional sites will be included. Board members were provided with fact sheets on the foundation's 1995-96 programming. Board members expressed appreciation to Ms. Adams for her involvement and for the foundation's interest and investment.

## **REPORTS**

**Capital Projects Plan 1996-2001.** Keith Norwood, director of school plant, presented the first draft of the Capital Projects Plan 1996-2001. A packet containing the five-year plan for Capital Projects construction was shared with board members. Mr. Norwood summarized the structure of the plan and reported that resources available this year total \$7,377,000. He proceeded to review the packet's contents highlighting project priorities, codes/abbreviations, project initiation dates, budgetary figures, etc. Recalling previous CPSB action to approve the magnet component at Huntington High School, Dr. Hitchcock questioned staff's administrative decision to defer the project relative to implementation needs for the magnet program, and questioned why input was not sought from the school principal. He asked the superintendent to look into this reference. Dr. Hitchcock asked why wasn't an electrical upgrade done at C. E. Byrd High School several years ago when

the CPSB authorized a major renovation at the school. Mr. Norwood reported that the current electrical upgrade is based upon the current electrical conditions at the school. He further commented that several years ago, staff did not anticipate the needs of schools today with advanced technology. More discussion followed on electrical upgrade priorities, clarification of project's descriptive initials, consideration of schools' needs that were submitted after the deadline date, schedules for air conditioning projects, and construction/renovation plans for older facilities.

**Recess** Taking the chair, the president called for a six minute recess at approximately 4:32 p.m.

The committee reconvened at approximately 4:38 p.m.

**Reallocation of Resources to the Classroom (Reorganization).** The superintendent reviewed a portion of the original Reallocation of Resources to the Classroom Plan that was submitted to the board at its November 1, 1995 Executive Committee meeting. Changes in the original document will reflect the following: a) addition of one position to the list of vacated central office positions -data processing analyst/programmer; b) an assistant superintendent, K-5 handwriting supervisor, and a social studies supervisor have been deleted from the proposed list of central office vacated positions; and, c) the amount of time for the communications/information assistant and instructional content specialists to spend in classrooms/schools has been increased to 35 percent.

Plan two was introduced and it calls for three assistant superintendents (assistant superintendent for support services, assistant superintendent for human resources, and assistant superintendent of schools). The position of instructional program evaluator has been added; however, the superintendent said he does not see this position as a high priority item, and perhaps more objective data could be collected if the work is contracted. The director of student services position has been added to the division of support services The position of assistant superintendent of schools is a new position and it brings together the four departments of curriculum and instruction and the three school departments. The division of human resources also includes the department of attendance and census.

Mr. Vance questioned why the 504 coordinator position is being transferred to the division of support services. The superintendent said the position was originally placed in the support services division, and technically it could be placed within any division. Mrs. Pugh requested an explanation of the level of compensation for coordinators, specialists and supervisors. The superintendent said specialists are on the administrative pay scale; coordinators are on the teachers' pay schedule with the inclusion of extra days; and, supervisors who don't supervise anyone will have a title change to specialist but the salary will remain the same. He further commented that job descriptions will change somewhat. Mr. Thibodeaux questioned the number of directors for elementary schools, and the superintendent said one director is proposed and the middle school director could be asked to work with K-8 schools. Mrs. Walker asked if the K-8 physical education coordinator should be classified as a supervisor. The superintendent said staff will take a close look at this position when the job description is changed. Mr. Mims asked if the art specialist position should remain a supervisor. The superintendent said art teachers should be supervised by school principals, and he does not see the art specialist's job changing as far as coordinating activities. Mrs. Pugh questioned how instructional specialists will be filtered to schools for services. The superintendent said the director of curriculum and principals should be able to identify priority wise where instructional specialists should be. Dr. Hitchcock requested clarification of the superintendent's plan for staff to spend 35 percent of their time in schools with the students. The superintendent said instructional specialists will be expected to be in the classroom working either with students or teachers 35 percent of the time. Dr. Hitchcock suggested that the assistant superintendent of schools might well develop a procedure where principals could coordinate needs through the director; and, the director could make these needs known to the instructional specialists. Mr. Powell questioned how will the assistant superintendent of schools position be filled. The superintendent emphasized that this is a new position and he recommends that the position be advertised, and anyone could apply. Mrs. Pugh questioned the position being classified as a new position since the CPSB already employs three contracted assistant superintendents. Mr. Vance questioned how does the position become new with a name change. The superintendent said the divisions of support services and human resources remain, but there isn't a division of administrative services and by combining the proposed plan, there is no longer a division of curriculum and instruction. Thus, it is his recommendation to combine the two divisions and to advertise the position of assistant superintendent of schools.

Plan three includes two assistant superintendents (assistant superintendent of schools and assistant superintendent of support services) and the position of instructional program evaluator. The assistant superintendent of schools division will include nine departments (administrative services division and curriculum and instruction). The assistant superintendent of support services will include the current departments and departments in human resources.

The superintendent reported that vacated positions totals (\$455,413); reallocation of full time and proposed vacated positions (\$593,929); reallocation of schools part-time (instructional specialists) (\$362,188); travel (\$14,410); liability, telephones, utilities, transportation services (\$334,000) totaling \$1,759,940. Reallocation of Resources Plan direct benefits to students -- a) Trends and programs implemented in 1995 (\$4,358,450); and b) Reallocation amount (\$1,759,940) for a grand total of \$6,118,390.

Board members commended the superintendent for his thoughtful consideration in developing the plan. Mr. Vance encouraged the superintendent to solicit community input and questioned how many positions are actually duplicated.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion, which carried unanimously and the meeting adjourned at approximately 5:16 p.m.

### **December 13, 1995**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, December 13, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mrs. Boykin.

### **CONSIDERATION OF MINUTES OF THE NOVEMBER 15,1995 CPSB MEETING**

Mr. Vance moved, seconded by Mr. Burton, approval of the minutes of the November 15, 1995 CPSB meeting. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the agenda and "*Booker T. Washington Baseball Field Improvements*" (Burton) was postponed until the January 1996 CPSB meeting. The board categorized the following items as consent agenda.

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

**Personnel Recommendations.** The superintendent made the following recommendations: (1) Joy Williamson be appointed assistant principal of instruction at Northwood High School, and the terms of contract are December 14, 1995 through June 15, 1998; (2) Sharon Golett be appointed system analyst in the Data Processing Department. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for video equipment for Chapter I program; digital duplicators for Chapter I program; lockers for Broadmoor, Caddo Magnet High, Caddo Middle Magnet, Huntington and Youree Drive; uniforms for maintenance and transportation departments; interior and exterior paint for maintenance department; motor fuels for joint governmental units (annual bid); and, elevator for C. E. Byrd Science Technology Center, Project 174A. A copy of the

tabulation bid sheets marked "Exhibit A, nine pages, December 13, 1995" is filed in the official papers of the board.

**Authorization to Bid.** The CPSB authorized staff to design and bid electrical service for computers at Captain Shreve, Lakeshore and Broadmoor, SP-21-95, with the estimated expenditure \$58,200 to be funded by the Capital Projects Fund Contingency.

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

**Southwest Consortium Improvement of Math and Science Teaching Grant/Hamilton Terrace**

Staff recommended approval of the submission of the Southwest Consortium Improvement of Math and Science Training Grant/Hamilton Terrace. The grant amount of \$100,000 is to be administered over a five-year period.

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

**National Science Teacher Association Grant/Oak Park.** Staff recommended approval of the submission of the National Science Teacher Association Grant/Oak Park. The grant proposal provides an innovative approach to teaching science concepts to a group of fifth grade students, and is in the amount of \$10,000.

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

**Additional Special Education Staff.** Staff recommended approval of the additional special education staffing effective January 1996. The request is for four teacher positions, three speech therapist positions, and four teacher aide positions, at a cost of \$130,000.

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

**Nomination of Sex Education Parental Review Committee Members.** The board approved Sex Education Parental Review Committee nominees as submitted for districts 1, 3, 5, 9 and 11. Committee members are: District 1 - Pam Boddie; District 3 - Jane Saxton Davis; District 5 -Douglas W. Sanders; District 9 - Susan Carter; and, District 11 - Pam Holly. A representative for District 7 will be presented at the next school board meeting.

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

**Workers' Compensation Claim Settlement.** The CPSB approved a settlement of the workers' compensation claim on Ms. Pearlie Carey, former school bus aide, for \$25,000.

#### **Agenda Item No. 21-A**

**Requests for Leaves.** The superintendent recommended approval of the following requests of the board. Virginia Young, bus driver, requested to extend her leave without pay until January 3, 1996. Barbara Owens, teacher aide at Linear Middle School, requested to rescind part of her leave without pay and return to her position January 16, 1996.

Mrs. Pugh moved, seconded by Dr. Hitchcock, approval of the consent agenda. Vote on the motion carried unanimously.

#### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, assistant superintendent for curriculum and instruction, presented the following special recognitions:

**Central Office Campus Beautification Committee.** Central office employees have volunteered and are committed to providing the resources to beautify the central office campus. The committee raise funds, volunteer time and resources, and perform the labor to landscape the areas around the central office complex. A letter of commendation from Shreveport Green was read. The CPSB is a clean business award winner for 1995, and was cited for excellence in site maintenance and obvious commitment to the environment through

office paper recycling efforts. Donna Curtis is the executive director of Shreveport Green. The superintendent accepted an award that was presented to the CPSB at a luncheon earlier this week. The committee is chaired by Robert Williams, supervisor of science. Dr. Jane Ducote, supervisor of libraries, accepted the award on behalf of the committee. Other committee members were recognized.

**Louisiana Student Representative to the Board of Elementary and Secondary Education (BESE).** Kevin Bruce, student at Captain Shreve High School, was recognized as the LA student representative to BESE. Kevin is president of the junior class, is involved in youth government, is a part of the school's newspaper staff, a member of the football and baseball teams, Student Council member, and past recipient of the Hugh O'Brian leadership award. Kevin received a certificate of recognition for his outstanding accomplishments. Dr. Sandra McCalla is principal at Captain Shreve High School.

## **VISITORS**

Bessie Smith, retired educator and president of the Stoner Hill Neighborhood Action Group, spoke in opposition to the proposed central office reorganization plan. She said the plan is not fair and it has no vision.

Reverend Dennis Everett, Sr., local pastor and member of the Baptist Ministers' Fellowship, spoke against the proposed reorganization plan. He asked the staff/board to be fair and to move its action away from racial lines.

Reverend C. L. Hicks, deferred his time to other speakers.

Reginald Mack, citizen, yielded his time to other speakers.

Reverend Joe R. Gant, local pastor, spoke against the proposed central office reorganization plan. He encouraged the board to look at the entire system before making the proposed cuts, and asked that a public forum be scheduled to receive input from citizens. Rev. Gant also asked for a written response from the board/staff clarifying Act 1292.

Reverend Herman Farr, minister and member of the NAACP, spoke in opposition to the reorganization plan to downsize central office. He encouraged the board to reduce staffing through attrition. Reverend A. G. Sudd, minister and member of the Minister's Fellowship, yielded his speaking time.

Reverend Nathaniel Francis, asked for an audience between the CPSB and the Ministerial Fellowship to discuss proposed budget cuts.

Reverend Earnest L. Woodson, member of the Baptist Ministers' Conference, yielded his time to speak.

Reverend Samuel Orange, minister, spoke in opposition to the proposed reorganization proposal. He asked for an audience with the superintendent to review the proposed cuts.

Elizabeth Dulaney, parent, admonished the board to listen to what citizens say. She also spoke in support of Goals 2000, and asked that staff be given an opportunity to do their job to implement the trial program.

Henry Hewitt, parent and volunteer worker at Oak Park Elementary School, spoke in support of Goals 2000. He explained how the program is being implemented at the school and how parents are being involved.

Lois B. Wilson, volunteer worker at Oak Park Elementary School and member of the Mooretown Advisory Council, spoke in support of Goals 2000 and in support of the work being implemented at Oak Park Elementary School.



Laurie Tannehill, citizen, expressed concern about students' safety because of firearms on school campuses.

Diana Graham, president of the Caddo Bus Operators Association, expressed concern about the revisions to the employees' grievance policy.

Pat Ellis, president of the Caddo District PTA, asked the administration to take strong action against the presence of weapons and/or alcohol on school campuses. She spoke against the loophole in Act 1292. Mrs. Ellis also asked the board to support their efforts to proclaim the week of January 29 as Safe School Week in Caddo Parish schools. Mrs. Ellis distributed safe school hotline cards to members of the board and the hotline number is 222-HELP OR 1-800-889-4543.

Jackie Landsdale, representative of the Caddo Federation of Teachers, asked that the contract with Washington National Insurance Company be bid and, that employees be afforded a choice in insurance coverage. She also spoke against the proposed revisions to the grievance policy and encouraged that grievants' appeals be presented to the CPSB, if desired.

Gail Griffin, president of Caddo Association of Educators (CAE), made the following observations: (1) noted that CAE is interested in hearing the report from the consultants on insurance; (2) made the board aware of CAE's concerns relative to the grievance policy (GBM); and, (3) expressed CAE's interest in receiving a report from the superintendent and staff on the necessity of all positions added to the central office in the last four years.

The president announced that Mimie Cherry, citizen and frequent speaker at CPSB meetings, was absent due to the illness of her sister who has been hospitalized.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced Joy Williamson, newly-appointed assistant principal at Northwood High School, and Sharon Golett, newly-appointed systems analyst for the CPSB.

## **REPORT ON GROUP MEDICAL INSURANCE PLAN BY W F CORROON CONSULTANTS**

The superintendent introduced Jim Bennett and Joe Eschbacher of W F Corroon (St. Louis, MO office) who gave an overview of their report on the CPSB's insurance program. The consultants evaluated Caddo's current group health care plan and performed a comprehensive assessment of the functions and operations of the independent vendors that cooperate with the CPSB in providing a group health care plan to employees, retirees, and their dependents. The objectives of the assessment were to evaluate the current group medical insurance plan; to recommend additional enhancements that are not currently in place; to control plan costs; and, to maximize administrative efficiencies. The consultants identified the focused plan objectives, explained the methodology used to gain an understanding of the current health care plan, reviewed the significant findings relative to plans for administration, funding, benefit utilization patterns, and managed care results.

Recommendations for consideration during current plan year 1995-96 were highlighted, as well as the target dates for implementation. Recommendations beginning in 1996-97 plan year were also outlined which include specific observations and cost elements. A copy of the comprehensive account was shared with board members and the superintendent. A copy of the report is filed in the official papers of the board.

Mrs. Boykin asked if a meeting will be scheduled so that members of the board and Employees Benefits Committee (EBC) could ask questions. Mr. Bennett noted that this was to be their last meeting; however, they would return to respond to questions if it is the board's wish. Dr. Hitchcock asked if the proposed timeline could be moved up, particularly in discussing a renewal with Washington National. Mr. Bennett said the timeline could be brought forward. Dr. Hitchcock further inquired if the consultants had recommendations for the CPSB should there be adverse selection if multiple options are offered; how would a shared risk pool be structured; and, if the consultants had a recommendation on the concept of fully insured, minimum premium. Dr. Hitchcock also asked if there is a problem with declaring the report public information. The superintendent said staff needs to consult with legal counsel because the report might contain information dealing with contracts

before making the report public. However, subject to the opinion of the attorney, it would be staff's intention to share the report with interested persons. Dr. Hitchcock asked the superintendent to initiate discussion with Washington National to review the renewal calculations and report back to the board. Mr. Bennett said they received correspondence from Washington National whereby they agreed to a 1.8 percent reduction based on the discrepancy in the claim reporting. Dr. Hitchcock requested an agenda item for the January 1996 school board meeting relative to this matter where he could propose one or more motions to begin implementation of some of the recommendations. Mrs. Boykin asked that a meeting be scheduled with the EBC as soon as possible, and perhaps prior to the January 1996 meeting. Mrs. Walker expressed appreciation for the report and asked the consultants if they could estimate a cost savings if another plan and/or vendor is selected. The consultants said that a tightly managed program, relative to what the CPSB has now, should be able to reduce claim cost by six to eight percent. Mr. Brooks expressed appreciation for the report and said the board needs to visit with the EBC to review the report. Mrs. Pugh suggested that the board/staff should temporarily engage the consultants' schedule to see what time the CPSB could have in the next two to six weeks to work with them.

**Recess.** The president called for a 12-minute recess at approximately 5:48 p.m. The board reconvened at approximately 6:10 p.m.

### **1996-2001 CAPITAL PROJECTS PLAN**

Mr. Vance moved, seconded by Mr. Brooks, that the CPSB approve the 1996-2000 five-year plan for capital projects and the 1996 design professionals as recommended by staff, together with any revisions by the CPSB. Dr. Hitchcock made a motion to amend the motion, seconded by Mrs. Walker, that the five-year plan be amended to remove from it the forensic training laboratory and courtroom for Huntington High School that is in the plan for 1999; and, that these two items, the forensic training laboratory be funded in the year 1996-97 out of the construction reserve; and, that the courtroom be completed in the year 1997-98 out of the construction reserve. Mr. Burton asked what effect will the use of funds for the Huntington project have on the proposed North Highlands magnet program project. The superintendent said it will have no effect on the North Highlands project. Vote on the amendment carried unanimously.

Mrs. Pugh made a motion to amend the motion, seconded by Mr. Brooks, to include the transfer of Lakeshore canopy lights projects (\$12,000) from 1997-98 to be included in the project that is being done in 1996-97 (electrical upgrade \$106,000). Vote on the motion carried unanimously.

Dr. Hitchcock noted that discussion was held at the last Executive Committee meeting about some of the air conditioning upgrades for cafeterias in 1996-97. He asked if staff had checked this out and if the air conditioning project for Walnut Hill Middle School is being advanced in the plan. Keith Norwood, director of school plant, said staff found that in addition to air conditioning dining rooms, part of the projects includes upgrading the fire suppression systems and other work. The scope of the project may be reduced but staff still needs to do some work at Hosston, and is not prepared to recommend the advancement of other projects at this time. Vote on the main motion, as amended, carried unanimously.

### **REALLOCATION OF RESOURCES TO THE CLASSROOM (REORGANIZATION)**

Mr. Powell moved, seconded by Mr. Thibodeaux, that the CPSB adopt the proposal identified as proposal number two in the December regular meeting mailout. The superintendent asked the board to consider modifications to the plan with continued emphasis on curriculum and instruction. The modifications are: (1) recommend that the four curriculum and instruction departments that are currently in place remain in one division under an assistant superintendent of curriculum and instruction; (2) recommend that the directors of elementary, middle and high schools report directly to the superintendent of schools. These modifications would remove another layer between the superintendent and the principals. Further, this would send a message to the community that the school system is unified in its desire for better schools and improved student performance.

Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Adams, that plan two be amended to change the position of assistant superintendent of schools to deputy superintendent; and,

propose that plan two be further amended to restore the reductions that the superintendent initially recommended in plan one.

Discussion followed on the proposed reorganization plans and Mr. Brooks asked what will happen to employees who are replaced; what salaries will be assigned; and, will employees be assigned to areas where they are not certified. The superintendent commented that salaries will remain the same; individuals are under contract; and, there will be no attempt to place employees in areas where they are not qualified. Mr. Brooks made a substitute motion, seconded by Mr. Burton, that the superintendent continue to assess the personnel needs at central office and progress in downsizing and relocating of staff through attrition and readjustment in job descriptions and assignments; and, that a revised organizational chart be submitted to the CPSB no later than January 1997. Debate followed on the order of business and having been advised by legal counsel, the president ruled that the board will address the amendment. Mrs. Pugh and Mr. Vance expressed concern that the superintendent was not provided quality time to develop a reorganization plan, and encouraged the board to defeat the amendment. The superintendent informed the board that he would have addressed the board's mandate to reorganize in a different way had he been afforded more time. More discussion followed on: a) the affect the proposed plan will have on the delivery of services to students; b) on legal implications; c) the timetable for implementation; and, d) division between board members. Mr. Thibodeaux asked the superintendent if he has had adequate time to develop a reorganization plan; and, if the response is negative, then how much time is needed. The superintendent stated that any time an administration is in a downsizing mode, that more time could be used. Further, more time would allow him an opportunity to involve more people in the development of the plan; he could get more ideas on what needs to be done relative to student achievement scores; and could determine where resources should be assigned. Mr. Thibodeaux asked if 30 additional days would be adequate, and the superintendent replied that he wasn't sure that 30 days would make much of a change. Mrs. Pugh questioned the legal ramifications if a plan is adopted with the change of titles in a division, with a person already on staff. She noted that the superintendent has the authority to make lateral assignments as opposed to advertising positions. Legal counsel said the reference is to a change in title with no change in job responsibilities, and this would not stimulate advertisement, assuming the person in the position is performing the duties and is tenured or contracted. More discussion ensued on job titles, certification, and legal concerns. Mr. Adams moved, seconded by Mr. Powell, to call for the question on the amendment. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock. Vote on the amendment carried with board members Vance, Burton, Pugh, Mims and Brooks opposed. Board members supporting the motion were Walker, Thibodeaux, Milam, Powell, Boykin, Adams and Thibodeaux. The president asked Mr. Brooks to restate his substitute motion. Vote on the substitute motion, as stated earlier, failed with board members Vance, Burton, Pugh, Mims and Brooks supporting the motion. Board members opposed were Walker, Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock. The approved motion, as amended, results in these changes to plan two: change the position of assistant superintendent of schools to deputy superintendent; and, restore these reductions from plan one -- personnel secretary/clerk, benefits specialist, grant writer, grant writer secretary, horticulturist, director of elementary education, assistant superintendent, professional library film clerk, professional library clerk, instructional supervisor/social studies, instructional supervisor/handwriting kindergarten, attendance microfilm clerk and instructional secretary.

Mr. Thibodeaux made a motion to amend the motion, seconded by Mr. Burton, that the new organization chart go into effect at the end of the 1995-96 school year. Discussion followed on: a) the implementation timeline; b) the impact the implementation timeline will have on communication from the central office to schools; and, c) clarification of administrators' roles. Mr. Vance moved, seconded by Mr. Burton, to call for the question on all amendments and motions. Vote on the motion to end debate carried with Mrs. Pugh not voting. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock. Vote on the amendment failed in a tie vote with board members Vance, Burton, Pugh, Milam, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Brooks, Powell, and Boykin. Vote on the original motion, as amended, carried with board members Vance, Burton, Pugh, Mims and Brooks opposed. Board members supporting the motion were Walker, Thibodeaux, Milam, Powell, Boykin, Adams, and Dr. Hitchcock.

## **CURRICULUM POLICY**

Mr. Burton moved, seconded by Mr. Vance, approval of the curriculum policy, as submitted by staff. Mr. Powell made a motion to amend the motion, seconded by Mr. Adams, to insert "... *and that support the goals developed for the Caddo Parish School System.* " to the end of the first paragraph in the proposed policy. Vote on the amendment carried unanimously. Vote on the motion, as amended, carried unanimously.

## **KINDERGARTEN DEVELOPMENTAL READINESS SCREENING**

Referencing the district-wide summary in the report, Dr. Hitchcock noted that this is a developing skills screening program for children entering kindergarten in Caddo Parish schools. Citing the figures under the heading *Mathematical Concepts and Operations - figures totaling 3770*, the report reflects that 78 percent of the students tested on the report enter the Caddo Parish School System below the 50th percentile; and, over 50 percent of the students entering Caddo schools come in below the 25th percentile in mathematics. He said 67 percent of the children coming into Caddo Parish score, on the screening test, below the 50th percentile. Dr. Hitchcock said this report is quantitative evidence that over half of the children coming into kindergarten in Caddo Parish are in the lower quarter in mathematics to begin with. He noted that some schools that struggle with standardized test scores, move these students up to the 47-48th percentile, and this accomplishment is significant and indicates that progress is being made. Dr. Holt agreed that students enter with a deficit, however, progress is being made.

**Recess.** The president called for a seven-minute break at approximately 7:51 p.m. The board reconvened at approximately 8:03 p.m.

## **REVISION TO POLICY GBM (STAFF COMPLAINTS AND GRIEVANCES)**

Mr. Powell moved, seconded by Mrs. Boykin, that the CPSB adopt the grievance procedure that was in the mailout. Mrs. Boykin commented that the CPSB needs to make changes to the current policy so that it will be in line with state statute and it must be in place and effective by January 1. Legal counsel concurred with this assessment. Mrs. Boykin said provision for the transcript should be included, and legal counsel proceeded to outline the revisions and statute requirements. Mrs. Boykin made a substitute motion, seconded by Mr. Powell, that the CPSB amend its current policy to include an insert (Part 1) F. *Transcript - definition* (from the proposed policy); then under level three it would read "*Upon receipt of such written request, the superintendent or his designee will conduct a full hearing, maintain a transcript and audio recording of the proceedings, and make a written recommendation for the disposition of the grievance with a copy to the grievant. The superintendent will provide the written recommendation and the transcript to the school board at the next regularly scheduled board meeting which is no earlier than 15 calendar days following the conclusion of the hearing.* (Second paragraph) *If the grievance is not satisfactorily resolved at this level, the grievant may proceed to level four by making a written request within 10 working days of hearing, for hearing before the full board.* (Third paragraph) *If there is disagreement of parties on either side as to the synopsis of the level three hearing, a verbatim transcript may be requested. Level Four - the school board shall then dispose of this grievance. The school board shall affirm, reverse or modify the recommendation of the superintendent.* Mrs. Boykin said this motion covers the need for the transcript; it deletes the Executive Committee level; and it shortens the appeal process. Mr. Powell commented that it is important that if the grievant does not get a hearing resolved, that the grievant has the right to come to the board. Mrs. Walker said the CPSB is in compliance with the law and its policy. She asked legal counsel for clarification. Legal counsel said the CPSB was not in compliance. The school board did not require a hearing at the superintendent's level; it did not require the superintendent to have a full hearing upon written request; it did not require a transcript; the Executive Committee had the final decision, etc. Dr. Hitchcock expressed concern about the technical aspect of revising the policy. Following consultation with legal counsel, the above stated substitute motion resulted. Vote on the substitute motion carried with Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Adams.

## **SUPERINTENDENT'S REPORT**

**Update - Caddo Educational Excellence Fund** The superintendent reported that the Caddo Educational Excellence Fund was created during the 1995 LA Legislative session. There will be a 15-member committee which is being established to offer recommendations to the CPSB relating to the use of funds for instructional enhancement in the classroom. The committee will consist of 8 teachers (4 elementary, 2 middle, and 2 high), 3 principals (one at each level), CPSB Executive Committee member, 1 Caddo District PTA member, 1 parent and 1 business representative. The schools were chosen by a drawing method, teachers have been selected, letters have been written to appropriate organizations to secure the names of their representatives, and a list of all committee members will be presented to the board in January.

**Holiday Break.** The superintendent announced that the Caddo Parish School System will be in session on Monday and Tuesday (December 18-19, 1996).

**Update - Discipline Policy Review Committee's Development of Procedures for Addressing Truancy(Powell).** The superintendent reported that staff is reviewing the current CPSB policy on truancy, and a meeting is planned for January 1996. Hopefully, one of the juvenile court judges can be present at that meeting.

Mr. Brooks excused himself from the remainder of the meeting.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

**Election of Officers.** The president declared the floor open for nominations for president of the Caddo Parish School Board. Mr. Burton nominated Mrs. Pugh for the position of president of the CPSB 1996. Mr. Mims seconded the motion. Receiving no other nominations, the president declared the nominations closed. Vote on the nomination carried unanimously. The president announced that Mrs. Pugh is president of the CPSB for 1996.

The president declared the floor open for nominations for first vice president of the Caddo Parish School Board. Mr. Mims nominated Dr. Hitchcock for the position of first vice president of the CPSB 1996. Mr. Burton seconded the motion. No other nominations were made and the president declared the nominations closed. Vote on the nomination carried with Mrs. Boykin absent for the vote. Board members supporting the nomination were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. The president announced that Dr. Hitchcock is the first vice president of the CPSB for 1996.

The president declared the floor open for nominations for second vice president of the Caddo Parish School Board. Mr. Burton nominated Mr. Vance for the position of second vice president of the CPSB for 1996. Mrs. Pugh seconded the motion. No other nominations were made and the president declared the nominations closed. Vote on the nomination carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. The president announced that Mr. Vance is the second vice president of the CPSB for 1996.

Mr. Burton moved, seconded by Mr. Thibodeaux, that Mildred B. Pugh, president of the CPSB for 1996, be authorized to sign all checks and other official documents for the CPSB. Further moved that the CPSB, in conformity with Act 31 of the 1954 session of the Louisiana Legislature, authorize its president, Mildred B. Pugh, to use a facsimile signature in signing all checks issued by the board. Vote on the motion carried with Mrs. Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

## **ANNOUNCEMENTS AND REQUESTS**

**Organization Chart.** Mr. Vance asked the superintendent to provide board members with a copy of the new CPSB organization chart.

**President's Remarks.** Mr. Milam expressed appreciation to CPSB members for their support in unanimously electing him president of the CPSB for 1995. He said it was a privilege and honor to serve. Mr. Powell thanked Mr. Milam for his service as president.

**Reports - Charter School.** The president requested that reports be presented by CPSB members who have visited charter school sites at the next Executive Committee meeting/CPSB work session. Mrs. Walker thanked Dr. Hitchcock for his report on the San Diego charter school program.

**Energy Savings Report.** The president thanked staff for the report on energy savings, and said he is very excited about the results.

**Calendar.** The president asked if the calendar will be presented at the next school board meeting. The superintendent answered in the affirmative.

**Absences.** Mr. Powell asked staff to provide him with the number of students, in the Caddo Parish school system, who have missed 20, 30 to 40 days of school (unexcused absences).

**School Date** Mr. Powell asked if he understood the superintendent to say that school will be in session in Caddo Parish on Monday and Tuesday (December 18-19, 1995). The superintendent said this is correct.

**Sex Education Parental Review Committee Member.** Mrs. Walker said another representative for district seven needs to be submitted because the person originally recommended does not meet the criteria for serving. Dr. Holt said the board member for district seven has been notified and another name will be submitted.

**Hospitality Suite.** Mr. Burton asked the superintendent to provide him with an update on staff's progress in securing a hospitality suite for use during the LSBA convention on February 29, 1996.

**Thanks.** Mrs. Pugh thanked fellow board members for allowing her an opportunity to serve as president of the CPSB in 1996.

**Legislative Assembly.** Mrs. Pugh suggested that the CPSB should host a Legislative breakfast/luncheon for early January. She asked staff to follow-up in scheduling the event.

**Insurance Consultant.** Mrs. Pugh suggested that a committee of the CPSB should be appointed to meet with the insurance consultants and superintendent in an effort to get the program working. She suggested that Dr. Hitchcock should serve as chairman of the committee. Other board members interested in serving on the committee could make their desires known to the superintendent.

## **EXECUTIVE SESSIONS - STUDENT EXPULSION APPEALS**

Mr. Burton moved, seconded by Mrs. Boykin, for an executive session to hear three student expulsion appeals (15 minutes per hearing). Vote on the motion carried unanimously. The board went into executive session at approximately 9 p.m. and reconvened in open session at approximately 9:26 p.m.

Mrs. Boykin moved, seconded by Mr. Powell, that the CPSB uphold the decision of the superintendent. Mrs. Pugh expressed concern about the manner in which this case was presented to the board, and said the decision is that of the school principal. The superintendent said his recommendation is to uphold the recommendation of the hearing officer that conducted the hearing, and that John Gant II be referred to the Hamilton Terrace School Away From School. He will remain at this school until the principal reviews the situation. Debate followed on state law requirements for expulsion and on John's high school credits to date. Vote on the motion was called

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

The board went back into executive session at approximately 9:35 p.m. and reconvened in open session at approximately 9:50 p.m. Mr. Powell moved, seconded by Dr. Hitchcock, that the CPSB uphold the decision made by the hearing officer. The recommendation is for Robert Johnson to attend Hamilton Terrace School Away From School. The superintendent said his recommendation is to uphold the recommendation of the hearing officer. Mr. Thibodeaux made a motion to amend the motion, seconded by Mr. Burton, that the time frame (first semester) be looked at by the two principals to consider allowing Robert back in Huntington High School if progress is made. Vote on the amendment failed with Mr. Mims abstaining. Board members Burton, Thibodeaux Milam and Boykin supported the motion. Board members opposed were Walker, Vance, Pugh, Powell, Adams and Dr. Hitchcock. Mr. Burton made a substitute motion that the young man be readmitted to Huntington High School. The motion died for lack of a second. Vote on the original motion carried with board members Vance and Burton opposed. Mr. Mims abstained. Board members supporting the motion were Walker, Thibodeaux, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock.

The board went back into executive session at approximately 9:56 p.m. and reconvened into open session at approximately 10:20 p.m. Mr. Thibodeaux moved, seconded by Mr. Powell, to uphold the decision of the superintendent. The superintendent said his recommendation is to uphold the recommendation of the hearing officer and that is that Jason E. Lopez be referred to Hamilton Terrace School Away From School. Vote on the motion carried with Mr. Vance opposed; Mr. Mims abstained; Mrs. Pugh absent for the vote; and, board members Walker, Burton, Thibodeaux, Milam, Powell, Boykin, Adams, and Dr. Hitchcock supporting the motion.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion which carried, and the board adjourned at approximately 10:22 p.m.

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James E. Foster, Ed.D., Secretary

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Mark Milam, President

### **January 3, 1996**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, January 3, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D. and Johnny Vance, Jr. present. Other school board members present were Ron Adams, Judy D. Boykin, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell 111, Michael J. Thibodeaux, and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. Dr. Hitchcock gave the invocation and led the Pledge of Allegiance.

**Agenda Items.** The superintendent presented the proposed agenda for the January 17, 1996 school board meeting. The following items were added: "*Salary Ranking for Teachers* " (Walker); "*LSBA Scholarships* " (Burton); "*Update - Oak Park Elementary Goals 2000 Program* " (Thibodeaux); "*Librarian for the Caddo Career Center* " (Adams); "*LA Career Expo*" (Dr. Hitchcock); "*Twelve-Month Pay for All CPSB Employees*" (Dr. Hitchcock); "*Proclamation - Safe Schools Week*" (Walker); and, "*CPSB Meeting for March, 1996.* " Agenda items 8, 9, 13(A-E) and 22 were categorized as consent agenda.

Mr. Vance moved, seconded by Dr. Hitchcock, approval of the agenda and consent agenda. Vote on the motion carried unanimously.

## **CPSB WORK SESSION (DISCUSSIONS)**

**Update - Oak Park Elementary Goals 2000 Program.** Mr. Thibodeaux asked the superintendent to present, in writing, an update on the Oak Park Elementary Goals 2000 program at the January 17 school board meeting.

**Group Medical Insurance Plan.** Dr. Hitchcock presented the following proposed schedule for implementation of group insurance for the board's consideration at its January 17 meeting: a) January 3, 1996 - Report to CPSB during its work session, and ask the president to schedule call meetings; b) January 4, 1996 - Employee Benefits Committee (EBC) meeting to discuss the W F Corroon Report and plans for options in insurance coverage; c) January 10, 1996 - meeting with the superintendent, staff (selected by superintendent), CPSB president, CPSB members Dr. Hitchcock, Powell, Boykin and Adams to formulate a proposed benefits package, and send results to W F Corroon for comments; d) January 17, 1996 - presentation be made to the CPSB to review the benefits package. The board will be asked to authorize the superintendent to negotiate with W F Corroon to be available for one day after all proposals have been received to assist in sorting through the results of the Requests for Proposals (RFPs); e) February 7, 1996 - ask the CPSB president to call a special board meeting to receive public input and to authorize the superintendent to proceed with sending out RFPs; f) February 15, 1996 - release RFPs with a return date of March 22, 1996; g) March 26, 1996 (depending on scheduling a representative from W F Corroon) - review the proposals and advise on recommendations to the CPSB; h) March 27, 1996 - meeting with superintendent, board president, board members Dr. Hitchcock, Powell, Boykin and Adams to finalize a recommendation to the CPSB; i) April 3, 1996 - president calls a special CPSB meeting for the purpose of approving the health benefits package for employees; j) May 1, 1996 - enrollment begins; and, j) June 1, 1996 or July 1, 1996 (depending on recommendation from the superintendent and S. L. Slack, assistant superintendent for support services), the new health benefits package is effective.

**North Highlands Proposal.** Mr. Burton requested a synopsis of the proposal. The superintendent informed board members that staff has been meeting and receiving recommendations. He recognized Mary Ann Sweeters, principal at North Highlands Elementary, who gave a status report of the proposal. Ms. Sweeters noted that: 1) space is available for approximately 100 students (striving to maintain a 50/50 racial balance); 2) out-of-district students may apply, but need to provide their own transportation; 3) siblings will be given priority; 4) regular school district lines will remain intact; 5) total enrollment is not expected to exceed 550; 6) the target date for operation is the 1996-97 school year; and, 7) the project is designed to develop knowledge and appreciation for the fine arts. Goals for the school will include opportunities for all students to build on the strengths of their natural talents and abilities through multimedia technology; enriched curriculum and instruction; and, productive partnerships with students' families and community members. The proposed budget totals \$83,673.56. Board members discussed the proposed budget, instructional materials needed for the multimedia components, staffing, transportation provisions and other instructional needs. Board members were given a copy of the proposal.

**Booker T. Washington High School Baseball Field Improvement.** Mr. Burton asked what is the status of this project. Keith Norwood, director of school plant, reported that staff has received the proposal and is working with school staff (booster club/organizations) to develop a plan whereby they can assist with funding for materials. Mr. Burton encouraged staff to construct a real baseball field with a dugout and fencing.

The president polled the audience for input on agenda items.

**Insurance.** Gail Griffin, president of Caddo Association of Educators (CAE), asked if the timeline schedule for developing the insurance program will be presented to the EBC on Thursday, January 4, 1996. Dr. Hitchcock answered in the affirmative. Mrs. Griffin asked if the proposed RFP will be available for review before the February 7 meeting; and, Dr. Hitchcock answered in the affirmative.

## **REPORTS**

**1994-95 Financial Audit by KPMG Peat Marwick.** The superintendent recognized Dwight Collier, director of auditing and risk management who made introductory remarks and introduced



Mark Garrett and Lisa Dodd, auditors with KPMG Peat Marwick. The audit was conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States. Mr. Garrett called board members' attention to the single audit report, the management letter, and the comprehensive annual financial report of the CPSB for the year ended June 30, 1995. Board members received copies of the aforementioned documents. Mr. Garrett highlighted certain matters involving the system of internal control and other operational matters relative to bank reconciliations, bid testwork, general fixed asset account group, insurance fund expenditures, cross utilization of accountants, the combining of funds for financial reporting purposes, etc. He also noted that for the year ended June 30, 1995, two complaints were filed with the Equal Employment Opportunity Commission and are still under investigation. As a follow-up to the year ended June 30, 1994, one complaint was filed and is still under investigation. Mr. Garrett further stated that: the economy of Caddo Parish is described as vibrant and various indicators reflect significant growth; major projects were completed or begun by the school system in 1994-95; general fund revenues increased (local sources and state revenues increased; federal and other sources decreased due to the decrease in federal grant monies); and, the unreserved fund balance in the General Fund was maintained at an adequate level. Copies of the documents are filed in the superintendent's office. Debate ensued on test sampling for the school lunch program, and Dr. Hitchcock asked the superintendent to direct the internal audit staff to update the audit; to test within the school lunch program and look at the deficiencies of the previous audit and report to the board at an appropriate time. Mr. Vance asked if the audit revealed any repeat findings, and Mr. Garrett said the fixed asset comment is a repeat. Dr. Hitchcock moved, seconded by Mr. Vance, to receive the auditors' report. Vote on the motion carried unanimously.

**Upcoming Calendar Activities.** The superintendent informed board members of the following scheduled activities: a) January 4, 1996 - 3:30 p.m. EBC meeting at Youree Drive Middle School; b) January 8, 1996, CPSB - public hearing on Charter Schools; c) January 11, 1996 - 6 p.m. -meeting with area legislators; d) January 11, 1996 - marks the end of the second quarter of school; e) January 12, 1996 - non-teaching day - inservice; f) January 15, 1996 - Martin Luther King, Jr. holiday; g) January 16, 1996 - first day of the second semester; h) January 17, 1996 - regular CPSB meeting, 3:30 p.m.; i) March 1-2, 1996 - LSBA, Bossier; j) March 6, 1996 - CPSB Executive Committee Meeting/CPSB Work Session; j) March 18-22, 1996 - spring break; and, the superintendent suggested that the March 17 CPSB meeting be scheduled for March 27; k) March 14, 1996 - marks the end of the third quarter, and l) March 15, 1996 - non-teaching day/inservice.

**Charter Schools.** Mr. Powell provided board members with a summary of the on-site visit to charter schools in Minnesota on November 6-8, 1995. The sites visited were *Toivola* (rural location with grades K-12), *New Horizons* (St. Paul, Minnesota with grades K-12), *Skills for Tomorrow* (new school housed in a YWCA in downtown Minnesota, and *Right Step* (inner-city area of St. Paul, Minnesota with approximately 60 students). Mr. Powell stated that Minnesota charter school law is different from Louisiana's law, and schools in Minnesota are probably working on less dollars. Three components to success which were apparent at all the successful schools were parent support, teacher flexibility and financial responsibility. He highlighted points of interest relative to student enrollment, administrative staffing, curriculum and school philosophy, discipline, non-traditional approaches to teaching, parental involvement, technology and vocational training, pupil-teacher ratio, transportation, salaries and health insurance for employees, lack of finances, etc. Mr. Powell said all the school organizers pointed to the need for preparation and detailed plans for new schools to succeed. Further, school staff needs to be flexible to solve problems, and financial and business planning is crucial. Mr. Milam referenced reduced teacher/administrators' salaries, improved discipline, low pupil-teacher ratio, and increased parental involvement. He also noted that problems cited were in finding administrative expertise; there were no ready answers to upcropping problems; no insurance coverage for staff; maintenance upkeep; transportation needs; building rental expenses, etc. Mr. Milam encouraged board members to look at all aspects of implementing the charter school program very closely and to review a proposed budget before operations begin.

Dr. Hitchcock visited charter school sites in San Diego, CA and provided a written summary of his visits at the last school board meeting. He reported that he attended a consortium meeting of charter schools and had an opportunity to attend a session where discussions were held on the successes, hurdles and challenges with charter schools. Details of the visits are included in the report which is filed in the superintendent's office. He noted that the student/teacher ratio was 31:1; the relationship with the school system is excellent; and, services (food, maintenance, transportation, etc.) were contracted with the local

school system. The most referenced problem with the program was financial management. Other observations: a) at one school located near Mexico's border, serving homeless students, had improved test scores; b) initiatives for charters came from every direction imaginable (teachers, Urban League, parents) including the development of a fiber arts (knitting and crocheting) charter school; c) music was integrated throughout one school which had no enrichment teachers; d) participants enjoyed the flexibility of textbook adoptions, curricula development and scheduling; e) parental involvement was required at one charter school site to the point that parents received a grade on the student's report card. More discussion followed on funding (allotment per student), student performance/failure rate, and parental involvement. Information on charter schools in San Diego is filed in the superintendent's office.

The superintendent announced that a public hearing on charter schools is scheduled for January 8, 1996 at 6 p.m. in the board room and staff plans to have RFPs ready for distribution at that time. On January 29, 1996, another public hearing is proposed for 3:30 p.m. in the board room to respond to specific questions from individuals regarding charter schools. February 12, 1996 is the deadline date to submit proposals to the superintendent; February 13 through March 1 staff will analyze the RFPs; and, an item will be on the March school board meeting agenda so that the board can select two charter schools, if desirous.

**Presidential Assignments.** The president made the following assignments: a) **Insurance Committee** - Pugh, Powell, Dr. Hitchcock, Adams, Vance and Boykin; b) **Caddo Educational Excellence Fund** -Pugh, Walker, Adams; c) **Legislative** (Jan. 11) - Burton, Boykin; d) **Honors Students' Breakfast** - Milam, Burton; e) **Goals and Curriculum** - Powell; f) **Linwood Health Clinic** - Mims, Boykin; g) **Sex Education Parental Review Committee** -(board appointed); h) **LA Career Expo** - Dr. Hitchcock; i) **School Calendar** (on schedule); j) **Budget** - Vance; k) **LSBA Convention** Burton, Walker, Boykin, previous CPSB presidents; and, l) **Industry (special assignment)** - Walker.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 5:37 p.m.

### **January 17, 1996**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, January 17, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Judy D. Boykin arrived at approximately 3:35 p.m. and Michael E. Powell III arrived at approximately 3:41 p.m. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Adams.

### **CONSIDERATION OF MINUTES OF THE DECEMBER 13, 1995 CPSB MEETING**

Mr. Milam moved, seconded by Mr. Vance and Mr. Adams, approval of the minutes of the December 13, 1995 CPSB meeting. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the agenda and "1996-97 School Calendar" was postponed until the February 1996 school board meeting. "Twelve-Month Pay for All CPSB Employees" (Hitchcock) was postponed until a future date. The board categorized the following items as consent agenda.

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

**Personnel Recommendations.** The superintendent made the following recommendations: (1) Ben Broussard be appointed systems analyst in the Data Processing Department; (2) Mary N. Robinson

be appointed personnel administrator of secondary education, and the terms of contract are January 18, 1996 through June 15, 1998. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for library books for all schools (annual bid); paper supplies for all schools - child nutrition program; Walnut Hill Elementary/Middle School relocatable restroom building; electrical service for computers at Captain Shreve, Lakeshore and Broadmoor; and, tractor for maintenance department. A copy of the tabulation bid sheets marked "Exhibit A, seven pages, January 17, 1996" is filed in the official papers of the board.

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

**LA Career Expo (Dr. Hitchcock).** The school board approved a motion to reconsider its action of March 15, 1995 that directed participation in the LA Career Expo; and, directed the superintendent to make a recommendation to the CPSB on participation in the LA Career Expo at the appropriate time.

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

**Proclamation - Safe Schools Week (Walker)** The board adopted the proclamation declaring the week of January 29 - February 4, 1996 as Safe Schools Week in Caddo Parish public schools.

#### **PROCLAMATION**

**WHEREAS**, the children of Caddo Parish have a right to an educational environment free of drugs, guns, gang activity, verbal intimidation and physical violence; and

**WHEREAS**, school resource officers and D.A.R.E. officers from the Caddo Parish Sheriff's Office and the Shreveport Police Department, and security coordinators from the CPSB are in many Caddo Parish public and private schools to help provide such an educational environment for the children of Caddo Parish; and

**WHEREAS**, the leaders and members of the Caddo District Parent Teacher Association actively promote and work tirelessly for such an educational environment for the children of Caddo Parish; and

**WHEREAS**, a safe schools hotline - 222-HELP - has been established to provide an anonymous, risk-free way for students, parents and other citizens to report existing or potential hazards and threats to such an educational environment for the children of Caddo Parish; and

**WHEREAS**, law enforcement agencies, school administrations and the Caddo District PTA must have the active commitment of all parents, teachers, students and other citizens to assure such an educational environment for the children of Caddo Parish; and

**WHEREAS**, hazards encountered by the children of Caddo Parish vary widely from school to school, making it imperative that the hazards be addressed by cooperative groups at the individual school;

**NOW, THEREFORE BE IT PROCLAIMED**, that January 29 to February 4, 1996 be observed as Safe Schools Week in Caddo Parish Public Schools and that all citizens of Caddo Parish be urged to work together to assure a safe educational environment for the children of Caddo Parish.

\_\_\_\_\_  
(Date)

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

/s/  
\_\_\_\_\_  
Mrs. Mildred B. Pugh, President

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

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

Sabbatical Leaves for Rest and Recuperation, Spring Semester 1995-96 School Year

Julia Dukes, Teacher, Hosston Elementary  
Glenda Harkness, Teacher, C. E. Byrd High School  
Dana Mann, Teacher, Caddo Middle Magnet

Sabbatical Leave for Rest and Recuperation, Spring Semester 1995-96 School Year and Fall Semester 1996-97 School Year

Rosamond Jackson, School Psychologist, Special Education Center

Sabbatical Leave for Study, Fall Semester 1996-97 School Year

Deborah Shepherd, Teacher, C. E. Byrd High School

Leave Without Pay (Personal), Spring Semester 1995-96 School Year

Lucy Conger, Teacher, Caddo Magnet High School (Ms. Conger withdrew her application for leave prior to the CPSB meeting.)

**Request of the Board.** George Thomas, child nutrition programs employee, requested to rescind part of his leave without pay and return to work February 1, 1996.

#### **Agenda Item 17-B**

**Request Authorization to Send Written and Signed Charges to an Employee and for the Board to Set a Tenure Hearing Date in Accordance With LA R.S.17:493.** The superintendent recommended the adoption of the resolution of the CPSB calling a tenure hearing in accordance with LA R.S. 17:493 to determine whether or not a tenured bus operator should be dismissed or otherwise disciplined as a school bus operator in the Caddo Parish School System. Staff recommended that the hearing be held on February 21, 1996 at 5:30 p.m. (Note: See superintendent's report)

#### **Agenda Item 17-C**

**LSBA Scholarships (Burton).** Informational.

#### **Agenda Item 17-E**

**Librarian for the Caddo Career Center (Adams).** Staff recommended that a librarian be employed for the second semester to organize a technical library at the Caddo Career Center.

#### **Agenda Item 17-F**

**CPSB Meeting for March 1996.** Staff recommended that the regular Caddo Parish School Board meeting in March be scheduled on March 27, 1996 at its regular time (3:30 p.m.)

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

#### **SPECIAL RECOGNITIONS**

**1995 CPSB President.** The president and superintendent recognized Mark Milam, immediate past president of the CPSB, and presented him with a plaque for his outstanding leadership as president during 1995. Mr. Milam said serving as president was a good experience, and he expressed appreciation to the board and staff for their support.

On behalf of the CPSB and staff, Essie Holt, assistant superintendent of curriculum and instruction, presented the following special recognitions:

**State Farm Good Neighbor Award.** Pamela Powell Schmidt, Gateway teacher at Youree Drive Middle School, was the recipient of the State Farm Good Neighbor Award. Dan Brooks, executive assistant for the mid-south region of State Farm Insurance Company, recognized other State Farm associates who were present. He noted that Mrs. Schmidt is recipient of this award because of her innovative leadership and involvement in the teaching profession. Mrs. Schmidt was awarded a check for \$5,000 which was donated to the Youree Drive Middle School and a plaque. Principal Jan Holliday received the check on behalf of the school's faculty, staff and student body.

**Business Partners (Housing for Student Teachers).** Mr. and Mrs. Herman Chandler, owners of Villa del Lago Apartments, Mary Howe, apartment complex manager, and Rick Murov, executive vice president and general office manager of Furniture Rental Services, were recognized for their provision of housing and furniture for Caddo Parish student teachers. These business partners have been involved with the Caddo Parish Public School System since January 1988. The participating business partners received framed certificates for their continued support and outstanding contributions.

**Act of Heroism.** John Collins, first-year physical education teacher at Woodlawn High School, was recognized for responding to a medical emergency at the school. He administered cardiopulmonary resuscitation to a student and continued the procedure until the 911 team arrived. His quick response contributed to the survival of the student. Principal Walter Spain, Chiquita Francis (student), and Mary Francis (parent) were present and introduced to the board.

**Caddo Public Education Foundation/Junior League Grant Recipients** Susan Adams, executive director of the Caddo Public Education Foundation, and Debbie Grand (Junior League) made the following awards: (1) Nancy Turman, Summerfield Elementary, (KIDSGRO Grant) was awarded \$3,247.13. Principal Marie Clark and other team members were recognized. (2) Pat Tharpe, Riverside Elementary, (K-RAM Grant) was awarded \$4,979. Principal James Gillespie and other team members were introduced.

**1995 Legion of Valor Bronze Cross for Achievement Award Winners.** Col. Richard Miller, supervisor of JROTC for Caddo public schools, introduced Brigadier General (Retired) Roy L. Nelson who assisted in making the presentations, and they are: (1) Cadet Colonel Christopher J. Foster (C. E. Byrd High School); (2) Cadet Colonel Thomas H. Melton (Caddo Magnet High School); and, (3) Cadet Colonel Charlton D. Walpool (Fair Park High School). JROTC instructors, parents, school principals, friends and other relatives of the cadets were recognized. The president and superintendent also assisted in making the presentations.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recognized and introduced Ben Broussard, systems analyst in data processing, and Mary N. Robinson, personnel administrator of secondary education. (See consent agenda item eight.)

## **VISITORS**

Ray Bragg, business manager, asked the board to consider adopting a school calendar that starts school after Labor Day and ends by Memorial Day.

Billy R. Wayne, teacher, addressed the board on teacher awareness and redistribution of funds. He asked the board and staff to re-examine its allocation of funds and to consider increasing teachers' pay.

Gail Griffin, president of Caddo Association of Educators (CAE), made the board aware of CAE's interests and they are: a) support of the proclamation for Safe School Week in Caddo Parish; b) the need for inservice days for teachers to work in the classroom and schedule conferences; and, c) encouraged the board to consider a proposal to improve Caddo's ranking with reference to teachers' salaries.

Jackie Lansdale, Caddo Federation of Teachers, encouraged the board to provide teachers with better salaries, and to reward teachers who have earned advance degrees. (Note: Mr. Milam asked that board members be provided with updated enrollment data from professional teacher organizations.)

### **NORTH HIGHLANDS PROPOSAL**

Mr. Burton moved, seconded by Mrs. Walker and Mr. Brooks, approval of the North Highlands Proposal, as submitted by staff, with funding allocated in the 1996-97 budget. Further moved that \$275,000 allocated for implementation of a special program at North Highlands Elementary School be transferred from the Construction Reserve account to the Capital Projects Fund fiscal year 1996/97, that staff be authorized to design and bid construction of improvements, and that The Estopinal Group be approved for professional design services for North Highlands Program Improvements, Project 246. The program is designed to attract additional students to North Highlands while minimally impacting existing magnet schools. A copy of the proposal is filed in the official papers of the board. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam and Adams.

### **GROUP MEDICAL INSURANCE PLAN (Dr. Hitchcock)**

Dr. Hitchcock moved, seconded by Mrs. Walker, that the CPSB authorizes the superintendent to engage the services of W F Corroon to provide insurance consulting services *in* preparation of Requests for Proposals (RFPs) at a cost not to exceed \$30,000. Discussion ensued *on* the cost for the consulting services by W F Corroon, and on the availability of local consultants. Mrs. Boykin asked if the money could be taken from the health plan itself. The superintendent commented that this consideration was not discussed, that it was the committee's intent to take funds from the ending balance. S. L. Slack, assistant superintendent for support services, replied that the previous study was paid from the insurance depository account, but the source of funding is at the board's discretion. Focusing on a draft letter, proposal, and outline that was presented by W F Corroon and shared with CPSB members, Dr. Hitchcock noted that it is Caddo's intent to offer the minimum number of managed care networks which will assure covered members of broad access to high-quality care. Further, it is anticipated that members will be offered a choice of an open access (PPO or POS) plan and one or more traditional closed panel HMO options. These options may be provided by a single organization or two or more organizations. He also reviewed the proposed timetable, as revised, and the proposed triple option medical plan. Mr. Milam made a motion to amend the motion, seconded by Mr. Powell, to add to the end of the original motion, ". . . which *shall be deducted from the insurance depository account.* " Vote on the amendment carried with Mr. Walker opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams. Vote on the motion, as amended, carried unanimously. Dr. Hitchcock moved, seconded by Mr. Adams, that the CPSB adopt the proposed schedule for group medical insurance that is before board members that was just outlined which specifically calls for an open meeting and called meeting of the CPSB on February 7; an executive session of the CPSB on April 2; and, a called meeting of the CPSB on April 3. Vote on the motion carried unanimously.

### **SALARY RANKING FOR TEACHERS (Walker)**

The superintendent reviewed the teacher salary information that was included in the mahout and said it is being provided for informational purposes, as requested by Mrs. Walker: He said interest has been expressed in determining what it would take to move teachers' pay from the 16th position (state level with no experience) to the fifth position. The report reflects that in order to move Caddo to the fifth position in the state, a \$680 raise per teacher would be needed and would cost approximately \$2,774,400. The superintendent said staff will leave no stone unturned to do what is possible to improve teachers' salaries, and this item will be addressed during budget meetings. He further reported that staff received an assurance from the state that Caddo will get the projected MFP, but these funds will not be built into the budget. He further reported that staff will bring recommendations to the board on how to spend the money. Dr. Hitchcock asked who is included in the report that was included in the mailout. Ben Wreyford, director of finance, replied that the \$680 figure includes strictly classroom teachers; then employees (coordinators, librarians, principals, etc.) whose salary is derived from the teacher pay scale will get the proper ratio of the \$680. Dr. Hitchcock noted that there is reason

to believe that there will be a considerable savings in the insurance program for the school system, and because of this there may be reoccurring money available to be budgeted elsewhere. He requested the superintendent to give the CPSB an update on the projected ending balance for this year, and compare it to the ending balance of recent previous years. He also asked the superintendent to provide the board with an estimate on what it would cost to do a thousand dollar per teacher pay raise limited to classroom teachers. Classroom teacher is defined as people who spend their day in a classroom with-children, and not an adjustment of the teacher pay scale. Mr. Brooks spoke in support of teacher pay raises, but emphasized that teachers should be granted raises if students' test scores are improved. He also spoke in support of awarding pay raises to support personnel. Mr. Brooks asked the superintendent to conduct a study on support personnel salaries, and to compare the salaries to those in other parishes of comparable student enrollment. Discussion followed on MFP funding and on the general fund ending balance.

**Recess.** The president called for a 15-minute break at approximately 5:10 p.m. The board reconvened at approximately 5:26 p.m.

## **PROCLAMATION - SAFE SCHOOLS WEEK**

Mrs. Pugh reminded board members that Safe Schools Week is January 29 - February 4, 1996. She asked that this week be observed in each school community. Mrs. Walker reported that a press conference is scheduled for January 29 at 10:00 a.m. in the board room.

## **SUPERINTENDENT'S REPORT**

**Request Authorization to Send Written and Signed Charges to an Employee and for the Board to Set a Tenure Hearing Date in Accordance With La. R.S. 17:493** The superintendent said this item was approved with the consent agenda, and staff is requesting that the date and time for the hearing be included. Staff recommended that the hearing date be February 21, 1996 at 5:30 p.m. Mr. Thibodeaux moved, seconded by Mr. Vance, approval of staff's recommendation. Vote on the motion carried unanimously.

**Caddo Educational Excellence Fund Committee.** The superintendent provided board members with a list of the committee composition. He reported that the committee of 15 is comprised of four elementary, two middle and two high school teachers; three principals - one from each level; a member of the Caddo District PTA Executive Committee; a parent; representative of the Chamber of Commerce; and a member of the Executive Committee of the CPSB. Other non-voting categories are: three ex-officio members (superintendent and CPSB Executive Committee members); two honorary - legislators (authors of bill); and, three staff facilitators and recorders. The president asked Mr. Vance to serve as the CPSB's Executive Committee voting member, and he consented to serve. Mrs. Walker asked how much is being received monthly. Mr. Wreyford reported that the check being received averages \$70,000 per month.

**Legislator's Dinner.** The superintendent observed that CPSB members met with area legislators on Thursday, January 11, 1996, and discussed issues of interest in the area of education. He expressed appreciation for the dialogue that took place and thanked everyone who attended.

**Horatio Alger Award.** The superintendent announced that Doug Brown, student at Captain Shreve High School, is the recipient of the Horatio Alger Award (\$5,000 scholarship). It will be presented to Doug in Washington, D. C. in April 1996.

**Update - Oak Park Elementary Goals 2000 Program (Thibodeaux).** Mr. Thibodeaux asked the superintendent to comment on the report. The superintendent provided board members with a report outlining his interpretation of what took place regarding the Goals 2000 program at Oak Park, along with a list of items that were purchased. He said he directed the principal not to purchase any more like items with Goals 2000 funds, and that the committee reconvene and determine items that could be educationally beneficial to the students and parents. Mr. Brooks informed the board that the committee met for their third meeting to fulfill their obligation of the Goals 2000 plan on Saturday, January 13, 1996. Mr. Thibodeaux commented that he feels that the money spent was an act of poor judgment and was irresponsible. He emphasized that taxpayers' money should be spent more wisely; employees leading the system should use better judgment; and, more accountability by

central office staff should be exercised. Mr. Adams questioned the accountability of awarding prizes, and asked the superintendent to provide him with a list of the names of the recipients who won prizes at Oak Park. Mr. Brooks gave an account of what happened regarding this program, and spoke in support of the school staff's interest and efforts in implementing the program. Mr. Brooks asked the superintendent to ask the school's principal and the PTA president to address the board on their action at the school board's February meeting. Mrs. Walker noted that in some instances, funds have been very well spent. She encouraged board members to view the whole program and to move ahead with doing things to enhance learning in the classroom, and to use the money wisely. Mr. Powell asked the superintendent to provide board members with his suggestions on how to tighten fiscal control measures of Goals 2000 funds. Mr. Vance and the president encouraged board members to work cooperatively to move Caddo forward.

## **UNFINISHED BUSINESS**

**Survey** . Mr. Vance asked about the status of the parental survey that is being conducted by Evets Management. The superintendent reported that the process has begun, and he and staff met with Elliott Stonecipher who prepared the 15 questions that are being asked. Materials used to develop the questions were the result of input received from school board members and staff. Mr. Stonecipher has reported that he is pleased with the survey's progress and with the type of responses that are being received geographically from throughout the parish. Mr. Vance asked the superintendent to provide board members with a copy of the questions that are being used. The superintendent said that one reason Mr. Stonecipher did not want to distribute the questions was to try to keep the questions confidential so that the feedback would be as scientifically valid as possible. In light of this comment, Mr. Vance asked that the information be made available to board members for review in the superintendent's office. Mr. Powell asked when will the process be completed. The superintendent said the established date isn't known; but, the process has been underway for approximately two weeks and should be nearing conclusion.

## **NEW BUSINESS**

**Ice Rink**. Mrs. Walker thanked Harrah's management for the ice rink that was provided. She said children from various schools visited the rink, and this is an opportunity that many students would never have experienced. She also thanked them for donating funds to the Caddo District PTA and for their donations in support of the Louisiana School Boards Association (LSBA) convention.

**Golf**. Mr. Brooks asked the superintendent and staff to update the school system's golf program for this coming school year starting at the sixth grade level.

**Historical Reference**. Mr. Brooks congratulated Mr. Burton for the publication for the second edition of his book, "*On the Blackside of Shreveport*." He thanked Horseshoe Casino management for their purchase of copies of the book and for their donation of the books to Caddo public schools.

**Special Education Needs**. Mr. Adams requested the superintendent to report and make a recommendation to the school board on special education program needs; particularly, needs relative to additional space.

**Calendar**. Mr. Adams encouraged staff to consider developing a school calendar that begins after Labor Day and ends before Memorial Day.

**Charter Schools Proposal**. The president asked Mrs. Boykin and Mr. Vance to work with the superintendent and his staff in pulling together guidelines for developing a Charter Schools proposal. The guidelines will be presented to the CPSB for its consideration. Mr. Powell and Mr. Mims asked to be added to the committee. Mrs. Boykin asked the superintendent to look at his calendar and poll staff persons and other school board members to determine a date for a meeting of the group.

## **ANNOUNCEMENTS AND REQUESTS**

**Technology**. Mr. Powell asked the superintendent to provide him with an evaluation of technology programs in Caddo public schools; statistics on goals, where Caddo is now, where Caddo is going, and timelines.



**Booker T. Washington High School Baseball Field Improvements (Burton).** Mr. Burton moved, seconded by Mr. Brooks, that \$2,500 be allocated for Booker T. Washington High School baseball field improvements, and that the general fund budget's ending balance be adjusted accordingly. Board members expressed an interest in delaying this matter until input from the supervisor of physical education K-12 is received. Discussion followed on: (a) the uniqueness of Booker T. Washington High School needs; (b) athletic program needs of other schools; and, (c) the amount of funding and sources of funding for the project. The superintendent commented that in similar situations, the school system has worked with schools to provide the manpower to assist in such projects; however, it has not provided actual funding. He said his recommendation would be for a change of the procedure to make it equitable for all schools; that a precedent be started of providing the funds for all schools; or, it not be provided for any school. The president called for the vote on the motion which carried with board members Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Brooks and Milam.

#### **EXECUTIVE SESSIONS - STUDENTS' TRANSFER / EXPULSION APPEALS**

Dr. Hitchcock moved, seconded by Mr. Burton, for an executive session for 30 minutes for the purpose of hearing students' transfer/expulsion appeals. Vote on the motion carried unanimously and the board went into executive session at approximately 6:25 p.m. The board reconvened at approximately 6:53 p.m. Mrs. Boykin moved, seconded by Mr. Powell and Mr. Adams, that the CPSB uphold the recommendation of staff regarding the student appeal (LaTerrell V. Ashley). Vote on the motion carried with Mr. Mims abstaining; board members Burton, Brooks and Vance were opposed; and, board members Walker, Thibodeaux, Dr. Hitchcock, Pugh, Powell, Boykin, Milam, and Adams supported the motion.

Bill Ducote, supervisor of child welfare and attendance, informed the board that the parents/student for the second hearing were notified of the scheduled hearing, but are absent.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Adams seconded the motion which carried, and the meeting adjourned at approximately 6:55 p.m.

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James. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

**February 7, 1996**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, February 7, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D., and Johnny Vance, Jr. present. Other school board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The president gave the invocation and led the Pledge of Allegiance.

**Draperies.** The president called board members' attention to the new draperies adorning the CPSB meeting room. Board members expressed appreciation to Henry Price, supervisor of art, and staff for the colorful decor and for having performed an excellent job.

**Agenda Items.** The superintendent presented the proposed agenda for the February 21, 1996 school board meeting. The following items were added: "*Resolution - Abolishment of the Board of Elementary and Secondary Education (BESE)*" (Walker); "*Resolution - State Salary Increments for Teachers and Other School Employees*" (Walker); "*Report - Health Factor Relative to Support Personnel at C E. Byrd High School*" (Brooks); "*Salary Upgrades for Football and Basketball Coaches*" (Adams); "*Allocation of Funds for Athletic Field Improvements at Caddo Public High Schools*" (Adams); "*Captain Shreve High School Baseball Field Improvements*" (Powell); "*Character Education*" (Powell); and, "*Resolutions*" (Boykin).

Dr. Hitchcock and Mr. Powell inquired about staff's plans/recommendations relative to the status of year-round education programs in Caddo Parish. The superintendent informed board members that this item will appear on the agenda for the March 1996 CPSB meeting. Mr. Powell requested staff to provide school board members with the report by the March 1996 Executive Committee meeting date.

Mrs. Walker suggested that other athletic coaches'(baseball) salaries be considered for an upgrade when the item relative to football and basketball coaches is discussed at the February 21, 1996 CPSB meeting.

Agenda items 8-15, 17-19, 21-26-A, and the resolutions proposed by Mrs. Walker and Mrs. Boykin were categorized as consent agenda. Dr. Hitchcock moved, seconded by Mr. Vance, that the items specified be adopted as consent agenda. Vote on the motion carried unanimously.

### **CPSB WORK SESSION (DISCUSSIONS)**

**Allocation of Funds for Athletic Field Improvements.** Mr. Burton requested clarification of the request for allocating \$2,500 for improvement of athletic fields for all Caddo Parish high schools. He questioned if the needs are legitimate, and if staff has requested funding. Mr. Brooks suggested that schools should be visited for assessments of needs prior to board members making a request for funds. Mr. Adams commented that the request would exclude the school that received funding at the January 17, 1996 school board meeting, and a motion will be in the mailout. CPSB officers encouraged board members to adhere to the board's established and adopted process in conducting board business.

### **REPORT - 4-H CLUB WEEK**

Agent Mary Walker and 4-H students visited the meeting and provided board members with baked cookies in recognition of 4-H Week which was celebrated last week. Robin Hummel, student representative, introduced other 4-H students present and gave a brief overview of the purpose of 4H. The superintendent and board members thanked the group for their interest in the program, and encouraged them to enlist participation of other students.

**Available Property.** Ronnie Smith and James Roach, members of the Summer Grove Baptist Church Real Estate Committee, informed board members of the availability of property that the CPSB might want to consider purchasing. The property, located at 9215 Mansfield Road, includes two three-story buildings, a 1300 seat sanctuary (auditorium), a 150 seat music suite, gymnasium, and approximately 100,000 square feet and parking for approximately 500 cars. Mr. Smith presented the terms and conditions of the sale proposal, and provided board members with a folder of detailed information and photographs. Discussion ensued on the school system's needs, renovation/demolition of buildings in the proposal, landscaping and cost. The superintendent informed board members that he had talked with committee members and visited the site; and, his visit was in the context of using the property as a school. However, the facility needs extensive renovation in order to meet the Caddo School System's needs. Board members were encouraged to interact with staff relative to this proposal and to contact committee members if they have an interest.

### **INSTRUCTIONAL PRESENTATION - JROTC ACADEMY**

Jim James, coordinator of the JROTC Career Academy program, housed at C. E. Byrd High School, gave a synopsis of the program. In its third year of operation, the grant-funded academy is a model success. With visual aids, Mr. James capsulized students' potential, academic growth, discipline control, improved attendance and parental involvement. The superintendent thanked staff for the presentation. The president expressed appreciation for the program enhancements, and encouraged the superintendent to utilize the program findings and to transmit them to other principals. Col. Richard Miller is supervisor of JROTC and R. Lynne Fitzgerald is principal at C. E. Byrd High School.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:45 p.m.

### **February 7, 1996**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 5:00 p.m. Wednesday, February 7, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Jerry Tim Brooks was absent. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The board dispensed with the invocation and Pledge of Allegiance.

The president said that the purpose of the special school board meeting is to proceed with medical insurance matters, as previously announced.

### **GROUP MEDICAL INSURANCE**

The superintendent called board members' attention to a memo and information regarding group life and health insurance Request for Proposal (RFP) bid specifications, as prepared by W F Corroon. Major highlights include: (a) Transitioning from self-insurance (on a minimum premium basis) to fully insured arrangements whereby financial risk is assumed by insurers, managed care organizations, and their affiliated providers; (b) assure employees of broad access to high quality care and choice among an open access (PPO or POS) plan and one or more traditional closed panel HMO options; (c) an initial enrollment beginning May 1, 1996 and ending August 1, 1996 with the new plan(s)' effective date set for September 13, 1996, and first plan year ending December 31, 1997; (d) any employee, active or retired, or dependent insured prior to the effective date will be eligible for coverage on a no-gain, no-loss basis with respect to pre-existing conditions, existing disabilities, etc.; (e) after the initial enrollment described above, annual enrollments would be held beginning in the fall of 1997 for calendar-year plan-years thereafter; (f) evidence of insurability is to be required only from eligible "late applicants." Under state mandated eligibility requirements, retirees are not eligible as late applicants; (g) credit will be given to current insureds for 1996 year-to-date deductible and out-of-pocket accumulations; (h) all medical services which are currently covered must be covered or specifically noted as exclusions in the bidder's proposal; (i) benefits designed to begin a long-term commitment to medical cost control through health promotion supported by integrated wellness and preventative care benefits; (j) evaluation of additional cost saving and benefit enhancements potentially available via carve-out of managed mental health and managed prescription programs; and, (k) bidders must quote, in addition to any of their other proposals, on uniform plan designs found in Exhibit V-B. The superintendent recommended that the board proceed with the RFP process including the scheduled release of the bid specifications by W F Corroon on February 15, 1996. Dr. Hitchcock emphasized the plan's proposed effective date of September 13, 1996.

**Public/Employee Input.** The president declared the public hearing open to receive input from employees and other citizens.

Betty Armstrong, representative of the Caddo Federation of Teachers/Louisiana Federation of Teachers, requested a copy of the bid specifications that were presented to board members.

Maryjo Palumbo, representative of the Employees Benefits Committee, informed the board of the committee's unanimous support of changing the proposed plan's effective date to September.

No other speakers came forward, and the president declared the public hearing closed.

Dr. Hitchcock asked what procedure should individuals follow if they are interested in submitting a proposal, but are not on staff's proposed list of agencies. The superintendent said companies could contact W F Corroon directly, and staff will provide the contact number. Furthermore, proposals will be disseminated and returned to W F Corroon. CPSB information contact persons are S. L. Slack, assistant superintendent for

support services, and David Hennigan, insurance coordinator for Caddo Public Schools. Mrs. Boykin asked staff to provide board members with a spread sheet that compares the previous plan with the proposed plan.

**Authorize Superintendent to Proceed With Sending Out Requests for Proposals(RFP).** Mrs. Boykin moved, seconded by Mr. Powell, that the superintendent be directed to authorize the firm of W F Corroon to release on February 15, 1996, Requests for Proposals and bid specifications for fully insured group medical coverage and group life/AD&D coverages as presented to the board this date subject to corrections or minor changes deemed appropriate by W F Corroon and approved by the superintendent. Further, to adjust the board's timeline to change the implementation date to September 13, 1996. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 5:20 p.m.

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James E. Foster, Ed.D, Secretary

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Mildred B. Pugh, President

**February 14, 1996**

The **Executive Committee** of the Caddo Parish School Board met in special session on Wednesday, February 14, 1996, at 10:30 a.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D. and Johnny Vance, Jr. present. Other board members present were Ron Adams, Judy D. Boykin, Alvin Mims, Michael E. Powell III and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. Dr. Hitchcock gave the invocation and led the Pledge of Allegiance.

The president expressed appreciation for board members' presence, and informed them that information had been received relative to the use of the Caddo School for Exceptional Children facility. The Executive Committee could determine if the item should be placed on the agenda for the February 21, 1996 school board meeting.

#### **LEASE AGREEMENT WITH CADDO EXCEPTIONAL AND LSU MEDICAL CENTER**

The president asked the superintendent to acquaint the Executive Committee on the CPSB's action at its February 15, 1995 meeting relative to this subject. The superintendent said school board minutes reflect that the school board was informed of LSU Medical Center's interest in attaining an appraisal for the Caddo School for Exceptional Children property to gain information that could be used in making a proposal to the CPSB, at no cost to the school system. The appraisal took place and to the superintendent's knowledge, there have been no negotiations since that point and time. The president informed board members that the Dean of LSU would like to tour the facility on Thursday, February 15, 1996, at 10:30 a.m., and permission was given for the LSU staff person to report to the superintendent for authorization. The president expressed concern for the school system's legal ownership to the property and building, and outlined that the legal status of the Caddo Parish School System rests with the dedication for use of the land only for exceptional children. Mr. Vance asked how many students are enrolled at the school, and the superintendent said approximately 25 students are presently housed at the school. The student enrollment was reduced as a result of staff proceeding with the implementation of the Inclusion Plan. The superintendent read aloud a letter that was addressed to the president from Mervn L. Trail, M.D., Chancellor of LSU Medical Center. Through the letter, the president was advised of the medical center's willingness to pursue negotiations involving potential acquisition via lease/purchase agreement between the CPSB and LSU Medical Center. The president expressed interest in placing this matter on the agenda for the February 21 school board meeting. Legal counsel informed board members that some discussion was held with staff with regards to what could or could not be done in light of the interest of the hospital. Dr. Hitchcock proposed that the school board should ask the superintendent to evaluate the program at Caddo School for Exceptional Children, and until the evaluation is done and a

recommendation is given by the superintendent, that no more children be removed from the facility except to comply with state law and compelling reasons where it will be in the child's best interest; and, with the approval of the superintendent. Further, that the superintendent consider as part of the report the possibility of combining the program at Alexander with the one at Caddo Exceptional. Mr. Powell requested clarification of the discussions that have taken place concerning this matter. He also requested an executive session at the February school board meeting so staff can provide board members with a detailed report on the viability of negotiations that have been ongoing. The Executive Committee agreed that an executive session should be scheduled. Mrs. Boykin questioned the scheduling of this special session of the Executive Committee, and the president noted that a gathering of at least two school board officers constitutes a majority of the Executive Committee, and she was not desirous of violating public meeting laws. More discussion ensued on procedures for scheduling agenda items for school board meetings.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mr. Vance seconded the motion, and the meeting adjourned at approximately 10:54 a.m.

### **February 21, 1996**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, February 21, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

### **CONSIDERATION OF MINUTES OF THE JANUARY 17,1996 AND FEBRUARY 7,1996 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Brooks and Mr. Burton, approval of the minutes of the January 17, 1996 and February 7, 1996 school board meetings. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the agenda and the following items were removed: "*Reorganization of the Northwest LA Healthcare Purchasing Organization*," "*Status Report on Special Schools* " (Informational), "*Report - Health Factor Relative to Support Personnel at C. E. Byrd High School* " (Brooks), "*Salary Upgrades for Football and Basketball Coaches* "(Adams), and "*Resolutions* " (Boykin). The board categorized the following items as consent agenda.

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

**Personnel Recommendation.** The superintendent recommended that Troy Willis's status be changed from temporary to permanent as assistant principal of administration at Northwood High School, and that he be issued an administrative contract.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for truck tires and tubes for transportation department (annual bid); printing continuous forms for data processing department,

pick-up truck for transportation department; furniture and equipment for all schools for 1996-97; and, sale of used tires for transportation department. A copy of the tabulation bid sheets marked "Exhibit A, 12 pages, January 17, 1996" is filed in the official papers of the board.

**Approval of Professional Services.** Staff recommended that the Estopinal Group be authorized to revise construction documents for CPSB's relocatable buildings as well as coordinate completion and installation of buildings for the 1996-97 year.

**Agenda Item No. 11**

**Revision of the 1995-96 General Fund Budget.** Staff recommended that the revised 1995-96 General Fund Budget, as included in the mailout, be approved. The revision includes MFP and other receipt adjustments. Expenditure adjustments include board actions to date. With the revision, a June 30, 1996 balance of \$6,643,812 is projected.

**Agenda Item No. 12**

**Request for School Bus Transportation for After School Tutorial Program.** Staff recommended that the request from the Jefferson Caddo Community Center to rent one school bus for use in an after school tutorial program be approved. The program is for students who are having difficulties in mathematics, science and language arts.

**Agenda Item No. 14**

**Renewal of Agreement With LSU-S for Lease of Shreveport Observatory.** Staff recommended that the resolution provided in the mailout for approval of the "Agreement of Lease and Sublease" of the Shreveport Observatory by and between the CPSB and the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College for an additional ten-year period, commencing March 5, 1996, be adopted.

**Agenda Item No. 15**

**Proclamation - Caddo Writing Week.** Staff recommended approval of the proclamation submitted by staff proclaiming April 22-26, 1996 as Caddo Writing Week. During this week, special emphasis will be placed on writing as an important communication tool for students, and a variety of activities is being planned in schools. A copy of the proclamation is filed in the official papers of the board.

**Agenda Item No. 17**

**1996-97 School Calendar.** Staff recommended approval of the 1996-97 school calendar, as submitted.

1996-97 SCHOOL CALENDAR

Monday, August 19, 1996	Inservice for new teachers
Tuesday, August 20, 1996	Inservice for new teachers
Wednesday, August 21, 1996	Inservice for new teachers
Thursday, August 22, 1996	Inservice for new teachers
Friday, August 23, 1996	Inservice for new teachers
<b>Monday, August 26, 1996</b>	<b>FIRST DAY FOR STUDENTS</b>

NINE WEEKS REPORTING PERIODS

First	October 25, 1996	44 days
Second	January 16, 1997	43 days
Third	March 21, 1997	44 days
Fourth	June 4, 1997	47 days

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178 days

Last day of first semester - January 17, 1997  
First day of second semester - January 21, 1997

**MIDTERM IS JANUARY 17, 1997**

Non-teaching days: \*Friday, August 23, 1996  
\*November 5, 1996 (Natl. Election Day)  
Friday, January 17, 1997  
Thursday, June 5, 1997

ALL SCHOOLS WILL BE CLOSED ON THE FOLLOWING DATES

September 2, 1996	Labor Day
November 25-29, 1996	Thanksgiving
December 23, 1996 - January 3, 1997	Christmas
January 20, 1997	Martin Luther King Holiday
March 24-28, 1997	Easter/Spring Break
May 26, 1997	Memorial Day

CLOSING SCHEDULE FOR PUPILS

Thursday, May 22, 1997	Senior Tests Begin
Friday, May 23, 1997	Senior Tests End
Tuesday, May 27, 1997	Final Tests Begin
Wednesday, June 4, 1997	Pupils Dismissed

Pupil-Teacher Contact Days	178
Teacher Work Days	182
New Teacher Work Days	186
Teacher Aide Work Days	180

\*Teacher Aides work on this date

**NOTE:**      **August 26, 1996**      **August 27, 1996**      **August 28, 1996**  
                 **Grades K-6, 9**            **Grades K-8,10-12**      **ALL STUDENTS**

**Agenda Item No. 18**

**Parental Review Committee Nominees.** Staff recommended approval of the Parental Review Committee nominees for districts two, four and five, as submitted by staff. The nominees are: Cynthia Dawson (District 2); Gail McElhatten (District 4); and, Raymond Stewart (District 5).

**Agenda Item No. 20**

**Contract With Olsten Kimberly Duality Care Staffing.** Staff recommended approval of the contract with Olsten Kimberly Quality Care staffing for supplemental staffing for LPNs. This agency will provide substitute LPNs when they are needed due to the absence of LPNs employed by the CPSB.

**Agenda Item No. 22**

**Workers' Compensation Claim Settlement.** Staff recommended approval of the settlement of the workers' compensation claim on Ms. Doris Stevens Jamison, former CPSB bus driver, for a total payment of \$35,000.

**Agenda Item No. 23**

**Revision to Policy GCE/GCPC -- Part-time and Substitute Professional Staff Employ (Retired Teachers and Administrators).** Staff recommended approval of the revisions to policy

GCE/GCPC as outlined in the proposed policy and included in the mailout. The revision is made in order to bring Caddo's policy in line with the requirements of R. S. 11:791(A).

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

**Authority for Superintendent to Sign Teacher Contracts for the 1996-97 School Year.** Acting on behalf of the CPSB and in compliance with the requirements of R.S. 17:413 and policy GCB in requesting approval to sign all contracts, the superintendent was authorized to sign teacher contracts for the 1996-97 school year.

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

**Approval of Resolution for Continued Employment.** Staff recommended approval of the resolution for continued employment, as included in the mailout. The resolution directs the superintendent to write letters of reasonable assurance of continued employment. A copy of the document is filed in the official papers of the board.

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

**Resolution - State Salary Increments for Teachers and Other School Employees.** Staff recommended approval of the resolution in support of state salary increments for teachers and other school personnel, as included in the mailout. A copy of the document is filed in the official papers of the board. (Proclamation signed by President of CPSB on 03/08/96)

#### **Agenda Item No. 35**

**Proclamation - Literacy Week.** Staff recommended approval of the proclamation, included in the mailout, proclaiming the week of February 26, 1996 as Literacy Week in Caddo Parish. A copy of the proclamation is filed in the official papers of the board.

#### **Agenda Item No. 36-A**

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

Sabbatical Leave for Study, 1996-97 School Year

Sheila Campbell, Itinerant Speech Therapist

Sabbatical Leave for Rest and Recuperation, Remainder of the 1995-96 School Year

Floyd English, Assistant Principal, Caddo Middle Magnet Ollie F.  
Hardy, Teacher, Fairfield Elementary

Sabbatical Leave for Rest and Recuperation, Remainder of 1995-96 School Year and Fall of the 1996-97 School Year

Patsy Washington, Teacher, Huntington High School

Leave Without Pay (Personal), January 19 - February 29, 1996

Brenda King, Tech I, Child Nutrition Department

Leave Without Pay (Personal), January 19-26, 1996

Virginia Thacker, Bus Driver, Transportation Department

Leave Without Pay (Personal), 1996-97 School Year



Delia Miller, Teacher, Youree Drive Middle School  
Kimbaly Bourne, Teacher Aide, University Elementary

Leave Without Pay (Personal), March 7, 1996 - March 6, 1997

Donna Camp, Teacher, Caddo Middle Magnet

Leave Without Pay (Personal), March 1 - May 31, 1996

Venkat Yerrapragada, Assistant Supervisor, Child Nutrition Department

Leave Without Pay (Personal), February 22 - August 22, 1996

Oletha Davis, Technician, Child Nutrition Department

Advisory to the Board. Betty Morell's approved leave without pay from March 25 through April 4, 1996 is shortened by one day. The dates are March 25 through April 3, 1996.

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

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Essie Holt, assistant superintendent for curriculum and instruction, presented the following special recognitions:

**Act of Heroism.** Derrick Wilson, eight grade student at Youree Drive Middle School, was recognized and applauded for unselfishly risking his life to shield and protect two smaller children who were caught outside in the tornado which occurred in Shreveport on January 23, 1996.

**LA Jaycees Outstanding Young Educator Award.** Susan Shofner, assistant principal at J. S. Clark Middle School, was recognized for earning the distinction of LA Jaycees' outstanding young educator of the year for the state of Louisiana. Richard Williams, president of the Shreveport Jaycees, made the special presentation.

**School Exemplary Reading Program Sponsored by International Reading Association.** Shreve Island Elementary won the exemplary reading award. This award recognizes outstanding reading and language arts programs at all grade levels. Objectives of the program are: to improve literacy; to recognize school staffs who demonstrate excellence in reading and literacy programs; to encourage the development and refining of exemplary reading programs; to report to the public noteworthy efforts to improve reading and language arts; and, to disseminate specific information about quality programs.

**National Forensic League.** Don Belanger, debate coach at Caddo Magnet High School, was recognized for winning his fourth diamond key in the National Forensic League. Coach Belanger is the 52nd coach in the United States to achieve this honor.

**Caddo Public Education Foundation Mini-Grant Recipient.** Angelic Feaster, teacher at Oak Terrace/J. B. Harville Alternative School, was recipient of a mini grant from the Caddo Public Education Foundation for her proposal for reading remediation, "Visions '96." Susan Adams, executive director of the foundation, announced and presented the winner with the grant.

**USDA Best Practices Award.** The CPSB Child Nutrition Programs' staff was recognized by the Food and Nutrition Services of the U. S. Department of Agriculture as a 1995 best practice award winner for accomplishments in the national school lunch and breakfast programs. Sherry Brokenberry and Patricia Montalbano, State Department of Education representatives, made the presentation. Jacqueline Solomon is director of the child nutrition programs for CPSB.

Honorees were presented framed certificates of recognition for their special accomplishments. School administrators, parents and other supportive visitors of the honorees were recognized.

## **PERSONNEL RECOMMENDATION**

The superintendent announced that Troy Willis is the permanent assistant principal of administration at Northwood High School. (See consent agenda item nine.)

## **SPECIAL PRESENTATION - SURVEY OF PARENTS OF CADDO PUBLIC SCHOOLS**

The superintendent gave a summary of events leading to the compilation of data for the survey up to its conclusion. He informed the board that the Caddo Parish School System received a positive overall rating. He emphasized that parents responded candidly and honestly; the survey presents a realistic appraisal from parents; the report is impressive and can provide guideposts for the future; and, Caddo will continue to seek to reach all learners and to prepare them for life and work in the 21st century. Elliott Stonecipher, survey analyst - EVETS Management Services, Inc., capsulized the results of the survey of parents. He noted that four surveys were conducted, one each for specified grade groupings; and, over 1,600 parents (400+ per survey) were interviewed by telephone. Mr. Stonecipher highlighted survey results relative to: (a) demographic and geographic traits; (b) grading of Caddo public schools; (c) opinions of school staff's efforts and the school system's responsiveness; (d) condition of school buildings; (e) curriculum changes and/or needs; (f) magnet or neighborhood school preference; and, (g) use of computers in classrooms. Results of the survey reveal that a majority of every grade grouping of parents graded Caddo Public schools overall with either an A or B; parents' opinions of the quality of their child's education is positive; a majority of parents felt no improvements are really needed at schools; parents' opinion of staff's efforts varied with a majority believing that staff is doing its job, and parents could do more; school buildings are more than adequate; the curriculum is okay; magnet school preference climbed with grade grouping; and, computers are instrumental tools in a child's educational development. The survey presents solid evidence that parents of children in Caddo Parish public schools are generally positive about the school system. The president and superintendent expressed appreciation for the presentation. Board members were encouraged to study the results of the survey.

## **VISITORS**

Landrum Hudson and Allie McCait, students, reported that the Caddo Magnet High School orchestra will be appearing at Carnegie Hall (New York City, NY) on March 24, 1996. On Thursday, February 29, 1996 at 7 p.m., at the Civic Center, the orchestra will be giving a free concert, and board members and staff were given complimentary tickets.

Phillip Roppolo, parent, asked the board to allocate funds for athletic field (baseball) improvements at Southwood High School.

L. Carpenter, NAACP, asked for a copy of the job description for the deputy superintendent position.

Frank Cisternino, Huntington High School Booster Club parent, requested funds to improve the school's baseball field.

Diana Graham, president of the Caddo Bus Operators Association, informed the board and staff of the need for disaster evacuation drills for bus drivers/aides. She also requested staff to provide bus drivers with weather alert radios.

Gail Griffin, president of Caddo Association of Educators (CAE), made the board aware of the following: a) CAE desires the board's support regarding maintenance of the Board of Elementary and Secondary Education (BESE); b) encouraged the board to define how a local salary increase will be implemented; c) support of the proposed 1996-97 school year calendar; d) support of Black History Month activities in schools; and, e) CAE's public forum on state funding for public education on Thursday, March 28, 1996, 7 p.m., C. E. Byrd High School auditorium.

## **PROCLAMATION - HOME INSTRUCTION PROGRAM FOR PRESCHOOL YOUNGSTERS**

Mr. Burton moved, seconded by Mr. Mims, approval of the proclamation submitted by staff proclaiming March 11-15, 1996 as HIPPY Awareness Week. Mr. Powell questioned if an evaluation

of the program has been conducted. Staff reported that the program has been ongoing for only a few months, and an evaluation will be conducted at the end of the year. Mrs. Walker spoke in support of the success of the program. Mr. Powell commented that he believes that action on this subject is premature, and noted that justification of the success of the program is needed before a proclamation is adopted. Mr. Vance asked if staff is recommending approval of the proclamation, and the superintendent responded in the affirmative. Vote on the motion carried with board members Powell, Boykin and Adams opposed; Mr. Brooks was absent for the vote; and, board members Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh and Milam supported the motion.

### **CADDO PRIMARY INTERVENTION PROGRAM POLICIES AND PROCEDURES MANUAL (C-PIP)**

Mr. Vance moved, seconded by Mr. Burton, approval of the Caddo Primary Intervention Program Policies and Procedures Manual (C-PIP), as submitted by staff. Mrs. Boykin offered an amendment that strengthens some of the language in the manual. She requested that the language in the document be clarified to clearly reflect that parents are in the program voluntarily and can exit participation at any time. Also, that student surveys will not be administered without prior consent of the parent or guardian, including disclosure of the content of the survey. Further, before records and/or information are transferred, by any means, that the parent be shown the record and given an opportunity to sign consent (which means that a consent form needs to be developed for this purpose); and, parents and/or guardians will have full access to the files. The president asked the superintendent if he would like to delay action on this item until staff has had an opportunity to review the proposed amendments. The superintendent said he had not received a copy of the proposed amendment, and Rosalie Ewing, director of special education, informed board members that she received a copy of the document prior to the start of today's meeting. She further reported that to delay board approval of the manual would create a problem in complying with state deadlines. Mrs. Boykin asked if the manual could be adopted as presented, and after study of the proposed amendment by staff, that it be presented again and revised at the March school board meeting. Mrs. Ewing answered in the affirmative. Mr. Adams requested clarification of the duties and professional expertise/training of mental health technicians. Mr. Powell asked if under this program, are there instances where children are quizzed about their values, happenings in their homes, health and/or habits. Mrs. Ewing said this is possible depending on the situation and what is going on with the particular children; and, parents' consent will be sought before this occurs. Mr. Vance asked if legal counsel has reviewed the proposed manual, and staff answered in the affirmative. The president said the manual can be revisited and amended at the March meeting, and called for the vote on the motion. Vote on the motion carried unanimously.

### **APPROVAL OF JOB DESCRIPTION FOR THE POSITION OF DEPUTY SUPERINTENDENT**

Mrs. Boykin moved, seconded by Mr. Mims, approval of the job description for deputy superintendent as included in the mailout. Mr. Powell noted that the job description is lengthy, and asked if items outlined will be prioritized. The superintendent said the deputy superintendent position warrants more items of responsibility. The job description was compiled by staff at the assistant superintendent level by using job descriptions from other parishes. Legal counsel was consulted and the job description is a generic model. The superintendent said the deputy superintendent will not directly supervise assistant superintendents, but will be responsible for the areas of curriculum and administration. Vote on the motion carried with board members Vance and Burton opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

### **RESOLUTION - ABOLISHMENT OF THE BOARD OF ELEMENTARY AND SECONDARY EDUCATION (BESE) (Walker)**

Mrs. Walker moved, seconded by Mr. Brooks, approval of the resolution opposing any plan to eliminate the BESE, as included in the mailout. Mr. Powell observed that there is new leadership at the state level, and the governor ran on a platform of reforming education, including abolishing BESE. He said the state is not high on education, and hopes that the CPSB will give the governor the support he needs to reform education. Mrs. Boykin expressed similar sentiments, and said school board members were elected by contingencies that support the ideas of the governor and of some elected legislators. Mr. Burton said most educational groups

in the state are supporting BESE, and people involved in education should be supportive also. Mrs. Walker said historically BESE has been helpful to the Caddo Public School System, and the board should be supportive of that body. Board members Brooks and Vance spoke in support of BESE. The superintendent commented that he has had some connection with BESE and this body serves voluntarily, and it has been a body that staff has carried concerns to and things were accomplished. He said he would like to hear what the state government has to say regarding their rationale for abolishing BESE; however, at this time, BESE serves a purpose for public schools since it is a forum where concerns can be expressed more readily. He further noted that it might be advantageous to wait and see what the recommendations are from the state level before recommending that BESE be abolished. The president reminded board members that LSBA will be meeting in Bossier City next week, and an LSBA resolution supporting BESE has passed. Mr. Milam made a substitute motion, seconded by Mr. Thibodeaux and Mr. Powell, to postpone this item. Vote on the motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks opposed. Board members supporting the motion were Thibodeaux, Dr. Hitchcock, Powell, Milam, Boykin and Adams. Vote on the original motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks supporting the motion. Board members opposed were Thibodeaux, Dr. Hitchcock, Powell, Milam, Boykin and Adams.

**Recess.** The president called for a ten minute recess at approximately 5:25 p.m. The board reconvened at approximately 5:40 p.m.

### **ALLOCATION OF FUNDS FOR ATHLETIC FIELD IMPROVEMENTS AT CADDO PUBLIC HIGH SCHOOLS (Adams)**

Mr. Adams moved, seconded by Mr. Brooks and Mr. Powell, that all high schools athletic departments, with the exception of Booker T. Washington High School, receive \$2,500 for their athletic fields, and the general funds ending balance be adjusted accordingly. Board members Adams and Brooks spoke in support of improving athletic fields at all high schools. Mr. Thibodeaux made a motion to amend the motion, seconded by Mr. Milam, that the money will go to the athletic fund to be spent as needed by the school. Mr. Burton requested clarification of the reference to exclude Booker T. Washington High School. The president noted that the CPSB approved like funds for Booker T. Washington at its January 1996 school board meeting. Mr. Powell encouraged that all schools should be treated the same. The superintendent said his position is that all schools should be treated equally, and in a situation such as this, all schools should be considered at the same time. Discussion followed on the distribution of funds at the school level, and the president said that the motion designates the use of the funds, and the school principal has the responsibility of distribution. The superintendent said he will send a memo to principals clarifying how the funds should be used. Mr. Vance moved, seconded by Mr. Burton, to call for the question. Vote on the motion carried unanimously. Vote on the amendment carried with board members Walker, Milam, Boykin and Adams opposed. Board members supporting the amendment were Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks and Powell. Dr. Hitchcock spoke in support of school athletics; however, he said he voted against the motion at the last school board meeting allocating funds for Booker T. Washington High School's baseball field improvements because he thought it was inappropriate use of funds at this time, and he feels the same today. He encouraged board members to remember the school board's priorities. Vote on the motion, as amended, carried with board members Mims, Dr. Hitchcock, and Pugh opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Brooks, Powell, Milam, Boykin and Adams.

### **CAPTAIN SHREVE HIGH SCHOOL BASEBALL FIELD IMPROVEMENTS (Powell/Milam)**

With passage of the above motion relative to the allocation of funds for athletic field improvements at Caddo public high schools, Mr. Powell, with agreement of Mr. Milam, withdrew this item from the agenda.

### **SUPERINTENDENT'S REPORT**

**LSBA.** The superintendent announced that the LSBA Convention will be held in Bossier City, LA on February 29 - March 2, 1996. Programs are being printed and will be forthcoming.

**Letter.** The superintendent informed board members that he received a letter from Shreveport Police Chief Steve Prator thanking the school board for its support and cooperation during the tornado disaster. He particularly thanked the board for the use of University Elementary School as a command center. The superintendent thanked Buddy Bolton, CPSB security manager, for remaining at University the entire night as the school board's representative.

**Charter School Proposals.** The superintendent said proposals are being scrutinized by staff and are available for the board's perusal.

**LA Career Expo.** The superintendent reported that this matter has been brought to the attention of all high school principals. Dr. Millie Scott attended the meeting with principals and reviewed the plan. The time has been changed to 11:00 a.m. until 8:00 p.m., March 7-8, 1996. Principals have the option of sending students who will benefit from the fair, and arrangements are being made for transportation through the normal field trip procedure.

**Employee Tenure Hearing.** The superintendent announced that the tenure hearing scheduled today for an employee is cancelled. The individual resigned today, and the superintendent recommended that the board should accept the resignation. Mr. Thibodeaux moved, seconded by Mr. Adams, to accept the resignation of Mr. Raymond Burns, with waiver of a tenure hearing and any claim toward the CPSB. Vote on the motion carried unanimously.

**Caddo Educational Excellence Fund.** The superintendent said this committee will hold its first meeting on Friday, February 23, 1996, at 7:30 a.m. in Room 1 of the Caddo Parish School Board.

**Reception.** The superintendent announced that a reception will be held for retired educators on Friday, March 29, 1996, at 10 a.m. in the board room. This event is planned in conjunction with state-wide activities to recognize retired teachers. The governor has issued a proclamation saluting retired educators.

## **UNFINISHED BUSINESS**

No unfinished business was introduced.

## **NEW BUSINESS**

**Executive Committee Meetings.** The president presented board members with a draft of proposed procedures for governing the Executive Committee. Board members expressed concern that the proposed procedures appear to be in conflict with school board policy relative to adding items to the agenda for school board meetings. Following discussion, legal counsel was asked to review the document with the president for clarity. The president asked legal counsel to assist in providing guidelines for board members to follow, and to come prepared to update the board on school board policies and procedures governing the Executive Committee at the next meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Orchestra.** Mr. Thibodeaux asked the superintendent to keep a close eye on the financial needs of the Caddo Magnet High School Orchestra, and to apprise the board if operational funds are needed.

**Year-Round School.** Dr. Hitchcock asked that "*Approval of Year-Round School Programs*" be added to the agenda for the March school board meeting.

**Salary Adjustment.** Dr. Hitchcock asked that "*Salary Adjustments for Teachers and Employees on the Teacher Pay Scale*" be added to the March agenda. He reviewed the projected budget's year ending balance and asked the superintendent to research to see if his figures are correct; to check and make sure that all employees of the school system who are paid on the teacher pay scale does not include 12-month employees; and, to give a projection for extending the \$500 year end bonus to all employees who are paid based on the teacher pay scale, including administrators.

**Salary Upgrades for Football and Basketball Coaches.** Mr. Adams asked staff to add this item to the March 1996 school board meeting agenda, and for staff to make a report/recommendation at the meeting. The superintendent said staff met this morning and will try to have information ready for the March meeting.

**Proclamation.** Mr. Adams asked that "*Proclamation - 25th Anniversary of the Caddo Career Center*" be put on the March school board meeting agenda. He announced that the Caddo Career Center Scholarship Fund Board will be conducting a fund raiser at the Municipal Auditorium on March 29, 6:30 - 9:30 p.m., entitled "*Stars of Tomorrow.*"

**Bus Drivers.** Mr. Adams asked staff to provide bus drivers and bus aides with CPR training, and to solicit assistance from the American Red Cross. He also asked staff to include in the mailout, as an information item, data on the cost for equipping buses with weather alert radios.

**LSBA.** Mr. Burton said the LSBA's business session begins at 9:00 a.m. on March 2. He encouraged board members to be present to vote on the issue of whether the convention will be held in Shreveport in the year 2001.

**Black Awareness Activities.** Mr. Burton asked staff to advise him on what the CPSB is doing to enhance Black Awareness Month activities in schools in terms of providing educational related supplies/kits.

**Athletic Competitions.** Mr. Milam asked staff to look at ways of rescheduling athletic contests that normally take place during the time of first semester exams, particularly Monday through Thursday.

**Arthur Andersen Study.** Mr. Milam asked staff to look into CAE's concerns relative to the step-level implementation of the Arthur Andersen Study.

**Elementary Principals.** Mr. Milam expressed concern that principals, especially elementary principals, are off site frequently for meetings. He asked staff to consider combining meetings so that principals are not away from the school site so often, especially at the close of the school day.

**Salary Adjustment.** Mrs. Walker asked staff to determine what it will cost to put principals on a 12-month pay scale. The superintendent said principals at different levels have different days contracts. Mrs. Walker said she would like for principals to be considered for a pay raise when teachers are being considered. She also requested staff to look at what it will cost to provide the proposed \$1,000 pay increase for each level.

**Budget.** Mr. Vance asked fellow board members to be sure that items of interest are presented to the budget committee at the appropriate time.

**Creswell PTA.** Mr. Thibodeaux thanked the superintendent, Cooper Knecht (staff member), Pat Ellis (PTA president), and Carol Fullilove (State PTA Officer) for attending Creswell's PTA meeting earlier this week.

**Pay Raise.** Mr. Mims asked the superintendent to look at what it will cost to give school office personnel (secretaries/aides) a pay raise.

**Central Office Reorganization.** Mr. Powell asked the superintendent to list, as an agenda item under his report for the March meeting, an item to update the board on the status of central office restructuring and implementation. Also, to inform the board if guidelines have been established for some of the things included in the new structure, i.e. how much time administrators will spend in the schools.

## **EXECUTIVE SESSION**

Roosevelt Shelby, director of Attendance and Census, informed the board that the parents have requested an open session on behalf of their son, Nathaniel. He gave a brief overview of the case. Cornelius Dupree, father of Nathaniel Dupree, introduced himself and informed the board of his desire for an open hearing. Staff presented the case for their recommendation referring Nathaniel Dupree to School Away From

School. Nathaniel, a sixth grader at Donnie Bickham Middle School, was suspended for habitual violation of school rules. He has approximately 25 incidents against him, such as classroom disturbances, disrespect to authority, fighting and tardiness. Board members were provided supportive documentation of the incidents. Ken Cochran, principal at Donnie Bickham, and Tyrone Burton, assistant principal at the school, updated the board and staff on the case and highlighted staff's efforts to work with the student and/or his parents. Board members questioned staff, Mr. Dupree and Nathaniel about reported school violations, parent/administrator conferences, participation in Saturday detention, family/sibling background data, Nathaniel's physical condition, and his academic performance. Mr. Dupree informed board members of his experience with school staff at various intervals when addressing Nathaniel's suspensions. He stressed that he does not feel that staff's recommendation is appropriate for his son. Mr. Dupree hired attorneys from the law firm of Walker Tooke Lyons & McKeithen to represent the family in this matter. Attorney Anita McKeithen informed the board, that the law firm was hired to assist the family in asking that the suspension be removed and that Nathaniel be allowed to return to school. She said that after meeting with several African-American families who have children in the Caddo Parish School System, that it appears that there is race-based discrimination in applying discipline in the Caddo Parish School System; and, if it is true, it cannot be ignored. She suggested that the CPSB should look into this matter, and proceeded to represent the family on Nathaniel's behalf. Board members Thibodeaux and Walker took offense to Attorney McKeithen's opinion that action against Nathaniel appears to be a case of racial discrimination. Discussion followed with Mr. Dupree emphasizing that his son was not a habitual violator of school rules. Nathaniel's progress at Oak Terrace School Away From School was reviewed. Following more debate, Mrs. Boykin moved, seconded by Mr. Powell, to uphold staff in the assignment of this student to the School Away From School for the remainder for the 1995-96 school year. The superintendent explained how students assigned to School Away From School are evaluated, and how they may be returned to the home school setting. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Powell, Milam, Boykin and Adams.

**Potential Litigation (Consideration of the Request of LSU Medical Centers)** Mr. Powell moved, seconded by Mr. Mims, for an executive session for potential litigation for approximately 15 minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 7:12 p.m. and reconvened into open session at approximately 8:15 p.m.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion which carried, and the meeting adjourned at approximately 8:16 p.m.

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James Foster, Ed.D., Secretary

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Mildred B. Pugh, President

**March 6, 1996**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, March 6, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D. and Johnny Vance, Jr. present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell 111, Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Adams gave the invocation and led the Pledge of Allegiance.

**Agenda Items.** The superintendent presented the proposed agenda for the March 27, 1996 school board meeting. "*Character Education*" (Powell) was added; "*Report - Year Round Education*" and "*Approval of Year Round School Programs*" (Dr. Hitchcock) were combined; "*Salary Upgrades for Football and Basketball Coaches*" (Adams) was postponed until the April 1996 CPSB meeting; and, "*Minimum Standards for Diploma Guarantee (Extended Educational Opportunity)*" (Thibodeaux) was placed under the superintendent's report. Agenda items 8, 9, 11-13, 19-21, 25, 30 and 33-A were categorized as consent agenda.

## **CPSB WORK SESSION (DISCUSSIONS)**

**Report - Weather Alert Radios.** Mrs. Walker requested information on cost for equipping school buses with weather alert radios. Staff said a report will be prepared for the March meeting.

**Deputy Superintendent Position.** Mr. Powell asked if a recommendation for the deputy superintendent position will be made at the March school board meeting. The superintendent said a recommendation will be made along with other personnel recommendations.

**Report - Goals 2000.** Mr. Powell asked if this item is only a report. Staff said there will be a request for board action relative to this item.

**Minimum Standards for Diploma Guarantee (Extended Educational Opportunities).** Mr. Vance asked if staff will be making a recommendation. The superintendent answered in the affirmative.

**Budget.** Mrs. Boykin inquired about the status of budget preparations for 1996-97. The superintendent reported that staff was made aware of new budget requests in a recent cabinet meeting. Staff is on schedule with budget preparations, and the initial budget planning session is scheduled for late April. Mrs. Boykin requested information regarding CAT testing: (a) test scheduling for students; (b) how much is local and state funded; (c) staff's rationale for not testing in high schools; and, (d) possibility of adding CAT testing to the budget for high school students.

**March Payroll.** Mr. Brooks expressed an interest in placing an item on the agenda relative to advancing the payroll date for CPSB employees for the month of March. The president said the superintendent has addressed this issue and ruled that because of rescheduling, funds from the State Department will not be received until March 25. The superintendent commented that the approximate amount coming from the State Department is the amount needed for payroll purposes. Further, staff is in the process of printing biweekly checks, and direct deposit procedures would be interfered with if the payroll date is altered.

**Group Life/AD&D RFP and Bid Specification Fees.** Dr. Hitchcock requested clarification of this item. The superintendent said this item was not included in discussions with W F Corroon. Corroon's cost estimate to the CPSB for developing recommendations for the basic employee benefits package was \$32,000; and, they have overspent and are requesting \$7,500 to cover the additional work. Staff will be making a recommendation in this regard, requesting that funds be taken from the insurance fund. Dr. Hitchcock said the RFP that was sent out by the CPSB had some reference to life insurance and accidental death and disability. The superintendent said there was some reference but not to the extent that it would be evaluated as part of their recommendation. Mr. Adams asked the superintendent to make the proposals available to board members for review, when they are received. The president said the superintendent has agreed to make the proposal available for review in his office.

**Salary Adjustments for Teachers/Employees on the Teacher Pay Scale** Dr. Hitchcock asked if information will be included in the mailout, and the superintendent answered yes.

Mr. Vance moved, seconded by Dr. Hitchcock, approval of the proposed consent agenda. Vote on the motion carried unanimously.

**Head Coach.** The superintendent informed the board of the resignation of the head coach at Green Oaks Laboratory High School. He said staff will attempt to have a recommendation presented at the March 27 school board meeting. He further stated that because of the time frame for advertising, the recommendation will probably be sent under separate cover to board members.

**March School Board Meeting.** The president announced that because of spring break, the CPSB will meet in regular session in its office on March 27, 1996 at 3:30 p.m.



## **INSTRUCTIONAL PRESENTATION - SHREVEPORT SYMPHONY PROGRAM IN CADDO SCHOOLS**

Scott Green, director of development for the Shreveport Symphony, and Nyela Basney, associate director, informed the board of the symphony's involvement with Caddo public schools' music/educational programs. Ms. Basney highlighted their interest in planning and implementing inschool educational programs, which were outlined for each school level. Mr. Green said he recognizes this time as an opportunity to strengthen programs in Caddo public schools. He expressed appreciation to the board for the partnership shared with the Shreveport Symphony. The president asked Mr. Green to provide staff with a copy of the Symphony's recommendations. Mr. Vance requested a copy of the evaluation upon completion.

## **GOALS 2000**

The superintendent introduced Dr. Gary S. Rush, dean of the College of Education at Louisiana State University - Shreveport. Dr. Rush serves on the Goals 2000 Local Improvement Panel. He said the panel will be presenting a report at the March 27 school board meeting, and he provided board members with an outline of what will be submitted. He said the informational packet will be sent to board members prior to the meeting; and, it will include a proposed focus for the 1996-97 proposal that will be presented to the State Department of Education.

## **REPORTS -CHARTER SCHOOL APPLICANTS' ORAL PRESENTATIONS**

The president outlined the guidelines for presenters and said questions from board members will follow the final presentation. Each applicant gave an overview of their proposal highlighting the proposed charter schools' mission, profile, purposes of law, educational program, recruiting plans, parental involvement, governance, personnel, support services, facilities, benefits and budgets. A summary of the proposals are as outlined:

**Caddo Preparatory Academy.** Richard Neeson, Section 504/ADA director for CPSB, submitted a proposal for a 6-9 grade learning center that recognizes Attention Deficit Disorders. The mission is for students to acquire discrete technical academic skills that will lead to healthy and productive lives. Mr. Neeson said the proposal is a statement of needs; it is staff's opportunity to respond to the needs; and, many questions will never be answered. Mr. Neeson officially withdrew the proposal from consideration, and asked the board to work with him to find solutions to address the special needs of students in the Caddo Public School System. Parents and supporters of the proposal were recognized.

**George P. Hendrix Academy of Excellence.** Angenetta Lott, spokesperson, said the proposal is designed to establish George P. Hendrix Elementary School as a year round chartered school. Cowriters of the proposal were recognized, and a signed petition from the faculty at George P. Hendrix Elementary School was introduced as support of the charter school concept. The program targets elementary students (approximately 140 in the first year, K-5) and will develop a curriculum that integrates basic subject core skills with technology and multiple intelligence concepts. The intent of the school is to provide quality education in a child-centered environment of acceleration rather than remediation. The academy will emphasize activities that build self-esteem, increase problem solving skills, and help students to become self-directed, accountable, contributing members in a global society.

**Hamilton Terrace Charter School.** Teachers Marie Eakin and Afreda Hygh, and Principal John Baldwin noted that the school will serve 50 at-risk students per year with a four-year enrollment projection of 200. The curriculum will be innovative, challenging, and academically rigorous; and, students will be instructed by a faculty that is specifically trained to work with non-traditional students. Ninth graders will be enrolled upon referral and recommendation of the students' eighth grade principals, counselors and the Caddo Parish middle school supervisor. Students in this program will complete academic requirements equivalent to the Honors Curriculum prescribed by the state board of education.

**Maverick Charter School.** Margaret Brown, spokesperson and principal of Oak Terrace/J. B. Harville School Away From School, said the Maverick Charter School, in partnership with family

and community, will engage leanness in creating a radically different learning environment by developing learners' natural joy of learning, and guiding them to make contributions to their families, the school, and community. The students will study a core curriculum with emphasis on attaining success in school and in life. It initially centers on sixth grade youngsters districtwide who have met with little success in prior school careers. A video presentation outlining the proposal was shown. The projected student enrollment for the first year is 60 students.

**The Right Step Academy.** Dr. Ronnie Banks and Matthew Willis, spokesmen, said the academy's focus is on at-risk children (300 - 500 pre-kindergarten to sixth grade) and the purposes are: to improve pupil learning; increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for students who are identified as academically low achievers; and, to provide military style discipline at an early age.

The president thanked the spokespersons for their presentations. A question and answer session followed with board members raising questions relative to: (a) programs' evaluation; (b) staffing and employees' benefits; (c) school facilities and support services (food service, maintenance, transportation); (d) curricula offerings and Carnegie units; (e) school administration; (f) budgets and sources of funding; (g) student recruitment; and (h) parental/community involvement.

Dr. Hitchcock asked the superintendent to look at funding for free and reduced lunches for students and determine if funding includes allowances for lunches. Mr. Powell asked the superintendent to associate a dollar figure for the amount of time staff has spent in assisting with the charter school activities; also, to identify the cost to the CPSB - separate from funds received for students. The president asked the applicants to amend their proposal by submitting a free-standing budget for the proposed charter school. The superintendent outlined the options for local board decisions on Charter Schools, and they are: (1) unconditional acceptance of a proposal (the charter is complete satisfactory to both parties to the charter); (2) conditional acceptance of a proposal (at some agreed time, one or more conditions must be met and the charter will then be approved); (3) assignment to developmental status (for further consideration, the proposal must be modified to include missing elements and/or elements must be improved to a satisfactory level by a designated time); or (4) disapproval (the charter is rejected by the local board). Board members asked the superintendent to provide the board members with a recommendation on each of the proposals presented. A copy of the options was shared with board members.

**Stars of Tomorrow.** Mr. Adams announced that April marks the 25th anniversary for the Caddo Career Center, and a fund raiser "Stars of Tomorrow, " will be held on Friday, March 29, 1996 at the Municipal Auditorium from 6:30 - 9:30 p.m. Funds raised are for student scholarships.

**CPSB Meetings.** The superintendent announced that the CPSB will meet in a special called meeting on Tuesday, April 2, 1996, 1961 Midway Street, at 4:30 p.m. to receive W F Corroon's report. On Wednesday, April 3, 1996, immediately following the Executive Committee meeting/CPSB work session (starting at 3:30 p.m.), the CPSB will meet in a special called meeting to approve a health benefit package for employees.

**Retired Teachers' Recognition.** Staff announced that a reception for retired educators will be held in the board room on Friday, March 29, 1996, at 10 a.m. The governor has issued a proclamation saluting retired educators, and this event is planned in conjunction with state-wide activities to recognize retired teachers. Donald Kennedy, former CPSB superintendent, will be the keynote speaker at the reception.

**Visitor.** Freda Becoat (6002 Fox Chase Trail, Shreveport, LA 71129), social worker, presented Richard Neeson with a proposal for addressing the needs of ADHD/ADD students. The proposal includes a cost analysis for implementation, and she asked staff to consider it for possible use in the Caddo Public School System. The president asked Ms. Becoat to leave a copy of the proposal with the superintendent.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 6 p.m.

**March 27, 1996**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, March 27, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Willie D. Burton arrived at approximately 3:40 p.m. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mrs. Walker.

#### **CONSIDERATION OF MINUTES OF THE FEBRUARY 21, 1996 CPSB MEETING**

Mrs. Boykin moved, seconded by Mr. Thibodeaux and Mims, approval of the minutes of the February 21, 1996 school board meeting. Vote on the motion carried unanimously.

#### **CONSENT AGENDA**

The board reviewed the agenda and the following items were removed: "*Sale/Lease of Hope Street Property*" and "*Character Education*" (Powell). The board categorized the following items as consent agenda.

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

**Personnel Recommendations.** The superintendent made the following recommendations: Stephen Dennis be appointed head coach at Green Oaks High School; Charles Burris be appointed assistant principal for administration and discipline at Caddo Middle Magnet High School; and, Ollie Tyler be appointed deputy superintendent for Caddo Parish public schools. Each employee will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for Principles of Technology for C. E. Byrd High School; musical instruments and equipment; agricultural lease - Carver, SP-07-96; sale of surplus vertical hanging files, SP-22-95; facsimile machines for Title I program; automotive body measuring system for Caddo Career Center; and, library furniture for several schools. A copy of the tabulation bid sheets marked "*Exhibit A, 12 pages, March 27, 1996*" is filed in the official papers of the board.

**Approval of Utility Servitude.** Staff recommended that the CPSB grant unto the City of Shreveport a 15.0 foot wide permanent utility servitude 143.6 feet long together with a 10 foot temporary construction servitude on all sides for the purpose of reconditioning and maintaining a sanitary sewer for Lakeshore Elementary School.

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

**Request for School Bus Transportation for LSU-S LaPREP Program.** Staff recommended that the request from the LaPREP Program at LSU-S to rent a school bus for field trips to some of the major businesses in the Shreveport-Bossier area this summer be approved. LaPREP will pay the related expenses.

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

**Request for School Bus Transportation by Caddo District PTA.** Staff recommended that the request from the Caddo District PTA to rent three school buses to transport delegates from the Sheraton Shreveport Hotel to Southwood High School on April 19, 1996 be approved. Caddo is hosting the state convention in Shreveport, April 19-21, 1996.

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

#### **Request for School Bus Transportation for Southern University-Shreveport Tutorial Program.**

Staff recommended that the request from Southern University- Shreveport to rent three school buses for use in a summer tutorial program from June 10 - July 19, 1996 be approved. A maximum of 60 students from the vicinities of Linwood, Midway and Linear will participate in the Educational Talent Search Summer Tutorial Program.

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

**Acceptance of Donation of Automobile.** Staff recommended that the Act of Donation by Bonita B. Hearne of a 1988 Oldsmobile Delta 88 to the CPSB be accepted. The automobile will be used by personnel in the attendance department.

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

**Approval of New Elective - Caddo Magnet High Principles of Computer Networking Technologies.** Staff recommended approval of the new elective, *Caddo Magnet High School Principles of Computer Networking Technologies*. This course will provide students a comprehensive introduction to the underlying technologies and components of local area networks.

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

**Mathematics Week Proclamation.** Staff recommended approval of the proclamation proclaiming April 9-12, 1996 as Mathematics Week. During this week, special emphasis will be placed on mathematics as essential to functioning effectively in our society. A copy of the proclamation is filed in the official papers of the board.

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

**Revisions to C-PIP Manual.** Staff recommended approval of the revisions to the Caddo Primary Intervention Program Policies and Procedures Manual (C-PIP). Revisions were made relative to: policy governing confidentiality of information recorded in students' files; securing students' records; written consent from the legally responsible person prior to releasing information; availability of information in the treatment case records to the client; criteria for student placement; and, provision of assistance to clients in referring to external professional services.

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

**Year Round Education (Powell/Dr. Hitchcock).** The board approved the Year Round Education Report, as submitted by staff; and, approved the continuation of the year round programs at Shreve Island Elementary School and Newton Smith Elementary School, as provided in the mailout.

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

**Proclamation - "Child Search/Childnet Awareness Month - April."** Staff recommended that the CPSB endorse the governor's proclamation making April Child Search/ChildNet Awareness Month. This action underscores the need for early identification exceptional children.

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

**Promotional of Administrative Appointment Contract** Staff recommended approval of the issuance of contracts to Paula Guier, counselor at Linwood Middle School, and Kimberly Brun, counselor at Broadmoor Middle, for the terms of contract as indicated in the mailout, and at the appropriate salary as reflected by the CPSB salary schedule applicable to the positions to which they are appointed.

## Agenda Item No. 29

**Proclamation - 25th Anniversary of the Caddo Career Center (Adams).** The board approved the proclamation recognizing the 25th anniversary of the Caddo Career Center, and proclaiming April 1996 as Caddo Career Center Month. The superintendent read the proclamation aloud, and a copy is filed in the official papers of the board. Gayle Flowers is principal at the Caddo Career Center.

## Agenda Item No. 31-A

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

Sabbatical Leave for Study, 1996-97 School Year

Driskill Horton, Teacher, Turner Elementary/Middle School

Leave Without Pay (Personal), March 4-13, 1996

Bobbie Thomas, Bus Driver

Leave Without Pay (Personal), March 1-22, 1996

Brenda King, Tech 1, Child Nutrition Programs

Leave Without Pay (Personal), March 28 - May 30, 1996

Michelle Jeter, Teacher Aide, Walnut Hill Middle School

Leave Without Pay (Personal), April 12-22, 1996

Beverly Rohrbaugh, Office Clerk, Mooringsport Elementary

**Request of the Board.** Cindy Prestridge, bus driver, requested to rescind part of her leave without pay and return to her position March 4, 1996.

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

## SPECIAL RECOGNITIONS

**U. S. Department of Education Blue Ribbon School of Excellence.** C. E. Byrd High School was recognized as a school of distinction by the U. S. Department of Education. The school will receive a special flag and plaque commemorating this achievement at a national awards ceremony in Washington, D. C. this spring. Student representatives Dee Miles and Jason McKenzie along with Principal R. Lynne Fitzgerald received the certificate of recognition.

**LA Soccer Champions.** The C. E. Byrd Yellowjackets soccer team was recognized as the Girls 5-A Louisiana Soccer Champions. Team members are Kelly Badgley, Becky Borders, Emily Brittain, Bridget Brooks, Christine Brooks, Bethia Bundrick, Erin Carpenter, Lauren Carpenter, Dixie Chidlow, Sarah Devan, Wendy Dickson, Elizabeth Fleming, Anna Fraser, Meg Frazier, Lauren Griffen, Gretchen Guier, Mary Marshall Harper, Sarah Harrison, Tina Hopkins, Kristen Kot, Shanna Martin, Leigh McGovern, Michelle Powdrill, Nichol Rolle, Amy Triplett and Tiffany Wooley. The coach is Lisa Levermann and Goalie Coach is Wendy Woodham.

Mr. Thibodeaux noted that CPSB policy allows for the purchase of jackets for championship teams and asked the principal and coach to contact proper staff persons to initiate the purchases. Also, traditionally, the CPSB has given championship schools a holiday to celebrate its victory. He moved, seconded by Mr. Burton, to suspend the rules to introduce a motion relative to this recognition.

Vote on the motion to suspend the rules carried unanimously. Mr. Thibodeaux moved, seconded by Mr. Brooks, that C. E. Byrd High School be dismissed on Thursday before Easter (April 4, 1996) in recognition of the soccer state championship. Vote on the motion carried unanimously.

**Academic Decathlon.** The Caddo Magnet High School Academic Decathlon Team competed on Saturday, February 24, 1996, at LSU-S and became the state's academic decathlon team. The team will travel to Atlanta, GA on April 17-21, 1996 to represent Louisiana at the U. S. Academic Decathlon Finals. Team members are: (*Honor*) Brad Siegele, Jeffrey Grumes, and Brian Planchard; (*Scholastic*) Myles Werntz, Katie Roche, and Andrew Pylant; and, (*Varsity*) Reagan Ilgenfritz, Mehul Asher, Kevin Loechner. Team coaches are Cathy Sledge and Thaddeus Pardue. The principal is Ascension Smith.

**Horatio Alger Award Winner.** Doug Brown, senior at Captain Shreve High School, is the recipient of the Horatio Alger Award which carries with it a \$5,000 scholarship. He will travel to Washington, D. C. in April for a formal presentation. Doug is a honor student at Captain Shreve and is president of the Student Council. Dr. Sandra McCalla is principal at Captain Shreve High School.

Honorees received framed certificates of recognition for their outstanding achievements. Board members and staff applauded the honorees, and parents, other relatives, schools' staff members and friends of the recipients were recognized.

## **PERSONNEL RECOMMENDATIONS**

The superintendent announced the recommendations and introduced the promoted employees to the board and visitors. (See consent agenda item number eight.)

## **VISITORS**

The president informed the board that she spoke with Mrs. Mimie Cherry , frequent visitor and strong supporter of public education, by telephone. Because she is housebound and still recuperating from illness, Mrs. Cherry is unable to attend school board meetings. However, she is concerned about the CPSB and its work.

Jackie Lansdale, representing the Caddo Federation of Teachers, spoke in support of the superintendent's recommendation not to implement charter schools in Caddo Parish.

Reverend Harry Blake, president of the board of directors for Project UpLift and co-author of the George P. Hendrix Academy of Excellence charter school proposal, petitioned the board to schedule a meeting with designated staff and writers of charter school proposals to respond to proposals' deficiencies, and to provide guidance in fulfilling proposals' needs.

Bryan Gallant, president of the Association of Professional Educators of Louisiana (A+PEL) - Caddo Chapter, spoke in support of bonuses and/or permanent pay raises for teacher and other school personnel.

Gail Griffin, president of Caddo Association of Educators (CAE), apprised the board of the following issues/concerns: (1) On Thursday, March 28, 1996, at 7 p.m., school employees from several north Louisiana parishes will meet in the auditorium at C. E. Byrd High School to discuss and learn more about the state salary initiative being proposed for the regular legislative session; (2) CAE supports the concept of equipping all school buses with two-way radios and weather radios; and, (3) CAE requested the board to budget the necessary funds in order to raise the present ranking of teachers' salaries.

## **GROUP LIFE/AD&D RFP AND BID SPECIFICATION FEES**

The superintendent said W F Corroon is requesting to be compensated \$7,500 for inclusion of work to be done on the life portion of the proposal that they are currently evaluating for CPSB. Mr. Powell expressed concern about the tight timeline for receiving Corroon's report (April 2, 1996) and the board taking action on selecting a health care package (April 3, 1996). He asked the board to delay its consideration for selection

of a health care package until April 10, 1996. Mr. Powell moved, seconded by Mr. Adams, that the firm of W F Corroon be allowed additional compensation of \$7,500 in connection with the bidding process previously approved by the board concerning Caddo's Group Life/AD&D coverages; and, that the CPSB postpone consideration of making a final decision until April 10, 1996 at 3:30 p.m., at a special called meeting, with an agenda including visitors and a report from the Employees Benefits Committee (EBC) in consideration of the selection of a health care proposal. Mr. Adams spoke in support of the motion. Mrs. Boykin suggested that employees be given an opportunity to review the proposed package before the board makes a decision. Dr. Hitchcock asked if additional expenses will be incurred if representatives from W F Corroon return to Caddo on April 10. The superintendent said staff talked to Corroon representatives, and they feel that a delay of one week is okay. Further, they are willing to return to Caddo within the same cost frame, as adjusted. Dr. Hitchcock expressed concern about staff having ample time to enroll school-based employees before the end of the 1995-96 school year. S. L. Slack, assistant superintendent for support services, said staff can work with the revised timeline. Mr. Vance encouraged the superintendent to communicate with employees (EBC) prior to the April 10 meeting. Vote on the motion carried unanimously.

### **APPROVAL OF BIDS FOR CPSB'S ANNUAL FINANCIAL AUDIT**

The superintendent called board members' attention to the mailout document and said staff is in agreement to recommend the three-year bid from Allen, Green, and Robinette. Mr. Vance moved, seconded by Mr. Burton, approval of the CPA firm of Allen, Green, and Robinette to conduct the external audit for a three-year period beginning with the June 30, 1996 fiscal year per proposal dated February 7, 1996. The cost savings over this three-year period total \$60,600. Vote on the motion carried with Mrs. Pugh opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Brooks, Powell, Milam, Boykin and Adams.

### **SELECTION OF UP TO TWO CHARTER SCHOOLS**

The superintendent's recommendation is that none of the four Charter School proposals be approved, as presented. The rationale being that the submitted proposals did not cover, in the opinion of the review committee, the 16 items that were requested in the Request For Proposal (RFP). Further, committee members felt that there would be an extraordinary amount of time required from central office staff to work with financial matters. The superintendent said he believes that flexibility currently exists for innovative programs to be established in Caddo Parish without the confusion of attempting to follow Charter Schools legislation. Mrs. Boykin moved, seconded by Mr. Adams, that the CPSB not approve charter school proposals as presented. Mrs. Boykin requested staff to prepare a summary of the process that identifies committee members' concerns and things they encountered but were unable to resolve; and, to share the findings with the Board of Elementary and Secondary Education (BESE) and Dr. Picard, author of the Charter School legislation. Board members and staff expressed appreciation to the proposal applicants for their involvement and hard work. Mrs. Walker applauded proposal writers for their innovative ideas and said she would like to see the CPSB make use of some of the ideas. Mr. Burton made a motion to amend the motion, seconded by Mr. Brooks, that the superintendent schedule a meeting with the necessary parties for those groups making application for Charter Schools to explain to them the concerns expressed by the superintendent and board members, or perhaps ways to implement their concerns. The superintendent said staff has to inform BESE of Caddo's recommendation on tomorrow, March 28, 1996. Mr. Powell requested clarification of the proposed amendment. Mr. Burton said the idea of the amendment is to receive input from the applicants and to share with them information on what should be done should this issue arise again. Mrs. Boykin agreed that input could be beneficial, but she wants to see staff focus on other issues (budget) at this time. Dr. Hitchcock encouraged the superintendent to share dialogue of tonight's meeting with Charter School presenters (Oak Terrace and Hamilton Terrace). He said ideas were presented that could be implemented without a charter. Vote on the amendment carried with board members Boykin and Adams opposed. Board members supporting the amendment were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell and Milam. Mr. Powell commended everyone for their involvement and hard work, and said board members were interested in seeing a stand alone Charter School. The president indicated that Charter School legislation allows for direct application to BESE. Vote on the motion, as amended, carried unanimously.

## **EXPANSION OF C-PIP PROGRAM - BETHUNE MIDDLE SCHOOL**

The superintendent said a request is made to expand the C-PIP program to include Bethune Elementary/Middle School, and he asked for the board's approval. Mrs. Boykin moved, seconded by Mr. Vance, approval of the expansion of the C-PIP program at Bethune Elementary/Middle School, as submitted by staff. Vote on the motion carried unanimously.

## **REPORT - GOALS 2000**

The superintendent introduced Dr. Gary Rush, Dean of Education - LSU-S, who worked with the committee in developing the report. Dr. Rush expressed appreciation to staff and others for serving on the community panel for this project. Dr. Rush said if the CPSB gives staff permission to develop a proposal, that they would focus on staff development in the technology area. Mr. Powell said reference was made and repeated, in the report, that classroom time should be sacred. He asked to have this comment clarified. Bill Cunningham, panel representative, said the sub-committee's observation is that they recognize the importance of inservice training, but it was noted that a significant number of substitutes are required in order for teachers to attend inservice sessions during school time. The committee recommended that allotted classroom time should be sacred, and perhaps monies used to fund substitute teachers could be used as a stipend to compensate teachers for participating in inservice programs that may take place outside the scope of a normal school day. Mrs. Walker moved, seconded by Mr. Brooks, that the CPSB accept the Goals 2000 report and give staff approval to develop an implementation grant. Mrs. Walker expressed appreciation for the panel's work and encouraged the CPSB to seek funding. Mrs. Boykin also expressed appreciation for the panel's work, but she emphasized that she will continue to say that she believes that to continue involvement in this program, the CPSB will loose control of the educational program in Caddo. Mr. Powell encouraged parental/public involvement, but expressed concern about the federal program, Goals 2000. He asked staff to clarify a comment referenced by staff, that Goals 2000 will be included in a consolidated budget. Essie Holt, assistant superintendent for curriculum and instruction, noted that since her discussion with Mr. Powell, state officials are now waiting to see what happens in Congress with reference to how much funding will be forthcoming. Requests for Proposals will be forthcoming in April, 1996, and the idea of consolidated funding is for the local school system to use available resources toward the goals established at the local level to accomplish those goals. Further, if staff doesn't move forward with Goals 2000, consolidation is already present. Mr. Powell elaborated on the negative impact that consolidated funding has had on some federal programs, and could have on other programs. Mr. Brooks spoke in support of developing an implementation grant. Mr. Vance said the board and staff should focus on developing children, and he encouraged staff to develop every available grant for additional funding, if the CPSB does not have to reimburse monies. Discussion continued on Goals 2000 program purchases (incentives), as identified at an earlier meeting. The superintendent reported that staff has received payment from outside sources to cover all expenditures that will not be covered by the state. Mrs. Boykin informed board members that the Improving America's School Act is requiring all Title I schools to form school councils to develop policies and procedures to help oversee the spending process. She encouraged staff to be informed of the provisions of the statute. Mr. Vance moved, seconded by Mr. Burton, to call for the question. Vote on the motion carried with Mr. Powell opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Milam, Boykin and Adams. Vote on the original motion carried with board members Thibodeaux, Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Dr. Hitchcock, Pugh, and Brooks.

**Recess.** The president called for a 15-minute recess at approximately 5:26 p.m., and the board reconvened at approximately 5:41 p.m.

## **ADOPTION OF SCIENCE AND HEALTH TEXTBOOKS (Elementary, Middle and High)**

The superintendent called board members' attention to information that was included in the mailout, and said staff recommends approval of the textbooks listed. Mr. Brooks moved, seconded by Mr. Burton, approval of the adoption of science and health textbooks (elementary, middle, and high), as recommended by staff. Mr. Powell asked if there is a deadline on the textbook adoption, and staff answered that the deadline date is April 1. Mr. Powell said he was informed that BESE might have a concern with one of the suggested textbooks, and asked how will Caddo be affected if BESE removes a book that Caddo approves.



The superintendent said Caddo will remove the book, and staff will have the option of recommending the second choice textbook, or staff could start the process anew. The president clarified that any textbook that the parish adopts has already been adopted by the state, and if it is rejected by the state, then the parish has to reject it also. Vote on the motion carried unanimously.

#### **YEAR ROUND EDUCATION (Powell/Dr. Hitchcock)**

Recognizing that this item was approved with the consent agenda, the president asked if the renewal is for one year or if there is a timeline. The superintendent said no time line is affixed. Dr. Hitchcock commented that the motion is clear that the program is no longer a pilot program; and, there is no longer a need for review, other than the normal routine that an educational program in Caddo Parish would be reviewed. The superintendent said the motion approves year-round education in Caddo Parish, and staff will continue to monitor the program periodically.

#### **SALARY ADJUSTMENTS FOR TEACHERS/EMPLOYEES ON THE TEACHER PAY SCALE (Dr. Hitchcock)**

Dr. Hitchcock moved, seconded by Mrs. Walker, that the CPSB pay a one-time \$500 supplemental payment to all teachers, coordinators, counselors, librarians, principals, assistant principals, and any other personnel paid on the teacher pay scale. Further move that: (1) Payments be made only to personnel employed on or before March 27, 1996 and who are employed on the date of payment; (2) Personnel who have been on leave without pay for the entire year would not receive the supplement. Those on leave without pay on March 27th but who were active one-half or more of their work year would receive one-half of the supplement. Those on leave without pay on March 27th and who were active less than one-half of their work year would not receive the supplement; (3) New employees hired prior to mid-year would get the full supplement. New employees hired on or after mid-year would get one-half of the supplement. Mid-year is defined as mid-term, January 16, 1996, for employees who work less than twelve months and January 1, 1996 for twelve month employees; and (4) Payment would be made on a date established by the superintendent. Dr. Hitchcock summarized the budget's projected ending balance. He noted that teachers and school-based personnel who deal with children daily are the most important employees in the school system; and, the school system is at risk of losing some of the best teachers because of low pay. Dr. Hitchcock emphasized that he believes that it is essential that the CPSB remain competitive and that the board takes this good faith effort to send that message to the teachers. The superintendent commended the board for this effort; however, he said it would be advantageous if the board and staff would look at what additional cost might be incurred to provide some salary improvement (one time payment) for all employees. Mrs. Walker acknowledged that recent passage of the Andersen Study provided support staff with a raise. She noted that the priority of the CPSB should be children first and teachers second. Mr. Powell made a substitute motion, seconded by Mr. Brooks, that the CPSB approve a one-time supplement for all employees at a rate of 1.5 percent of their annual income, capped at the highest amount received by classroom teachers. This figure assumes that all employees on the payroll as of March 27 and who are still employed on the date of payment would get the full supplement. Employees on leave without pay as of March 27 would not receive the supplement. Employees who retired or resigned prior to March 27 would not receive the supplement. Mr. Powell expressed concern about the CPSB being competitive in the teacher market, and said the board has to make a substantial effort during budget preparation to give a real pay increase to teachers. Mr. Brooks spoke in support of the substitute motion. The superintendent said both proposals have merit; however, he proposed that the two be blended, thereby awarding a \$500 supplement to all individuals on the teacher salary schedule and a stipend (one-percent increase capped at \$500) to all other employees. Mr. Thibodeaux made a second substitute motion, seconded by Mr. Powell, as proposed by the superintendent -- that a one-time \$500 supplement be given employees on the teacher salary schedule and a one-percent increase, capped at \$500, be given all other employees. Discussion followed on the proposed motions, the projected budget ending balance, prioritization of employees and permanent salary increases for teachers. Board members Milam, Dr. Hitchcock, and Burton spoke in support of a permanent salary increase for teachers, and encouraged board members and staff to work at developing a meaningful adjustment in the budget. Dr. Hitchcock stated that he views \$500 as a minimum amount to show good faith to people in the school, but he could not, in the foreseeable future, vote for more moneys to go to central office administrators until teacher pay is where it should be. Mr. Burton asked how would the salary supplement be implemented.

The superintendent suggested that the supplement be a separate check, and that it be printed and made available at the end of school, probably on May 30. Mr. Vance asked if this action has to be made now, or is there a possibility that a delay would allow staff and the board a means of doing something to make a raise permanent; could funds be invested. The superintendent said staff looks forward to building something permanent into the salary schedule, but staff must also be responsible for the total budget. Ben Wreyford, director of finance, said all money that is available in the ending balance is kept invested at any given moment. Vote on the second substitute motion was called and carried with Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Milam, Boykin and Adams.

#### **REPORT - WEATHER ALERT RADIOS FOR CPSB BUSES (Walker)**

The president said information was provided in the mailout. Mrs. Walker said she will propose further action at the April 1996 CPSB meeting relative to this matter.

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

**Update - Central Office Restructuring Plan (Powell).** The superintendent said a report was included in the mailout and restructuring is continuing. Mr. Powell asked about compensation for the deputy superintendent. The superintendent said a salary range was advertised but the salary has not been arrived at presently; but, will be negotiated and brought back to the board for approval. Mr. Powell asked when will the deputy superintendent assume her duties. The superintendent said there will be a period of transition of perhaps a few days. Mr. Powell requested the superintendent to share with board members the established guidelines on how instructional supervisors will spend 35 percent of their time in classrooms/schools. Dr. Hitchcock said previous action of the board eliminated the title of instructional supervisor; that these individuals are now instructional specialists. The superintendent said the title of supervisor/specialist is something that he is working with, and he recommended continued use of the term because it is used by the state, it appears on teacher certificates, and it appears on communication from the state. Following more discussion on the board's directive, the superintendent stated that staff will act according to the board's directive. Dr. Hitchcock further noted that there are some positions the superintendent has indicated he would like to consider on a case-by-case basis (music), and he asked about the status of these positions. The superintendent said he reviewed these particular positions with the director of curriculum and instruction because it was his feeling that the main concern was with supervisors primarily in the area of instruction. However, based upon the board's directive, attendance supervisors will now become attendance specialists. Dr. Hitchcock asked the superintendent if he has begun to enforce the plan whereby specialists will spend 35 percent of their time in the classroom, and the superintendent answered in the affirmative. He said written information on this will be made available to school board members. Dr. Hitchcock asked if there is documentation to indicate that specialists have been in classrooms assisting directly with the students. The superintendent said specialists sign in and out, and documents can be made available to the board. Mrs. Walker asked if some specialists, who have served as school principals, could conduct observations and teacher evaluations in the schools. The superintendent said some of the instructional specialists are used as part of the team, but the main responsibility for evaluating a teacher belongs to principals. He further stated that the specialists could work with individual students, with teachers, provide inservice for teachers after school and other related duties that directly benefit students and teachers. Mr. Brooks cautioned board members to be careful with changing titles from what appears on teacher certificates. Mr. Thibodeaux noted the difference in the titles of instructional supervisor and specialist, and said the board may have to honor contracts until they expire before making title changes. Mr. Vance encouraged the superintendent to review plans for reorganization and apprise the board if he feels that some other direction should be taken.

**Extended Educational Opportunity.** The superintendent called board members' attention to the mailout document. He said he has visited with university administrators, business managers and chief executive officers from around the city and has asked their opinion about what they feel needs to be improved or is lacking in Caddo public school graduates. He informed board members that he has read extensively and reviewed test scores and the needs fall back to an inadequacy of graduates in the areas of mathematics, general area of communication (reading, writing, speaking), and it is his recommendation that staff be given an opportunity to review what is currently in place in course work that is available to students, in an effort to improve it. Mr. Thibodeaux acknowledged awareness of the shortfalls, but said the difficulty that he has

is in identifying specific concerns in the aforementioned areas. He also stressed the importance of the ability to measure students' progress in these areas, and suggested that a set of employers could serve as a resource to the superintendent in determining if a difference is being made. Mr. Thibodeaux encouraged staff to identify more specific needs.

## **UNFINISHED BUSINESS**

No unfinished business was presented.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Hamilton Terrace.** Mr. Powell requested information on the status of a prepared report, by staff, on student discipline problems at Hamilton Terrace.

**Technology.** Mr. Powell asked what is the status of the Technology Committee's report on advancing technology in classrooms, and when will a report be presented to the board.

**Budget.** Mr. Powell asked if the school board is progressing on schedule with the budget process and, asked when is the first budget meeting.

**Honors Breakfast.** Mr. Powell asked staff to provide board members with a progress report on preparations for the students' honors breakfast.

**Transportation "Black Boxes."** Mr. Powell asked staff to contact the city and inquire about the effectiveness of the *Black Boxes* on city buses, indicating that a camera is being used; what is the success that they have had in using the boxes, and what is the cost.

**Sacred Classroom Time.** Mr. Powell noted that concern was raised about taking teachers out of the classroom for inservices. He asked the superintendent to look into this matter and find ways to minimize the removal of teachers from classrooms.

**Andersen Study.** Mr. Burton said he has been contacted by employees about the disparity between salaries for employees as a result of the Andersen Study. He asked staff to explain the distribution formula to employees.

**Stars of Tomorrow.** Mr. Adams announced that the *Stars of Tomorrow* scholarship fund-raiser will be held on Friday evening, March 29, 1996, at 6:30 p.m. at the Municipal Auditorium. He encouraged board members and staff to purchase tickets and support the effort by attending the program.

**Drug Prevention Presentation.** Mr. Milam requested the superintendent to instruct staff to give a drug prevention presentation at an upcoming Executive Committee meeting.

**Organizational Meetings.** Dr. Hitchcock asked the superintendent to check on how the CPSB applies its policy regarding organizations meeting during school time and make sure it is applied uniformly.

**Coordinators.** Dr. Hitchcock said the superintendent mentioned to the board several meetings ago that there are employees who have the title and are paid as coordinators, but they are doing as much work as instructional specialist. He asked the superintendent to, at a time he feels is appropriate, make a recommendation to the board on these positions so that the board will have an opportunity to consider rewarding these individuals.

**School Holiday.** Mr. Thibodeaux asked the superintendent to check to see if a day off is due Caddo Parish Magnet High School, and any other school, students for academic and/or athletic championships.

Mrs. Walker spoke in support of recognizing students for noteworthy academic performance.

**Arthur Andersen Study.** Mrs. Boykin asked the superintendent to provide clarification to the board on the involvement of bus drivers/aides in the Andersen Study. The superintendent recognized David Barr, personnel director, who reported that school bus drivers/aides were included in the study. Through the study, it was indicated that bus drivers were on a salary scale higher than what they should have been; therefore, it was determined that their salary would remain as it was. This is also true for bus aides.

**Thanks.** Mrs Boykin expressed appreciation to legal counsel and special education staff for making the changes in the C-PIP manual. She said she will be sharing an article, published by the NBA, with staff and board members that express concerns that they have with data collection with new programs.

**Testing.** Mrs. Boykin asked staff to discuss, perhaps during budget preparation, the possibility of including a schedule of testing (CAT) for high school students.

## **EXECUTIVE SESSIONS**

**Student Expulsion Appeal Hearing.** Dr. Hitchcock moved, seconded by Mr. Burton, for an executive session for approximately 20 minutes to hear a student expulsion appeal hearing. Vote on the motion carried unanimously and the board went into executive session at approximately 7:02 p.m. The board reconvened at approximately 8:06 p.m. Mrs. Boykin moved, seconded by Mr. Thibodeaux, to uphold the recommendation of staff relative to the suspension of Jason Tyler Hollis, student at Caddo Magnet High School. Jason was expelled for the remainder of the school year and assigned to Hamilton Terrace. The motion carried with board members Walker, Vance and Burton opposed; Mims absent for the vote; and, board members Thibodeaux, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams supporting the motion.

**Litigation: State Employees Group Benefits Program (SEGBP) Lawsuit** Dr. Hitchcock moved, seconded by Mr. Milam, for an executive session for approximately 20 minutes to hear a report on litigation. Vote on the motion carried with board members Burton, Mims and Adams absent for the vote. Board members supporting the motion were Walker, Vance, Thibodeaux, Dr. Hitchcock, Pugh, Brooks, Powell, Milam and Boykin. The board went into executive session at approximately 8:10 p.m. and reconvened at approximately 8:13 p.m. Mrs. Boykin moved, seconded by Mr. Thibodeaux, to uphold the recommendation of staff as included in the mailout. Staff recommended that the CPSB not participate in the appeals process and that the firm of Hammonds and Sills be directed, on behalf of Caddo, to withdraw Caddo from the lawsuit and obtain from the SEGBP, et al, a dismissal of any countersuits or reconventional demands against Caddo in this matter. Vote on the motion carried with board members Walker, Burton and Mims absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell seconded the motion, and the meeting adjourned at approximately 8:15 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

**April 2, 1996**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 4:37 p.m. Tuesday, April 2, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles Hitchcock, Sc.D., Mark Milam, Michael E. Powell 111, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Willie D. Burton and Alvin Mims were absent due to illness. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by the president.

The president said that the purpose of the special school board meeting is to receive a report from W F Corroon on group medical insurance for CPSB.

#### **GROUP MEDICAL INSURANCE**

Board members were given a copy of the medical, prescription, mental health and life insurance bid analysis report, as prepared by W F Corroon. Mr. Adams moved, seconded by Mr. Powell, for an executive session for an unspecified length of time to hear a report from W F Corroon on group medical insurance. Vote on the motion carried unanimously, and the board went into executive session at approximately 4:40 p.m. The board reconvened at approximately 8:59 p.m.

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

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

**April 3, 1996**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, April 3, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D. and Johnny Vance, Jr. present. Other board members present were Ron Adams, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Michael E. Powell 111, Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The president called for a moment of silent prayer, and she led the Pledge of Allegiance.

**Agenda Items.** The superintendent presented the proposed agenda for the April 17, 1996 school board meeting. Board members added the following items: "Policy - School *Holiday for Academic/Athletic Achievements* " (Thibodeaux/Milam); "*Professional Day for Employees Completing Graduate Work*" (Dr. Hitchcock); "*Appropriate CPSB Member Conduct*" (Powell); and, "*Employee Health Insurance* " (Brooks). Agenda items 8-21, 23, 25-A, 31 and 33 were categorized as consent agenda. Mr. Adams asked the superintendent to convene a meeting between the director of transportation, SPAR officials, and other appropriate staff to discuss school bus transportation. The president asked Mr. Adams to hold this request until the board has adopted its consent agenda.

Mr. Vance moved, seconded by Dr. Hitchcock, approval of the proposed consent agenda. Vote on the motion carried unanimously.

#### **INSTRUCTIONAL PRESENTATION - C-PIP**

Essie Holt, assistant superintendent of curriculum and instruction, introduced Helen Moses, related services facilitator in the special education department, who gave the presentation. Mrs. Moses informed board

members that Caddo Primary Intervention Program (C-PIP) is a mental health program for students which teaches the behavior and emotional skills necessary to become successful in the classroom and community. The program serves students with severe emotional/behavior disorders. She further reported that: a) the program is reimbursed by Medicaid; b) personnel consists of a psychiatric director who spends two hours on-site, provides monthly consultation; paraprofessionals, and a social worker; and, c) most services required by Medicaid for the mental health rehabilitation program are presently being provided by the CPSB. Board members were given a written summary of the program which outlines reimbursement for services, student population, program findings, and recommendations for expanding the program and training sessions. A question and answer session followed in which board members and staff discussed the following: (1) the percentage of student participation, (2) staff's approach to identify students, (3) reimbursement by Medicaid (salaries for professional services/employees); (4) parental involvement, (5) selection process of professionals working with the program, and (6) staff's plan to involve schools other than Fair Park and Bethune.

## **REPORT - ALTERNATIVE SCHEDULING PROPOSAL FOR NORTH CADDO HIGH SCHOOL TO BEGIN AUGUST 1996 (Billie Wilcox)**

Ed Hearn, director of high schools, introduced Billie Wilcox, principal at North Caddo High School, who gave an overview of the proposed alternative scheduling proposal (4 x 4 Block Scheduling) for North Caddo High School. Principal Wilcox said the program is a restructuring of time during the school day that provides a greater block of time per class for teaching and learning. The schedule consists of four 90-minute instructional periods (blocks) that meet daily for one semester, and an additional four 90-minute periods (blocks) that meet daily the second semester. Students earn what has been traditionally a year's credit in 18 weeks (one semester); students attend four classes a day; and, teachers teach three instructional blocks each semester with one instructional block for individual and interdisciplinary planning. A prepared booklet outlining advantages of 4 x 4 scheduling was shared with board members. Supportive articles from educational news journals and other school systems were included, as well as a proposed schedule for North Caddo. Mrs. Wilcox also informed the board of special needs for the school's transition to 4 x 4 block scheduling. Requested needs are: a) five days for teacher inservice (non-teaching days); an additional assistant principal, and funds for on-site visits to schools currently on 4 x 4 block scheduling. Copies of the documents are filed in the official papers of the board. A video presentation of an existing 4 x 4 block scheduling program was shown. Board members and staff expressed appreciation to school staff for their enthusiasm and for the initiative to develop the proposed schedule. Discussion ensued on: the number of days/class time to be utilized in 4 x 4 block scheduling; program successes in other parishes/counties; the request for funding of special needs; and, interest/involvement of other Caddo Parish high schools. School staff from North Caddo was recognized and applauded for their support and interest.

## **WORK SESSION**

**Pay Raises for Teachers.** Gail Griffin, president of Caddo Association of Educators (CAE), informed the board that CAE officials did not direct members to engage in a salary proposal to raise teacher pay. She also expressed appreciation for the board's action at its last meeting to give employees a pay supplement in May 1996.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. The president seconded the motion, and the meeting adjourned at approximately 5:10 p.m. (Note: Mr. Vance excused himself from the meeting at approximately 5 p.m.)

**April 17, 1996**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, April 17, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell 111, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

**CONSIDERATION OF MINUTES OF THE MARCH 27, 1996 and APRIL 2, 1996 CPSB MEETINGS**

Mrs. Boykin moved, seconded by Mr. Mims, approval of the minutes of the March 27, 1996 and April 2, 1996 CPSB meetings. Vote on the motion carried unanimously.

**CONSENT AGENDA**

The board reviewed the agenda and the following changes were made: "*Request to Use Donnie Bickham Auditorium*" was cancelled; "*Sale/Lease of Hope Street Property*", "*Salary Upgrades for Football and Basketball Coaches*" (Adams), "*Community Action Agency Assistance*" (Burton), "*Policy - School Holiday for Academic/Athletic Achievements*" (Thibodeaux/Milam), and "*CPSB Policy GCBDIGGDBD-R (Military Leave)*" (Boykin) were postponed until the May 1996 school board meeting; and, "*Appropriate CPSB Member Conduct*" (Powell) was pulled from the agenda.

**Agenda Item No. 8**

**Personnel Recommendation.** The superintendent recommended that Louis Peters be appointed head coach at North Caddo High School. He meets the criteria in accordance with the board approved policy and will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed.

**Agenda Item No. 9**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for cargo/utility vans for the child nutrition department; middle school and 9th grade athletics equipment and supplies; paper supplies for child nutrition programs; Midway HVAC, Project 223; Werner Park cafeteria freezer, Project 237; Creswell bus drive and canopy, Project 242; parking at Fairfield and Werner Park, project 243; Captain Shreve roof, Project 225; Captain Shreve asbestos abatement (Phase 1), Project 225A; Southwood student parking pavement, Project 244; parking for technology, Project 240; cafeteria air conditioning at Bethune, Hosston, North Caddo, Blanchard and Laurel Street, Project 230; Hamilton Terrace boilers and controls, Project 232; replace heating lines at Lakeshore and A. C. Steere, Project 228; forensic lab for Huntington High School, Project 247; and, Creswell accessibility, Project 220. A copy of the tabulation bid sheets marked "*Exhibit A, 21 pages, April 17, 1996*" is filed in the official papers of the board.

**Agenda Item No. 10**

**Revision of 1995-96 Capital Projects Budget.** Staff recommended that the revised 1995-96 Capital Projects Fund Budget be approved as included in the mailout. With the revision, a June 30, 1996 balance of \$591,590 is projected.

**Agenda Item No. 11**

**Request for School Bus Transportation by Shreveport Green/ShreveCORPS.** Staff recommended that the Shreveport Green/ShreveCORPS be authorized to use three school buses during the period June 3, 1996 - July 26, 1996, for the ShreveCORPS summer program with the stipulation that a hold harmless agreement be signed.

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

**Request for School Bus Transportation by Central Free Methodist Church** Staff recommended that the request from Central Free Methodist to rent one school bus on May 30, 1996 be approved.

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

**Request for School Bus Transportation by First Baptist Church Shreveport** Staff recommended that the request from First Baptist Church Shreveport to rent six school buses for field trips during the period June 11 - July 30, 1996 be approved.

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

**Staffing of the Engineering Prep and Liberal Arts Magnet Component at Captain Shreve High School.** Staff recommended approval of staffing increase of four teachers at Captain Shreve High School in the Engineering Prep and Liberal Arts Magnet program, as outlined in the mailout.

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

**Office of Family Support Contract Renewal.** Staff recommended approval of the contractual agreement with the Caddo Parish Office of Family Support for 1996-97 as included in the mailout. The agreement provides educational services to local AFDC (Medicaid eligible) recipients, and is in the amount of \$677,219.

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

**Proclamation - National Teacher Day - May 7, 1996.** Staff recommended approval of the proclamation declaring May 7, 1996 as *National Teacher Day*. A copy of the proclamation is filed in the official papers of the board. The superintendent read the proclamation aloud during his report.

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

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

Sabbatical Leave for Study, 1996-97 School Year

John Baldwin, Principal, Hamilton Terrace Learning Center Carol  
McKneely, Teacher, Caddo Middle Magnet Alice Normand,  
Teacher, Caddo Middle Magnet

Sabbatical Leave for Rest and Recuperation, 1996-97 School Year

Charlotte Sparks, Teacher, Keithville Elementary/Middle School

Sabbatical Leave for Rest and Recuperation, Remainder of the 1995-96 School Year

Rose Williams, Teacher, Northside Elementary School

\*Leave Without Pay (Personal), 1996-97 School Year (Staff  
does not recommend approval)

Gay Turner, Teacher, Shreve Island Elementary

Leave Without Pay (Personal), April 29, 1996 through the remainder of the 1995-96 school year.

Melinda Williams, Counselor, Turner Elementary Middle School



Leave Without Pay (Personal), 1996-97 School Year

Anna Jackson, Bus Driver, Transportation Department

**Request of the Board.** Joan Pass requested to rescind her leave without pay effective April 15, 1996, and accept a teaching position at Judson Fundamental Elementary for the remainder of the 1995-96 school year.

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

## **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Dr. Essie Holt, assistant to the superintendent, recognized and introduced the following winners.

**Caddo Magnet High Orchestra.** (Postponed until the May 1996 school board meeting.)

**Louisiana "Yes I Can" Award.** Sarah Hoffman, senior at C. E. Byrd High School, and Doug Brown, senior at Captain Shreve High School, won the Foundation of Exceptional Children "Yes I Can" state award. Sarah won in the category of community service, and Doug won in the area of extracurricular activities. R. Lynne Fitzgerald is principal at C. E. Byrd, and Dr. Sandra McCalla is principal at Captain Shreve High School.

**Louisiana Mudbugs Team.** Joshua Hackney, student at Huntington High School, was chosen as a member of the 1996 LA Mudbugs Team. Mudbugs are young athletes with physical or visual disabilities. Penny Potter is Joshua's teacher. In March, they will represent LA at the WindsorOntario International Indoor Games for the Disabled in Canada. John Dilworth is principal at Huntington High School.

**Delgado Award -- LA Academic Pentathlon.** The academic competition winners represent Caddo Middle Magnet School. The seventh and eighth grade teams won first place; the eighth grade team won the Super Quiz; and, Caddo Middle Magnet won the state champion award for the academic pentathlon competition. Student winners are: Grade Seven (Honors) - Clay Critcher, Greg Hundemer, and Kristen Wortman; Grade Eight (Honors) Trent Dupuy, Rachel Kerr, and John Murchison. Grade Seven (Scholastic) - Leigh Ann Collingsworth, Andrea Brown, and Erik Vigen; Grade Eight (Scholastic) - Ryan Benson, David Dinkins, and Emily Matlock. Grade Seven (Varsity) Shawn Davis, Chris Kennard, and Laura McCormick; Grade Eight (Varsity) Clay Harvey, Jordan Lewis, and Jenny Peters. Sue Phillips is the coach. Judy Moncrief is principal.

**Regional Mathcounts Competition Winners.** The competition was held Saturday, February 24, 1996, and **Caddo Middle Magnet** students won first place. Student participants are: Clay Critcher, John Murchison, Farhad Bahrassa and Jason Au. Clyde Moore is coach, and Judy Moncrief is principal. **Broadmoor Middle Laboratory School** won second place, and student participants are: Saira Noorani, Demarcus Williams, James Elliot and Michael Gray. Shirley Williams is the coach, and Johanna Barker is principal. **Herndon Middle Magnet** won third place and student participants are: Kathleen Sheffield, Wesley Bohenek, Dennis Sheppard, and Hannah Peterson. Clint Wallace is Coach and E. Dean Washam is principal.

**Odyssey of the Mind State Competition** This academic competition is sponsored by Northeast LA University, and Caddo's team won the event on March 30, 1996. The team will represent LA in the world competition in Ames, Iowa on May 29. Student team members are: Paxton Kennedy, Brittany Bass, Devin Pier, Tabatha Beech, Walter Jackson, Michelle Thomas and Wally Stuka. Charlotte Crawley is the teacher and Leisa Edwards is principal.

**Louisiana's 1996 Outstanding Educator Providing Services to Exceptional Children.** Martha Gorham, teacher at Shreve Island Elementary, was recognized as LA's 1996 outstanding educator

providing services to exceptional children at the 16th Annual Super conference on Special Education in Baton Rouge on March 14, 1996. Dr. Kerry Laster is principal.

**LA Middle School Association Award of Excellence.** Ollie Tyler, deputy superintendent for Caddo Public Schools, was the recipient of the LA Middle School Association Award of Excellence at the Middle School Mini Conference in March.

**Outstanding School Support Employee Award.** Johnny Lewis, head custodian at Alexander Special School, is the elementary division winner; Donnis Arnold, supervisory aide at Caddo Middle Magnet, is the middle school division winner; and, Marcus Hampton, head custodian at Fair Park High School, is the high school division winner. Dr. Phyllis Leone is principal at Alexander Special School, Judy Moncrief is principal at Caddo Middle Magnet, and Wanda Brooks is principal at Fair Park High School. Reggie Reynolds, director of staff development, coordinated the award process.

**Presidential Faculty Excellence Award.** Willie D. Burton, CPSB member representing district three, was selected as a 1996 Presidential Faculty Excellence Award recipient at Southern University Shreveport-Bossier campus. The recognition includes a monetary award of \$2000.

Honorees received framed certificates of recognition for their outstanding achievements. Parents and relatives of the recipients were recognized. Board members applauded the honorees for their remarkable accomplishments.

## **VISITORS**

Mimie Cherry, citizen, expressed pleasure at being in attendance. She reminded the board that her interest is to assist in doing whatever she can to make the school system work, and her efforts are for the children. Mrs. Cherry emphasized that *Robert's Rules of Order* does not tell board members and staff how to supervise and control children; that her idea was to provide them with some Biblical principles that instruct on how to train children. She encouraged parents to do their part in raising children in the home, and suggested that one way is to get involved in PTA activities.

Randy Sanderson, parent, asked for an audience with the board/staff to discuss his son's Instructional Educational Placement (IEP). The superintendent was asked to schedule a meeting with Mr. Sanderson, and Mr. Sanderson provided the superintendent with a copy of the IEP plan.

Dottie Bell, teacher at Turner Elementary/Middle School, and Shirley Enani, social worker at the Special Education Center, invited board members and staff to attend the "Olympic *Style*" extravaganza and awards presentation on Sunday, May 19, 1996, 1 - 7 p.m. at the Convention Center and Harrah's North Park. Complimentary food and entertainment (live music) will be provided. All CPSB employees and their families are invited. The event is sponsored by the Caddo Association of Educators (CAE), **The Times**, and Harrah's.

Gail Griffin, president of CAE, thanked the board for the salary supplement to employees; expressed appreciation for the board's support of the proclamation of National Teacher Day; asked the board to amend the proposed policy to include a professional day for employees to attend graduation ceremonies when they receive an advanced degree; and, asked the board to investigate Commonwealth's increase in premium for supplemental insurance coverage.

Jackie Lansdale, Caddo Federation of Teachers, presented Charlotte Crowley (Odyssey of the Mind -Judson Fundamental) with a donation to help them in their quest to world competition in Iowa in May. She encouraged others to demonstrate their commitment to education. Ms. Lansdale spoke in support of a policy for professional leave for teachers earning advanced degrees, and asked the board to provide teachers with a substantial increase in pay.

Chris Sullivan, Radio Station KNOB, spoke in support of the 4 x 4 scheduling at North Caddo Magnet High School, and applauded the school staff for the innovative concept. He encouraged the board to approve the proposal.

## PERSONNEL RECOMMENDATION

The superintendent announced the promotion of Louis Peters to the position of head coach at North Caddo High School. Principal Billie Wilcox said Mr. Peters was present but had to leave the meeting early.

## CONSOLIDATED BUDGET

Mr. Burton moved, seconded by Mr. Brooks and Mr. Thibodeaux, approval of the consolidated budget (Titles 1,11, IV and VI), as submitted by staff. The superintendent said the Title I budgets are being combined at the request of the State Department. Mr. Powell requested clarification of the mandate to combine the budgets, and the superintendent said the deadline date to combine budgets is May 20. Mr. Powell asked if other budgets will be added to the consolidated budget after the board acts today, and the superintendent said staff is unaware of the inclusion of other budgets. Further, if others are to be considered, they will be brought back to the board. Mr. Powell also asked if this action is a part of the Improving America Schools Act, and staff answered in the affirmative. Mr. Powell expressed concern about combining money, and said there are ramifications in the future. Mr. Adams expressed similar concerns and asked if the State provided a rationale for combining the budgets. Wanda Gunn, director of curriculum and instruction, said the guidelines asked staff to improve teaching and learning by cross coordination of planning of services and delivery of services under the Improving America Schools Act. Mr. Powell informed board members that reference documentation relative to the Improving America Schools Act 1994 is **Section 1115-A** under the heading "**School Choice.**" Vote on the motion carried with board members Powell and Milam opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Boykin and Adams.

## ALTERNATIVE SCHEDULING AT NORTH CADDO HIGH SCHOOL FOR 1996-97

Mr. Burton moved, seconded by Mr. Brooks, to accept and approve the expenses of the 4 x 4 scheduling for North Caddo High School for the 1996-97 school year, as included in the mailout. Board members applauded the North Caddo Magnet High School staff for proposing the alternative scheduling program. Mr. Powell questioned the request change of an administrative assistant instead of an assistant principal. Principal Wilcox said the program will move forward if the position is not filled, but staff feels that additional administrative duties that will be incurred in implementing the program necessitates the request for assistance. Further, the cost for staffing the position could be eliminated after the implementation time. Ed Hearn, director of high schools, elaborated on the program needs that would require additional assistance that could be performed by the administrative assistant. Discussion followed on actual instructional time in the 4 x 4 program. Mr. Thibodeaux expressed concern about less teacher/student contact time in the 4 x 4 program. Mr. Burton informed board members that he attended a workshop at the recent National School Boards Association conference, and the 4 x 4 program was very popular and it is a program that is on the move. Mrs. Wilcox informed board members of other school districts that have implemented the program and test scores have improved. Dr. Hitchcock said he believes that the time trade off will be more than compensated for by the addition of quality instruction time. He also stated that questions about the program could only be addressed after a pilot program has been initiated. Dr. Hitchcock asked if the motion is approved, if the administrative assistant position is being approved for only one year, and the superintendent said this is his understanding and his recommendation. The superintendent clarified that the position is actually an additional teaching position in terms of salary, and it includes benefits. Mr. Vance suggested that the motion should reflect the *pilot status of three years* for the program. Mrs. Walker and Mr. Brooks congratulated the school staff for their efforts, and encouraged the board to support the motion. Mr. Powell made a motion to amend the motion, seconded by Mr. Vance and Mr. Burton, to add the pilot provision of three years to the original motion. Mr. Powell asked how will the program be evaluated. The superintendent said evaluation will be done from standardized tests, and staff could develop in-house measurements. Further, an evaluation of the program will be done every year. Mr. Burton moved, seconded by Mr. Brooks, to call for the question. The president said there are no other speakers on the board, and Mr. Burton withdrew his motion to call for the question. Vote on the amendment carried with Mr. Brooks opposed; Mrs. Boykin absent for the vote; and, board members Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Powell, Milam and Adams supporting the motion.

Vote on the main motion, as amended, carried unanimously.

**Recess.** The president called for a ten minute recess at approximately 5:21 p.m. The board reconvened at approximately 5:45 p.m.

**Board Members' Chairs.** The president acknowledged the return of the reupholstered chairs and thanked staff for the excellent choice in color. Mrs. Walker echoed the president's sentiment.

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

The superintendent recommended approval of the contracts identified in the mailout except for the positions of director of elementary education, counselor at West Shreveport Elementary, supervisor of attendance, supervisor of vocational education and supervisor of health and physical education. He said four of the five positions being removed from the list are involved in the reorganization plan, and a recommendation will be made regarding these positions at the May 1996 school board meeting. Mr. Vance moved, seconded by Mr. Burton, approval of the superintendent's recommendation. Vote on the motion carried with board members Powell and Boykin absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Milam and Adams.

## **PILOT PROGRAM FOR RADIOS ON SCHOOL BUSES (Walker)**

Mrs. Walker said she needs additional information that would involve a plan for the entire parish, and her request has been made known to staff. In the meantime, she has talked to Shreveport Communications personnel (Leroy Faith) who has done a program for Jefferson Parish, and he will be forwarding to her data on their radio system. Mrs. Walker said she will bring this matter to the board at a later time.

## **PROFESSIONAL DAY FOR EMPLOYEES COMPLETING GRADUATE WORK (Dr. Hitchcock)**

Dr. Hitchcock proposed a substitute motion as opposed to the motion included in the mailout. He moved, seconded by Mr. Mims, that the superintendent be authorized to grant one professional day for participation in a graduation ceremony for an advanced degree, if participation conflicts with the employee's work schedule. Dr. Hitchcock encouraged the superintendent to look at the policy that was in the mailout and to develop a proposal on a permanent policy that would include this motion. In the meantime, he would like for the superintendent to have this authority. Mr. Vance requested clarification of the issue. The superintendent said the motion provides for one professional day for employees to participate in graduation ceremonies if the ceremony conflicts with a normal work day. Vote on the motion carried with Mrs. Boykin absent. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam and Adams.

## **EMPLOYEES HEALTH INSURANCE (Brooks)**

Mr. Brooks noted that over several years, maintenance employees at C. E. Byrd High School are seriously ill or are dying from cancer. He asked staff to investigate this concern. Mr. Powell called for point of order, and asked if Mr. Brooks's statement is related to the topic. The president said Mr. Brooks made a statement, and no action is to be taken. The president asked the superintendent to investigate the concern and determine if there is medical evidence to support the concern; and, to report the information to Mr. Brooks.

## **SUPERINTENDENT'S REPORT**

**Employee Health Insurance.** The superintendent updated the board on the revised timeline regarding the employee health benefits package. The latest recommendation for the board's consideration is for W F Corroon's consultants to meet with the CPSB on next Wednesday, April 24,

1996, in executive session to receive further analysis of the proposals including the proprietary data. The April 24 budget workshop has been rescheduled for Tuesday, April 23, 1996, at 3:30 p.m. Mr. Adams moved, seconded by Mr. Burton, for an executive session of the CPSB on Wednesday, April 24, 1996, at 3:30 p.m. and to schedule a budget work session for Tuesday, April 23, 1996, at 3:30 p.m. Mr. Brooks said he is skeptical about W F Corroon's involvement. The president said the board requested the consultants to go back for additional work, and the motion on the floor addresses the schedule of meetings. Mr. Milam asked if the consultants will be returning with answers to questions raised by the CPSB, and the superintendent said they will be returning with more options than previously presented. He further reported that W F Corroon will be mailing reports directly to school board members on April 19. Mr. Powell asked if there is a price tag associated with the meetings. The superintendent said included in the original funding was the visit that is scheduled for Wednesday, April 24. There will be an additional expense for the additional work that was performed (\$10,000). The president said the motion on the floor needs to be amended to include the approval of additional funding. Mr. Powell asked what will be covered in the additional \$10,000. The superintendent said the additional \$10,000 will cover expenses for what will be sent to board members on April 19. The president asked Mr. Adams to upgrade his motion to read as the superintendent is recommending, and he agreed to do so. The motion reads, move that the board approve the proposed revision to the schedule for group medical insurance dated April 17, 1996, including additional fees in the amount of \$10,000 as requested by W F Corroon to be paid from the Group Insurance Depository Fund. Mr. Milam asked if the consultants gave any kind of justification for the \$10,000 figure. The superintendent said the consultants said they had to go back and contact the original providers of the proposals to see what additional adjustments could be made, and they had to pull individuals off other projects to work on this matter. It also included additional calculations and printing to prepare another proposal. Mr. Brooks spoke in opposition to the consultant's request for additional funds, and the president instructed him to amend or make a substitute motion to change the motion that is on the floor. Mr. Brooks made a substitute motion, seconded by Mr. Milam and Mr. Powell, that the CPSB not pay the additional \$10,000. Mr. Thibodeaux called for point of order and said if board members don't want to pay the \$10,000, then they should vote no on the motion. Dr. Hitchcock called for point of order and said he disagrees with the chair's ruling that a substitute motion was needed in order for Mr. Brooks to speak against the motion. He said his objection is to the \$10,000 and it is part of the motion. The president asked Mr. Brooks if he would withdraw his substitute motion, and Mr. Brooks agreed to do so. Mr. Brooks expressed concern that the consultants did not present everything to the board at its last meeting, and suggested that something is wrong with this particular project. Mrs. Walker said the CPSB directed the consultants to return and conduct other work on its behalf. Mr. Vance said the CPSB made a request of the consultants, and he asked legal counsel if the CPSB is obligated to pay the additional requested money. Legal counsel said the consultants performed work that the CPSB approved, and the board could be obligated to pay the fee. Mr. Powell requested clarification of what is covered in the request for an additional \$10,000. The superintendent said the additional \$10,000 would cover what the consultants are submitting to the CPSB as direct mail of the new proposals through April 19. Mr. Powell asked if the consultants have already been compensated for April 24, and the superintendent answered in the affirmative. Mr. Powell asked if the cost is covered for the consultants' visit with the Employee Benefits Committee on the 24th, and the superintendent said a meeting is scheduled for the 25th with the Employee Benefits Committee and there will be no additional cost for this. Mr. Powell asked if staff foresees any additional work or cost other than what is now on the table. The superintendent said hopefully not; however, whenever the latest proposal is received, in executive session, then it will be up to the board to make a decision to accept or reject the proposal. Mr. Powell asked the superintendent to get an invoice for services rendered by W F Corroon with detailed information as to what the money is paying for. Vote on the motion carried with Mr. Thibodeaux opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

**Chairs.** The superintendent said the board and staff are enjoying the more attractive and more comfortable chairs.

**Calendar.** The superintendent announced that on Thursday, April 18, 1996, at 7:30 p.m. at the Convention Center is the annual Cooperative Vocational Education Banquet. The LA PTA

Convention is being held locally beginning Friday, April 19. The CPSB budget/work session is scheduled for Tuesday, April 23, 1996, at 3:30 p.m. The CPSB will meet in special session on Wednesday, April 24, 1996, with W F Corroon consultants at 3:30 p.m. The Senior Honors Recognition Program is scheduled for Thursday, April 25, 1996, at the Holidome at 7 p.m. The superintendent shared a calendar format that staff will begin producing for board members' use in tracking scheduled school-related events and school successes.

**Proclamation.** The superintendent read the proclamation declaring May 7, 1996 as National Teacher Day. A copy of the proclamation is filed in the official papers of the board.

## **UNFINISHED BUSINESS**

No unfinished business was presented.

## **NEW BUSINESS**

**Flowers.** Mrs. Walker thanked the anonymous donor for the bouquet of flowers that was left at her station.

**Commonwealth Insurance.** Mrs. Boykin asked if staff has made an inquiry of Commonwealth regarding the increase in premium. S. L. Slack, assistant superintendent for support services, answered in the affirmative. He said staff was advised several months ago that the claim experience of the loss ratio kept increasing, and staff advised that they were not amenable to a rate increase. Information has since been presented to staff identifying the loss ratio. Further, staff encouraged them to delay a request for premium increase until the next school year, but they were unable to wait any longer. Mr. Slack further stated that this is a supplemental insurance program and employees pay the premium. Commonwealth was also advised to provide some type of option whereby employees could retain at least some coverage without having to pay increased cost. Mr. Slack said staff will be reviewing supplemental policies after the work is completed with the group medical policy. Mrs. Boykin encouraged staff to examine this matter. Mr. Milam asked if the board should be apprised of data on supplemental coverages. Mr. Slack said it is staff's intent to advise the board, and he thought information had been provided to board members. Mr. Milam also encouraged staff to review supplementary coverages.

## **ANNOUNCEMENTS AND REQUESTS**

**"Stars of Tomorrow."** Mr. Thibodeaux said he attended the "Stars of Tomorrow" talent/scholarship fund raiser that was held in March. He expressed appreciation for the outstanding young talent that was showcased, and said the program was very impressive. He thanked Mr. Adams for the idea.

**School Security.** Mr. Adams asked staff to evaluate the security program at the end of the school year and to categorize incidents that occurred on school campuses. Also, compare the number of incidents this year to like incidents occurring last year.

**Teacher Absences.** Mr. Vance asked the superintendent to prepare a report on teacher absences, particularly absences that occur on a Monday or Friday. He asked that school sites be identified, and to provide statistics on how many times substitutes have been unavailable.

## **EXECUTIVE SESSION**

Mr. Burton moved, seconded by Mr. Vance, for an executive session for approximately 15 minutes to hear a student expulsion appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 6:40 p.m. The board reconvened at approximately 7:00 p.m. Mr. Milam moved, seconded by Mrs. Boykin, to uphold staff's recommendation. Staff recommended that Laura Robles, student at Caddo Magnet High School, be expelled for the remainder of the 199596 school year. Vote on the motion carried with board members Walker and Brooks opposed; Mr. Mims abstaining, and, board members Vance, Burton,

Thibodeaux, Dr. Hitchcock, Pugh, Powell, Milam, Boykin and Adams supporting the motion.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Boykin seconded the motion which carried, and the meeting adjourned at 7:02 p.m

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James E. Foster, Ed.D., Secretary

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Mildred B., Pugh, President

### **April 24, 1996**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:35 p.m. Wednesday, April 24, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Miles Hitchcock, Sc.D., Alvin Mims, Mark Milam, Michael E. Powell III, Michael J. Thibodeaux and Sybil B. Walker. Willie D. Burton arrived at approximately 3:40 p.m. Board members Johnny Vance, Jr. and Jerry Tim Brooks were absent. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

The president said the purpose of the meeting is to receive a report on the school system's group medical insurance. The superintendent noted that insurance packets from W F Corroon were mailed directly to board members, and staff has had an opportunity to visit with the consultants.

### **EXECUTIVE SESSION - (GROUP MEDICAL INSURANCE - W F CORROON)**

Mr. Adams moved, seconded by Mr. Thibodeaux, for an executive session for one and one-half hours, not to exceed two hours, to receive a report on the school system's group medical insurance, as presented by W F Corroon. Vote on the motion carried unanimously. The board went into executive session at approximately 3:41 p.m. and reconvened at approximately 7:49 p.m.

**Adjournment.** There being no further business, Mrs. Walker moved for adjournment. Mr. Powell seconded the motion which carried unanimously, and the meeting adjourned at approximately 7:50 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

### **April 25, 1996**

An earlier announcement was made that the **Caddo Parish School Board** would meet in special session in its office at 1961 Midway Street, Shreveport, Louisiana on Thursday, April 25, 1996, at 8:30 a.m. for the purpose of meeting with the Employee Benefits Committee to review the report that was submitted by W F Corroon. The president ruled that a quorum of the CPSB was not present, therefore, the special session was cancelled.

**April 26, 1996**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:40 p.m. Friday, April 26, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum. Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles Hitchcock, Sc.D., Alvin Mims, Mark Milam, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Willie D. Burton was absent. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

The president announced that the purpose of the meeting was to hear presentations by prospective insurance carriers. The superintendent outlined the procedures for the presentations, allotting each presenter ten minutes. He also noted that a question and answer session would follow the presentations.

### **MEETING WITH PROSPECTIVE INSURANCE CARRIERS**

Four companies were represented: *Community Health Network* (Presenters: Richard Miltenberger, Tony Cimino and Roy Arnold, M.D.), *Health Plus of Louisiana* (Presenters: Peter Babin and Hedy Alexander); *Southeast Medical Alliance* (Presenters: Barbara Louvier, Penny Schindler and William Davis); *Foundation* (Presenters: Winston E. Harris and Judy McMaster). Each presenter gave a brief overview of their company, its history, future projections, strengths and proposal offerings for the Caddo Parish School Board. *Southeast Medical Alliance* and *Health Plus* provided board members with handouts. Board members initiated the question and answer session, and presenters responded to issues relative to: (a) their plans for expanding the network; (b) means by which employees will be educated on what happens before and after the process; (c) the need to establish a hotline or dedicated telephone line for use by enrollees; (d) the composition of the carriers' administrative board; claims appeal process; (e) their association with local insurance agents; (f) their views about the enrollment timeline; (g) presenters' willingness to work together to develop a tape/video presentation; (h) their involvement with other school districts/companies of comparable size; (i) unique problems that have been encountered with other school systems; (j) the level of discretion assigned to physicians; (k) involvement and/or incentives for gatekeepers; (l) the provision for a roster of physicians associated with each proposal; (m) allowances for employees initially opting out of the program to enroll or change plans at a later date; (n) examples of how medical costs will be reduced; (o) appeal process when there is a disagreement of medical necessity; (p) flexibility of premium rates; (q) how a HMO plan works; (r) the retention of a brokerage.

**Recess.** The president called for a ten minute recess at approximately 5:30 p.m. and the board reconvened at approximately 5:47 p.m.

Linda Jeter, CPSB administrator and member of the Employee Benefits Committee, requested clarification of claims under the HMO or POS plan. She also inquired about provisions for health fitness programs.

The question and answer session resumed and presenters responded to issues relative to: (s) the age norm of members; (t) the number of doctors participating in the network; (u) provisions for retirees and Medicare recipients; (v) effective coverage date for newborns of enrollees; (w) cost to the CPSB in selecting either of the carriers - percentage range; and, (x) fees for prescription drugs.

Carriers strongly emphasized the need to thoroughly educate employees (via newsletters, video presentations, etc.) about the proposals' offerings. They expressed appreciation to the Caddo Parish School Board for the opportunity to participate in the Request for Proposal process. Cassette tapes of the question and answer session are on file in the superintendent's office.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Mims seconded the motion which carried, and the meeting adjourned at approximately 6:20 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President



**May 1, 1996**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, May 1, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D., and Johnny Vance, Jr. present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by Mr. Vance.

The president informed board members that a request was made by a fellow school board member to change the May 15, 1996 CPSB meeting to May 22, 1996 due to a medical necessity. The president noted that she has accepted a responsibility to serve on a state committee (Department of Labor) and is scheduled to be out of town on May 15. She joined the board member in his request and said the board will consider the request in the special board meeting which follows the Executive Committee meeting.

**Agenda Items.** The superintendent presented the proposed agenda for the May 1996 Caddo Parish School Board meeting. Board members added the following items: "*Modification to Reorganization of Central Office/Relocation of Resources to the Classroom Plan,* " (Powell); "*Employee Benefits Package* " (Dr. Hitchcock); and, "*Advertising On School Buses* " (Adams). Agenda items 9, 10-A (1-15), B, C, 12-20 and 26-A were categorized as consent agenda.

Mr. Vance moved, seconded by Dr. Hitchcock approval of the proposed consent agenda. Vote on the motion carried unanimously.

**Advertising on School Buses.** Mr. Adams provided board members with a packet of information relative to this topic, and said a generous amount of revenue could be raised for the CPSB. He asked board members to review the material which will be discussed at the May school board meeting.

**Community Action Agency Assistance (Burton).** Mr. Burton asked for a status report on this issue. The superintendent said staff is reviewing the request of the agency to reduce the charges that they are paying for use of school facilities. Staff does not have a firm recommendation at this time, but a recommendation will be forthcoming.

#### **CPSB WORK SESSION**

The president asked the first vice president to preside over this portion of the meeting. Dr. Hitchcock polled the audience for input on the proposed agenda, but no one came forth to speak.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 3:50 p.m.

**May 1, 1996**

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:51 p.m. Wednesday, May 1, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell III, Johnny Vance, Jr., Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted from the agenda.

The special school board meeting was called to receive input from visitors and representatives of the Employee Benefits Committee on the health benefits package; for the board to consider and/or take action on the approval of a health benefits package; and, to conduct a General Fund Budget work session.

## **VISITORS**

Pat England, executive director of Caddo Association of Educators (CAE), recapped the rising cost to the CPSB for insurance for its employees from 1991 through 1996. She said the cost to taxpayers continues to escalate, and she questioned the source for additional dollars to fund the program. She asked board members not to delay its action, and to provide employees with an affordable and top quality insurance plan.

Gail Griffin, president of CAE, expressed concern about the escalation of insurance premiums for school board employees. On behalf of CAE members, she informed board members that the employees want a plan which provides top quality health care benefits at an affordable price. CAE urged the board to approve the change in Caddo's present group health insurance plan to the proposed HMO/POS Model 1.

Marjorie Burns, retired CPSB principal, informed the board that there are a number of unanswered questions about the proposed insurance plans. She asked that more information be provided, and suggested that the board should move cautiously before approving a plan. She questioned the capital reserve of one of the carriers, and asked if a small insurance company will be able to meet the needs of the school system's enrollees.

Jackie Lansdale, Caddo Federation of Teachers, expressed concern about the increase in insurance premiums and about the school system's present agent. She encouraged the board to look at more than one company, and to have all providers present their information to all employees. She asked that all proposals be reviewed before a decision is made and, that employees be given a viable choice.

## **REPORT - EMPLOYEE BENEFITS COMMITTEE**

The superintendent commented that staff met with the Employee Benefits Committee and the representative from W F Corroon earlier this week. He expressed appreciation for the input that was received and said the meeting was very productive. The committee expressed support of one of the models that was recommended by W F Corroon.

Mrs. Walker said she attended the meeting with the Employee Benefits Committee and it was a unanimous decision by the committee to accept Model 1 which W F Corroon recommended.

## **CPSB MEETING (May 1996)**

Mr. Powell moved, seconded by Mr. Brooks, to suspend the rules in order to consider changing the regular school board meeting from May 15 to May 22, 1996. Vote on the motion carried unanimously.

Mr. Thibodeaux moved, seconded by Mr. Powell, that the May 15, 1996 regular school board meeting be rescheduled to May 22, 1996. Vote on the motion carried unanimously.

## **APPROVAL OF HEALTH BENEFITS PACKAGE**

The superintendent informed the board that prior to coming into today's meeting, he received information from one of the insurance carriers that has caused some concern. The information indicates that the proposal that was submitted by the carrier may become invalid. The president asked the superintendent to confer with legal counsel for a directive in this regard.

**Recess.** The president called for a 15 minute recess at approximately 4:15 p.m. The board reconvened at approximately 4:25 p.m.

Mr. Powell moved, seconded by Mr. Brooks for an executive session for the purpose of receiving proprietary information regarding the health care proposals for approximately 30 minutes. Vote on the motion carried unanimously. The board went into executive session at approximately 4:26 p.m. and reconvened at approximately 5:26 p.m.

Dr. Hitchcock said the board met in executive session to discuss correspondence that was received minutes before today's meeting from one of the proposed carriers. The nature of the information raised questions about the package and the structure of the package, and the board decided not to make a motion today to approve the benefits package. The superintendent was asked to: (a) review and revise the timeline and give the board an updated timeline at its May meeting; (b) communicate with all of the carriers that made proposals in the last round to ensure that the rates are firm that were quoted and to make sure that there are no further adjustments; (c) explore the possibility of an additional carrier company/ HMO organization to provide coverage for Schumpert Medical Center and Schumpert Medical Center staff; and, (d) under the agenda item for the meeting on May 22, to bring a revised proposal to the board and a recommendation from the staff on how to proceed, or to advise the board as to when a recommendation from the superintendent will be presented to the board. The superintendent acknowledged understanding of the requests of the board. He said that on May 22 he will present at least a report, and if necessary, a revised timeline. Also, if possible, a recommendation will be presented.

## **GENERAL FUND BUDGET WORK SESSION**

The superintendent said that at the last budget work session, concern was expressed about proposed cuts in some areas. Staff has met and discussed the recommendations and feels that a place to begin is back to the original budget. He said staff feels that they can live with the proposed budget and there are indicators that the MFP revenue amount will not be increasing at the rate that it has in the last four years. The superintendent said staff would like to have a directive from the board if cuts are to be made. He emphasized that the proposed budget is one that staff supports and it will enable staff to carry on an adequate instructional program for 1996-97.

Mr. Vance asked if changes have been made in the budget since the last work session. The superintendent said staff is receptive to suggestions that board members might make.

Dr. Hitchcock moved, seconded by Mrs. Walker, under Section One (page eight), to reduce Section 1, Item I, by \$90,000; specifically (page 16), to eliminate the positions of testing facilitator, social worker - Alexander, and, English as a second language specialist. Following debate, Mr. Adams moved, seconded by Mrs. Boykin, to call for the question. Vote on the motion to end debate carried with board members Vance and Milam opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Boykin and Adams. Vote on the motion failed with board members Walker and Dr. Hitchcock supporting the motion. Board members opposed were Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Milam, Boykin and Adams.

Dr. Hitchcock moved, seconded by Mrs. Walker, to reduce Item 2 (pages 8 and 19) in the budget by \$100,000, specifically to not approve the 12 additional special education teacher aides. Following debate, Mr. Burton 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 Walker, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams. Vote on the original motion failed with board members Walker and Dr. Hitchcock supporting the motion. Board members opposed were Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Milam, Boykin and Adams.

Dr. Hitchcock moved, seconded by Mrs. Walker, to reduce Item 3 (detailed on page 20) by \$21,000. Following debate, Mr. Powell made a substitute motion, seconded by Mr. Milam, that the CPSB delete from the budget the line item *Multi-Ethnic* under the materials and supplies. Vote on the substitute motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks opposed. Board members supporting the motion were Thibodeaux, Dr. Hitchcock, Powell, Milam, Boykin and Adams. Vote on the original motion carried with board members Vance, Burton, Pugh, Brooks and Powell opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Dr. Hitchcock, Milam, Boykin and Adams.

Because of a speaking engagement, the president excused herself from the remainder of the meeting.

Mrs. Boykin moved, seconded by Mr. Adams, to restore CAT testing to the tenth grade at a maximum cost of \$14,000. Following discussion, the motion carried with board members Vance,

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

Discussion ensued on surplus staffing, savings as a result of implementing the energy conservation program, and on the consolidation of inner-city schools. Mr. Powell said the board is in the process of evaluating its health benefits package and he expressed concern that there is nothing built into the budget in the likelihood that there will be an increase. He asked staff to look at this and be cognizant that there may be dollars in addition to what is already in the budget. The superintendent said staff has considered this, but it is not built into the budget. He emphasized that there are a lot of unknowns and the figure could be in the neighborhood of \$700,000 to \$2,000,000. He said estimation was done based upon the rates and information received from various carriers. Dr. Hitchcock asked the superintendent, at the May 1996 board meeting, if his recommendation is to not make a new plan effective until January 1, to include a cost estimate in the budget. Mrs. Boykin asked staff to consider the ramification of moving the Employee Assistance Program from the General Fund Budget to include it in the health plan as it is a benefit.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion which carried, and the meeting adjourned at approximately 7:05 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

### May 22, 1996

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, May 22, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Miles Hitchcock, Sc.D. arrived at approximately 4:04 p.m. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Thibodeaux.

### **CONSIDERATION OF MINUTES OF THE APRIL 17, 24, 26, 1996 and MAY 2, 1996 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Thibodeaux and Mr. Milam, approval of the minutes of the April 17, 24, 26, 1996 and May 1, 1996 meetings. Vote on the motion carried unanimously.

### **PUBLIC HEARING -1996-97 GENERAL FUND BUDGET**

The president declared the floor open for public input on the proposed 1996-97 General Fund budget.

Dolores Hackler, educator, expressed concern about the reduction of funds allocated for the Multi Ethnic Education budget item. She outlined the benefits of the *Distance Learning* program, and encouraged the board to restore funding.

Peggy Calahan, teacher, echoed similar thoughts as expressed by Ms. Hackler. She asked the board to keep *Distance Learning* in the budget. She also highlighted classroom activities shared through the internet.

No other speakers came forward, and the president declared the public hearing on the proposed 1996-97 General Fund budget closed.

### **CONSENT AGENDA**

The board reviewed the agenda and the following changes were made: The superintendent requested that agenda items 10-A (10, 11, 12) be removed as substitute bids will be presented. Postponed items were: "*Salary Upgrades for Football and Basketball Coaches* " (Adams); "*Community Action*

*Agency Assistance " (Burton); and, "Policy - School Holiday for Academic/Athletic Achievements " (Thibodeaux/Milam). Deleted items were: "CPSB Policy GCBD / GGDBD-R (Military Leave) " (Boykin); and, "Advertising on School Buses " (Adams).*

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

**Personnel Recommendations.** The superintendent recommended that Roy Thomas be appointed director of middle schools; and, Robert Burton be appointed principal of Hamilton Terrace Learning Center for the 1996-97 school year. Each administrator meets the criteria in accordance with the board-approved policy and will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for electrical upgrades for technology at Donnie Bickham, Linear, Northside, Oil City, Pine Grove; boiler controls for North Highlands; electrical upgrade for technology at C. E. Byrd; asbestos abatement at various Caddo schools; resilient flooring at various Caddo schools; relocation of transportable buildings; North Highlands conversion to magnet program; electrical upgrades for technology at Linwood, Lakeshore and Midway; ADA restroom modifications at various Caddo schools; auditorium seating refinishing at A. C. Steere; electrical upgrades for technology at Claiborne, Creswell, Eden Gardens, Eighty-First Street ECE, Summer Grove, and Walnut Hill; culinary arts equipment for Caddo Career Center; heating, ventilating and air conditioning units for portable classroom buildings 424, 425 426 and 427 constructed by Caddo Career Center; fluorescent ballasts for all schools; janitorial can liners for all schools; janitorial paper supplies for all schools; janitorial tools and electrical supplies for all schools; janitorial supplies for all schools; materials and supplies for Title I program; varsity athletics equipment for C. E. Byrd, Captain Shreve, Huntington and Booker T. Washington; and, network operating system software for Title I schools. Further recommended that the project, Water and Sanitary Services for B-Wing at Alexander, be rebid informally to expedite construction. There were no responsible bidders due to incomplete submittals. Staff also recommended that the driveway, parking and canopy at Mooretown, North Highlands and Claiborne projects be deferred until the June 1996 CPSB meeting.

**Approval of Pipeline Right of Way.** Staff recommended that the Right-of-Way (Section 16, T15N, RI 2W) for the J. W. Porter and Associates Pipeline be approved as requested.

**Approval of Transfer From Construction Reserve.** Staff recommended that \$200,000 be transferred from the Construction Reserve to the 1995-96 Capital Projects Fund, \$30,000 to Land and \$170,000 to Building items, to provide funding within those items for Capital Improvements completed this year.

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

**Sales Tax Commission Budget.** Staff recommended that the 1996-97 Caddo-Shreveport Sales and Use Tax Commission budget be approved. The estimated share of the school board's share of the operating budget is \$223,384. This represents a decrease from the prior year of \$34,760.

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

**Child Nutrition Programs Budget Revision.** Staff recommended that the revised 1995-96 Child Nutrition Programs budget be adopted as presented. The revised budget reflects a projected ending balance of approximately \$862,555.42 on June 30, 1996. A copy of the budget is filed in the official papers of the board.

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

**Local Vocational Application Plan/Budgets for FY 97 - Perkins 11 Federal Funds.** Staff recommended approval of the Local Vocational Application Plan/Budgets for FY 97 Perkins II Federal Funds, as included in the mailout. These funds will continue to target program quality and improvement for programs in Vocational Education serving high concentration of individuals who

are members of special populations enrolled in approved programs. A copy of the budget is filed in the official papers of the board.

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

**IDEA and Preschool Budget Application.** Staff recommended approval of the FY97 IDEA and Preschool Flow-Through application as included in the mailout. The Special Education Advisory Council assisted staff in development of the application. A copy of the budget is filed in the official papers of the board.

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

**Sale/Lease of Hope Street Property.** Staff recommended that the resolution approving an agreement of lease and option to purchase immovable property by and between the Caddo Parish Communications District Number One and The CPSB be approved. Further recommended that the resolution approving an agreement of lease by and between the Caddo Parish Communications District Number One and the CPSB be adopted. A copy of the agreement is filed in the official papers of the board.

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

**Proposal to Name the Auditorium at Green Oaks High "The Tom James Memorial Auditorium."** Staff recommended that the request from Green Oaks Laboratory High School to name the school's auditorium, "*The Tom James Memorial Auditorium* " be adopted.

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

**Assignment of Interest, etc. in State Agency Lease No. 6889.** Staff recommended that the resolution assigning all right, title and interest of Marjorie C. Hargrove in State Agency Lease 6889 unto Cohort Energy Company be adopted. A copy of the lease is filed in the official papers of the board.

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

**Workers' Compensation Claim Settlement.** Staff recommended approval of settlement of the workers' compensation claim on Ms. Carolyn Willis for \$25,000. A total and complete settlement of the claim will be made.

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

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

Sabbatical Leave for Study, 1996-97 School Year

H. Steve McDonald, Teacher/Coach, North Caddo Magnet High  
Rosemary Sanderson, Teacher, Southwood High  
S. Renee Shelton, Teacher, Blanchard Elementary  
Susan Briton, Teacher, Fair Park High

Sabbatical Leave for Study, Fall Semester 1996-97 School Year

Alison Wilbanks, Teacher, Bethune Middle School

Sabbatical Leave, Rest and Recuperation, Fall Semester 1996-97 School Year

Judith Miller, Teacher, Donnie Bickham Middle School

Leave Without Pay (Personal), April 22, 1996 - May 30, 1996

Janey McCormick, Teacher, North Caddo Magnet High

Leave Without Pay (Personal), 1996-97 School Year

Reginald Willis, Speech Therapist, Itinerant Jackie  
Lansdale, Teacher, C. E. Byrd High

Leave Without Pay (Personal), May 6 - May 30, 1996

Regina Johnson Bryant, Teacher Aide, Eighty-First Street ECE

Leave Without Pay (Personal), May 20 - May 30, 1996

Dedeca White, Teacher Aide, Caddo Exceptional

Mr. Vance moved, seconded by Mr. Burton, approval of the consent agenda, as amended. Vote on the motion carried unanimously. Miles Hitchcock, Sc.D. had not made his arrival at the vote.

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Dr. Essie Holt, assistant to the superintendent, recognized and introduced the following honorees.

**LA Student of the Year.** Kristin Timmons, fifth year student at Arthur Circle Elementary School. Kathy Bowman is principal at the school.

**State Champions - National Handwriting Contest.** Meredith Geltz and Josh Bumgardner, students at Herndon Magnet. E. Dean Washam is principal.

**The Times Letters to the Editor Competition.** First place - Chris Baldelli, Herndon Magnet School; third place - Paul Pfingsten, Herndon Magnet School (Middle School category); and, third place - Jonathan Hubbell, Caddo Magnet High School (High School Category). Students were awarded cash prizes. E. Dean Washam is principal at Herndon Magnet and Ascension Smith is principal at Caddo Magnet High.

**Shreveport Green Clean Campus Awards (McDonalds Co-Sponsor).** Jack P. Timmons Elementary (Principal Sandra Denmark), University Elementary (Principal Charlotte Watson), Judson Fundamental Elementary (Principal Leisa Edwards), Linwood Middle School (Principal Roy Thomas) and Captain Shreve High School (Dr. Sandra McCalla, principal). Schools received a plaque, banner, and cash award for their landscaping efforts. Youree Drive Middle School was named to the Shreveport Green Clean Campus Hall of Fame for having won the middle school category for three consecutive years. Donna Curtis of Shreveport Green made the presentations. Principals recognized their head custodians and student/faculty landscaping teams.

**Caddo Magnet High School Orchestra.** Orchestra teacher Johnette Parker and orchestra officers were recognized for the orchestra's outstanding achievement -- recent performance at Carnegie Hall, New York City, New York. The orchestra included students from Caddo Middle Magnet also. Officers are: Landrum Hudson, president; Mininia Richardson, vice president; Alana McCart, secretary; and Ginger Neff, treasurer. Ascension Smith is school principal.

**Caddo Career Center Scholarship Recipients.** Ron Adams, district 11 school board representative, made the presentations on behalf of the scholarship committee. Recipients were: Lisa Wright, Caddo Magnet High; Keidre Harris, C. E. Byrd High; Jessica Burcham, Huntington High; Raenetta Taylor, Woodlawn High; and Kimberly Diane Stewart, Woodlawn High. Mr. Adams challenged the students to pursue their dreams, and he thanked committee members and other supporters for their involvement in this initial effort.

**LA State Health Occupations Students of America - Fair Park Medical Careers Magnet. CPR and First Aid Winners:** First place - Pamela Taylor and Jeremy Smith; second place - Garland Goins and Carlos Brown; third place - Elethia Roofner and Joseph Prator; first year students -

Tameka Lane and Taronza Washington. HOSA Bowl winners: First place - Nick Chiartano, Chris Edney, Ashley Fillingim and Robert Fowler; second place - Heather Ford, Tracy Jones, Tangja Gibson and Nettie McCain. Extemporaneous Poster winners: First place - Charlene Griffin; third place - Darinda Dans. Extemporaneous Speaking winners: Second place (tie) - Laurie Giddens and Suzette Williams. Extemporaneous Writing winners: First place - Valerie Wallis; third place - Will Degenhart. Job Seeking Skills winners: First Place - Detron Powell; second place - Adrienne Long. Medical Math winners: First Place - Vy Lay; second place - Chad Moore; third place - Shane Smith. Medical Spelling winners: Second Place - Amber Parker; third place - Angela Birdsong. Medical Terminology winners: First place - Nick Chiartano; second place - Corey Whidden; third place - Chris Edney; first year student third place - Kendall Hennard. Prepared speaking winner: First place - Penelope Walker. Wanda Brooks is principal; Teachers/HOSA Advisors - Peggy McCoy, Janice Roberts and Barbara Wortman.

**Tae Kwon Do Team - Fair Park High School.** The team won 10 trophies in championships. Major Ivory Irvin is the instructor. Student participants are: Kelvin Harrison, Gerome Henderson, Bosia Allen, Shayla Persley, Antonio Stanford, Terrance Bogan, Jammal Marshall, Matthew Bailey, Terrance Washington, James Porter and Kevin Thomas. Wanda Brooks is principal

**1995-96 City Champs/Girls' Varsity Basketball - Broadmoor Middle Lab/Lady Bulldogs.** The 1995-96 City Champ team members are: Erin Adams, Crystal Draughn, Hilary Duncan, Sherrell Faultry, Katherine Grieder, Kalyn Hardy, Crystal Hughes, Karanda Jackson, Carly Melvin, Jesse Mitchell, Emily Pernotto, LaDonna Richardson, Delanna Riley, Kristine Sojka and Jo-Anner Thomas. Dee Hunt is the coach, and Johanna Barker is the principal.

**1995-96 City Champs/Boys' Varsity Basketball - Youree Drive Middle School.** The 1995-96 City Champ team members are: Jarvis Blinks, Greg Dawson, James Dennis, Joe Dumars, Philip Hancock, Sean Knox, Carlos Pierson, Chris Prothro, David Thomas, Toriano Washington, Kelvin Anderson, Aaron Johnson, Kris Lloyd and Victor McCoy. The team's manager is Chad Hardman; Byron Steward and Tom Knox are the coaches; and, Jan Holiday is the principal.

**LA Representative to RespecTeen National Youth Forum.** Christine Lauritsen, student at Youree Drive Middle School, was LA's representative to the RespecTeen National Youth Forum that was held in Washington, D. C. earlier this month. Jan Holliday is principal at Youree Drive.

**Culinary Arts Honor.** Daphne North, student at the Caddo Career Center, won the Culinary Arts honor which carries an award of a \$25,200 scholarship. Jan Montgomery is the teacher and Gayle Flowers is principal.

**International Achievement Award.** The Future Secretaries Association Chapter at Caddo Career Center won the International Achievement Award. Sponsors of the group are Marie Thomas and Susan Heun; Chris Canizares is the FSA president; and other participants are Shemeta Burns, Walsdrzette Johnson, and Natlie Parker.

**South Highlands Elementary Magnet Choir.** The Sweepstakes winner of the LA Music Educators Association District Festival award winner is the South Highlands Elementary Magnet Choir. The choir received a superior rating. Betty Adkins is the director; Rhonda Lewis - accompanist; Matthew McEachern, president; Raven Bryson, vice president; and section leaders - Keytrick Washington, Vicica Arnold, Brad Davis, Will Hailey, Lindse Lewis, Ryan Nix, Alfred Hall, Kyle Stewart and John Kellogg.

**State Vocational Industrial Clubs of American Competition.** Winners are: Kevin Johnson, Caddo Magnet (Architectural Drafting); Jason Moore, Captain Shreve (Commercial Baking); Daphne North, Northwood (Culinary Arts); Shenee' Giddens, Southwood (Dental Assistant); James Hughes, C. E. Byrd (Job Skills Demonstration); Ben Moreno, Woodlawn (Precision Machining); Josh Gorman, Southwood (Technical Drafting); Shenee' Giddens, Southwood (State VILA Reporter); and, Brian Cox, Northwood (Air Conditioning/Refrigeration).

**Louisiana Educators of Distinction.** The PTA recognized the following as educators of distinction at its 73rd annual convention: Dr. Joseph Carter, principal at Hillsdale; Louise Jones, counselor at Caddo Middle Magnet; and, Marilyn Prothro, teacher at Herndon Magnet.



**Louisiana Outstanding Innovative Sex Equity Project Award.** Sandy Neeson, project director; Margaret Benjamin, project counselor; and, Lena Leviston, supervisor, were recognized for this honor.

Parents, relatives, friends, and other school staff supporters were recognized also. The superintendent expressed appreciation for the special recognitions. The president expressed appreciation to the business partners who supports public education.

## **PERSONNEL RECOMMENDATIONS**

The superintendent announced the promotion of Roy Thomas to the position of director of middle schools; and Robert Burton, principal at Hamilton Terrace Learning Center for the 1996-97 school year. He recognized the employees and introduced them to the board and audience.

## **VISITORS**

Frankie Latin, parent, read a letter to the board that was penned by Stanley X, in which he expressed offense to the board president's public confrontation with the principal at Oak Park Elementary in responding to the bat crisis at the school. He asked the president to offer a public apology for her action.

Rene' Dulaney, parent, expressed similar concerns and requested an apology from the president.

Lila Tulloh, parent, echoed similar sentiments. She presented a petition to the superintendent asking for a public apology.

Ken Epperson, parent and member of the Caddo Parish Commission, commended the board and staff for the fine jobs performed and for their response to the bat crisis at Oak Park Elementary. He encouraged the board to be consistent in enforcing school board policy.

Mike McCoy expressed concern about the proposed salary increment for teachers as proposed by the Board of Elementary and Secondary Education (BESE). He said the money should be shared equally, and asked the board to support employees by contacting area legislators. He also spoke against corporate welfare.

Carol Hedrick, teacher aide, encouraged the board to offer incentives for teacher aides to become certified.

Flo Wilcox, parent and teacher, informed the board of a student discipline concern that involves her child. Mrs. Wilcox was asked to schedule a hearing with the superintendent to share specifics about the case.

Gail Griffin, president of Caddo Association of Educators (CAE), thanked board members and staff for attending the Employees' Day Extravaganza, and she introduced the CAE Executive Committee for 1996-97. The officers are: Maryjo Palumbo, president; Monica Jenkins-Moore, president-elect; Patricia Barnhill, first area vice president; Darryl Gates, second area vice president; Dr. Michael McCoy, third area vice president; Linda Marino, secretary; Linda Jeter, administrator-at-large; Mary Trammel, ESP-at-Large; and, Gail G. Griffin, immediate past president.

Mary Trammel, secretary, petitioned the board to respond to classified employees' concerns relative to the implementation of the Arthur Andersen Study. The president asked Miss Trammel to provide staff with a copy of the questions/concerns.

Bryan Gallant, president of Association of Professional Educators of LA (A+PEL), expressed concern about high insurance premiums for school board employees. He encouraged board members to consider the proposal that is endorsed by the superintendent.

Jackie Lansdale, president of Caddo Federation of Teachers, expressed optimism about the reduction of insurance premiums. She encouraged board members to continue soliciting input from employees. She also expressed concern about BESE's proposed salary increment plan for teachers.

Lisa Childs (Alvin Childs), parents, asked the board/staff to review its program for Dyslexia students, particularly at the middle and high school level.

Brookie Walker, parent, asked the board to provide more in-school support for students diagnosed as dyslexic.

Dr. Thomas M. Nossier, chiropractor, asked the board to include coverage for his professional service in the insurance plan.

**Recess.** The president called for a 15 minute recess at approximately 5:30 p.m. The board reconvened at approximately 5:47 p.m.

**Bids.** The superintendent called board members' attention to the substitute bid sheet relative to roofing projects. Mr. Powell asked if the roofing project includes work to be corrected at Arthur Circle Elementary, and staff answered no. Staff recommended approval of the lowest qualified bidder for roofing at Fair Park and Woodlawn. Mr. Vance moved, seconded by Mrs. Boykin, approval of staff's recommendation. Vote on the motion carried unanimously.

Staff recommended approval of the circled low bids for roofing at Caddo Magnet High School and University Elementary. Mrs. Boykin moved, seconded by Mr. Vance, approval of staffs recommendation. Vote on the motion carried unanimously.

Staff recommended approval of the circled low bids for roofing at Southwood and Donnie Bickham. Mrs. Boykin moved, seconded by Mr. Mims, approval of staffs recommendation. Vote on the motion carried unanimously.

#### **ADOPTION OF THE 1996-97 GENERAL FUND BUDGET**

The superintendent recommended approval of the General Fund budget as submitted. Mr. Powell moved, seconded by Mr. Burton and Mr. Vance, that the 1996-97 General Fund Budget be approved as included in the mailout and recommended by staff. Mr. Vance asked the superintendent to provide board members with information on the *Distance Learning Program*. Mrs. Boykin made a motion to amend the motion, seconded by Mr. Thibodeaux, that item number 70 (Employee Assistance Program - EAP) be deleted from the General Fund budget and moved to the insurance depository account; and, moved an increase in the Administrative Internship Program in the amount of \$20,000 which will almost double the number of people who would be allowed to participate in the program. Debate followed on movement toward site-based management and staff's input on the proposed amendments. Mr. Powell moved, seconded by Mr. Burton, to postpone consideration of the amendment until the next board meeting to allow the superintendent and staff an opportunity to evaluate and make a recommendation. Mrs. Boykin said she will support the amendment to postpone consideration of her amendment, emphasizing her hope that staff will come back at the next meeting with a recommendation. Vote on the amendment to postpone consideration of the amendment carried with Mrs. Walker opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

Dr. Hitchcock made a motion to amend the motion, seconded by Mrs. Walker, to decrease item number 62 on page nine by \$500,000; increase item one on page eight by \$500,000; increase item 14 on page six of the budget by 1.5 million dollars. Further moved that no distribution of these changes take place until after the Caddo Public School System receives confirmation of MFP funding for the 1996-97 school year. Dr. Hitchcock said it's critical that the CPSB increase teacher pay, and the money referenced in the amendment should be moved to teachers' salaries. Mr. Powell moved, seconded by Mr. Vance, to postpone consideration of the amendment until January 1, 1997. Mr. Powell said the budget is lean, and he encouraged board members to defeat the amendment. Debate ensued on raises for support personnel, improving test scores, the General Fund budget's projected ending balance and teachers' flight from Caddo Parish. Mr. Vance moved, seconded by Mr. Burton, to call for the question on all motions and amendments. Vote on the motion to end debate carried unanimously. Vote on the motion to postpone consideration of Dr. Hitchcock's amendment carried with board members Walker, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Milam, Boykin and Adams. Mr. Thibodeaux asked the superintendent to provide board members with information on *Dyslexia*

Programs. He asked that the board be informed of the number of students who have been identified for the program, and the cost to have a good program that would help correct the problem. Vote on the main motion carried with board members Walker and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Milam, Boykin and Adams.

**LEVY OF 1996 PROPERTY TAX MILLAGE**

Staff recommended that the resolutions levying millage on the 1996 tax roll for Caddo Parish be adopted.

RESOLUTION NO. 1

By Willie Burton

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 1995 tax roll after reassessment, as was actually produced on the 1995 tax roll as filed.

GENERAL FUND

	<u>Millage</u>	
	<u>Levied 1995</u>	<u>Adjusted Rate</u>
1. Constitutional Tax	9.64	9.74
2. Operational and Maintenance Tax	19.26	19.46
3. Operation and Maintenance Tax	12.67	12.80

SPECIAL FUND

1. Special Building, Repair, and Equipment Tax	7.71	7.79
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Seconded by Jerry Tim Brooks

On roll call vote this 22nd day of May, 1996, the foregoing resolution was adopted as follows:

Yeas: Jerry Tim Brooks  
Willie D. Burton  
Miles Hitchcock, Sc.D.  
Mark Milam  
Alvin Mims  
Michael E Powell III  
Mildred B. Pugh  
Michael J. Thibodeaux  
Johnny Vance, Jr.  
Sybil B. Walker

Nays Ron Adams  
Judy D. Boykin

RESOLUTION NO. 2 - Resolution Levying Millage on the 1996 Assessment Roll for Caddo Parish

By Willie D. Burton

BE IT RESOLVED, That the following millages are hereby levied on the 1996 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	9.74 Mills	9.74 Mills
2. Operation and Maintenance Tax	19.46 Mills	19.46 Mills
3. Operation and Maintenance Tax	12.80 Mills	12.80 Mills

SPECIAL FUND

1. Special Building, Repair and Equipment Tax	7.79 Mills	7.79 Mills
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SINKING FUND

1. Bond and Interest Tax		5.60 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.

On roll call vote this 22nd day of May, 1996, the foregoing resolution was adopted as follows:

Yeas:                             Jerry Tim Brooks  
                                      Willie D. Burton  
                                      Miles Hitchcock, Sc.D.  
                                      Mark Milam  
                                      Alvin Mims  
                                      Michael E Powell III  
                                      Mildred B. Pujzh  
                                      Michael J. Thibodeaux  
                                      Johnny Vance, Jr.  
                                      Sybil B. Walker

Nays:                             Ron Adams  
                                      Judy B. Boykin

I hereby certify that the above resolution levying the property tax millage for 1996 was adopted by a vote of 10 yeas, and 2 nays being a majority.

\_\_\_\_\_  
James E. Foster, Superintendent  
Caddo Parish School Board

**REQUEST FOR SCHOOL BUS TRANSPORTATION BY BOY SCOUTS OF AMERICA**

**Staff recommended approval** of the Norwela Council, Inc. of the Boy Scouts of America's request to rent approximately four school buses, July 8-11, 1996. Mr. Powell moved, seconded by Mr. Brooks, that the motion in the mailout be approved with the addition of staff being directed to enter into contract with the Juvenile Courts that they be authorized bus usage, under normal terms, for a trip on June 8. Vote on the motion carried unanimously.

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

Staff recommended approval of the renewal of promotional or administrative appointment contracts to those individuals listed in the mailout, at the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which each is appointed. Staff further recommended that the board not approve the renewal of promotional or administrative appointment contracts to those individuals listed in the mailout. Mr. Vance moved, seconded by Mrs. Boykin, for an executive session to discuss a personnel matter relative to this item for approximately 15 minutes. Dr. Hitchcock asked if the employee is present and staff answered in the affirmative. The superintendent informed the board that the employee requested the executive session. Vote on the motion carried unanimously. The board went into executive session at approximately 6:32 p.m. and reconvened at approximately 6:45 p.m. Mr. Burton moved, seconded by Mr. Brooks, to go back into executive session for approximately five minutes to hear advice from legal counsel. The motion carried unanimously. The board went into executive session at approximately 6:46 p.m. and reconvened at approximately 6:53 p.m. The superintendent recommended that the recommendation regarding Thelma Carter be postponed until June 5, 1996 at the time the Executive Committee of the CPSB meets, and that the board consider calling a special meeting to address this matter. Mr. Adams moved, seconded by Mr. Burton, approval of the superintendent's recommendation. Vote on the motion carried unanimously. The superintendent called board members' attention to the other positions included in the mailout and to staff's recommendations. Mr. Mims moved, seconded by Mr. Burton, approval of staff's recommendations. Mr. Brooks noted that it is his understanding that the salaries of persons being relocated from central office would not be affected, and the superintendent replied that staff had this understanding as they worked through the process. Mr. Powell made a motion to amend the motion, seconded by Mrs. Boykin, to delete from the motion the provision of number three (as included in the mailout). Mr. Powell suggested that this item be referred to the superintendent for him to reevaluate the employee's rate of pay. Vote on the amendment failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks opposed. Board members supporting the motion were Thibodeaux, Dr. Hitchcock, Powell, Milam, Boykin and Adams. Vote on the main motion carried with board members Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh and Brooks.

## **MODIFICATION TO REORGANIZATION OF CENTRAL OFFICE/REALLOCATION OF RESOURCES TO THE CLASSROOM PLAN (Powell)**

Mr. Powell moved, seconded by Mr. Vance and Mr. Burton, approval of the motion as included in the mailout which reads: "Move that the CPSB authorize and empower the Caddo Parish superintendent to change the titles, rename and/or label positions within central office as the superintendent desires and deems appropriate; however, any such renaming shall not, in and of itself, modify the salary schedule or job description for any such position. Further moved that the CPSB request and direct the Caddo Parish superintendent to review, analyze and report back to the CPSB on the possibility of consolidating various special departments providing similar services within the Caddo Parish School System central office into one department, to be under the supervision of a single director under the Division of Schools." Vote on the motion carried with Mrs. Walker and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Milam, Boykin and Adams.

## **EMPLOYEE BENEFITS PACKAGE (Dr. Hitchcock)**

Dr. Hitchcock moved, seconded by Mrs. Walker, that the board adopt Model One as recommended in the superintendent's memo to the board with the timeline as recommended by the superintendent and staff. The superintendent said his recommendation is consistent with W F Corroon's recommendation. Mrs. Boykin made a motion to amend the motion, seconded by Mr. Powell, that in line with what the board considers, that there be a 25 percent employee contribution rate and 75 percent CPSB contribution in all categories and across all plans. Mr. Powell encouraged board members to support the amendment which will ensure that all employees are treated equally. Discussion followed on the application of the 75/25 percent contribution rate, review of the rate schedule, carrier's input and/or agreement, and changes in premiums. Vote on the amendment

carried with board members Walker, Vance, Pugh, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Burton, Thibodeaux, Brooks, Powell, Milam, Boykin and Adams. Mrs. Boykin moved, seconded by Mr. Brooks, to postpone this item until the next school board meeting, with the addendum of the new rate structure being placed in the schools; and, schools being given copies of benefits available with each plan.

**Recess.** The president called for a 15-minute recess at approximately 7:30 p.m. The board reconvened at approximately 7:45 p.m.

Mr. Burton moved, seconded by Mr. Mims, to reconsider the amendment regarding the level of adjustments as proposed by Mrs. Boykin. Mr. Burton said he discovered that the amendment will cause some serious problems, and he encouraged board members to support the superintendent's recommendation. Discussion continued on premium rates and the impact the proposed amendment will have with the insurance carriers. The superintendent said the proposed change will not affect the bottom line, but it will possibly affect the number of enrollees in various categories. Mr. Vance moved, seconded by Mr. Burton, to call for the question on all motions and amendments. Vote on the motion to end debate carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks and Milam. Vote on the the motion to reconsider the amendment failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Dr. Hitchcock supporting the motion. Board members opposed were Thibodeaux, Brooks, Powell, Milam, Boykin and Adams. Vote on the motion to postpone this item failed with board members Brooks, Powell, Boykin and Adams supporting the motion. Board members opposed were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh and Milam. Vote on the main motion, as amended, carried with board members Brooks, Powell and Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Milam and Adams.

## **REVISIONS TO THE CPSB EVALUATION PLAN**

The superintendent called board members' attention to the revisions as outlined in the mailout. Mrs. Boykin moved, seconded by Mr. Burton, approval for the adoption of the revisions to the CPSB Performance Evaluation Plan as submitted by staff. Vote on the motion carried with board members Walker and Vance absent for the vote. Board members supporting the motion were Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

## **SUPERINTENDENT'S REPORT**

**LA LEARN.** The superintendent said a handout of LA LEARN Public Awareness/Input Activities has been provided for board members' review. He noted that Mrs. Boykin serves on the commission, and he encouraged board members to schedule a session where information could be received. Mr. Burton informed board members that he recently attended a meeting in Baton Rouge on this subject. The president said Mrs. Boykin and Mr. Burton should be prepared to update other board members on this topic at the scheduled session. Board members agreed that they will meet at a breakfast conference on Tuesday, May 28, 1996, at the Caddo Career Center to receive information and/or provide input. Mr. Powell, referencing page seven of the handout, noted that offering student options at other public and state approved nonpublic schools through vouchers was mentioned. He asked Mrs. Boykin and Mr. Burton to provide board members with additional information on vouchers at the session on May 28.

**C. E. Byrd High School.** The superintendent announced that C. E. Byrd High School will be recognized in a special ceremony in Washington, D. C. for receiving the *Blue Ribbon Award*.

**School Closing.** The superintendent announced that the last day of school is May 30, 1996.

## **UNFINISHED BUSINESS**

**Oak Park Elementary.** The president capsulized her visit to Oak Park on May 12, 1996 in which she was accompanied by the district's CPSB representative, superintendent and other staff persons to investigate the concerns about the infestation of bats in the school. She informed board members of incidents beginning on May 9, 1996 whereby she was contacted via telephone by community citizens and Oak Park PTA

representatives about the bats. She summarized their findings and reported that a city building nearby the campus has a considerable volume of bats nesting there and several had flown out into a tree. However, no movement of bats was detected on Sunday evening. The superintendent informed the president of staff's action to combat the problem. The president noted she continued to monitor the situation and upon her arrival to the school on Monday, she found windows were open to the teacher's lounge, and she inquired why the windows were open since this act was in violation of the superintendent's directive. Discussion with school staff ensued on the faulty air condition system and the request for repairs. City officials appeared to investigate the matter and were prepared to spray the building. Because things were settled at the school, the president requested that they delay further spraying until a workable solution is found. The president said the main effort was to get students back in school. The president said she stressed to the principal, in private, how important it is for her to intervene for the CPSB and the superintendent, because she is the decision maker on the campus. The president recounted the citizenry and media's involvement, and said she uses her authority to speak, and emphasized the principal's role as a decision maker. A Shreveport City Councilman and the superintendent met and decided to wait until school is out to put forth a total effort to solve the problem. Mr. Brooks also informed board members about his calls regarding the bat situation. He said he relayed his messages to the superintendent, and the number of bats found in the school was three. Mr. Brooks expressed concern that some citizens exaggerated the problem at Oak Park. Mr. Powell informed the president that he believes that she has always acted in a professional manner as board president and she deserves a vote of confidence for her actions. He also noted that staff went above and beyond to take care of the situation.

**Thanks.** The president expressed thanks to board members and staff for serving on the budget and insurance committees.

## **NEW BUSINESS**

**Bats.** Mr. Thibodeaux asked staff, that in conjunction with spraying bats at Oak Park Elementary School, that staff also check for bats at Eden Gardens Elementary Fundamental School.

**Advertising on Buses.** Mr. Adams asked staff to develop a policy relative to advertising on buses; to identify what is appropriate.

**School Closing.** Mr. Adams thanked the superintendent and staff for administering a successful 1995-96 school year.

**Security Evaluation.** Mr. Adams asked staff to provide board members with an evaluation of the security program in Caddo public schools.

**Inschool Suspension.** Mr. Adams asked staff to develop a policy addressing inschool suspension.

**Dyslexia.** Mr. Adams asked staff to provide board members with more information on the dyslexia program in Caddo public schools. Mr. Powell asked the superintendent to mail him information on dyslexia programs prior to the mailout, if possible. He asked that staff inform the board if Caddo is in compliance with state mandates and regulations.

**Discipline.** Mr. Brooks asked the superintendent/staff to look into the visitor's (parent) concern about a discipline matter at Turner Elementary/Middle School involving her child. The superintendent noted that he has addressed this concern, and will continue to monitor the situation.

Mr. Vance excused himself from the remainder of the meeting at approximately 8 p.m.

**Roofing.** Mr. Powell asked staff to inspect/investigate the faulty roofing job at Arthur Circle Elementary School.

**Troops to Teach.** Mr. Burton asked the superintendent if he is familiar with this program. He said he will talk with the superintendent more about the program at another time.

**Thanks.** Mr. Thibodeaux expressed appreciation to individuals who inquired about his wife's health since she underwent surgery. He also thanked individuals for their telephone calls and gifts of food.

**June 1996 CPSB Meeting.** Mr. Milam asked the board to consider delaying the June school board meeting until June 26, 1996. He said he will be out of the state earlier in the month. Mr. Adams said he will be out during the early part of the month also. Mr. Milam moved, seconded by Mr. Powell, to suspend the rules so that the CPSB could consider a motion to set the June school board meeting. Vote on the motion carried with Mr. Burton absent for the vote. Board members supporting the motion were Walker, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams. Mr. Milam moved, seconded by Mr. Thibodeaux, that the school board meeting in June be rescheduled to June 26, 1996. Vote on the motion carried unanimously. Discussion followed on the number of meetings the board will hold in July. Reflecting on previous board action, the president said this matter will be left to the discretion of the superintendent.

**Testing.** Mrs. Boykin expressed appreciation to the board and staff for adding CAT testing at the tenth grade level. She asked if staff has made any plans for using the information, and if not could staff assemble with counselors to develop a plan. The superintendent said staff has been talking about this matter.

**Insurance Rate Schedule.** Mr. Powell requested a new insurance rate schedule. Staff provided board members with a copy of the new schedule.

Mr. Burton excused himself from the remainder of the meeting at approximately 8:25 p.m. Mr. Adams excused himself from the meeting at approximately 8:30 p.m.

## **EXECUTIVE SESSION**

Mr. Burton moved, seconded by Mr. Mims, for an executive session to hear litigation for 30 minutes. Vote on the motion carried unanimously, and the board went into executive session at approximately 8:35 p.m. The board reconvened at approximately 9:10 p.m.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Mims seconded the motion which carried unanimously, and the meeting adjourned at approximately 9:12 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

## **June 5, 1996**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, June 5, 1996, at 3:30 p.m in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D., and Johnny Vance, Jr. present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

**Agenda Items.** The superintendent presented the proposed agenda for the June 26, 1996 Caddo Parish School Board meeting. The following items were added to the agenda: "*Superintendent's Report - July 1996 CPSB Meeting*" and "*Executive Session (if necessary)*." Agenda items 11-19 and 21-28 were categorized as consent agenda.

## **CPSB WORK SESSION**

Dr. Hitchcock polled the audience for input on the proposed agenda items. No speakers came forward. Dr. Hitchcock moved, seconded by Mr. Vance, to adopt the proposed agenda for the June



26, 1996 CPSB meeting with the consent agenda as prescribed. Vote on the motion carried unanimously.

## **SPECIAL PRESENTATIONS**

**Drug Education Program.** Dr. Cecil McCune, director of student services, made introductory remarks and introduced staff presenters Linda Whittlesy (program coordinator), Barbara White (drug prevention coordinator) and JoAnn Stewart (drug intervention/referral coordinator). A detailed report on Caddo's drug education program was presented with visual aid. The presenters highlighted the following: (a) the program's philosophy, (b) educational plan for students at each grade level, (c) legislative acts, (d) CPSB policies, (e) prevention and intervention (referral) plans, (f) community resources, (g) school activities, and (h) inservice activities. A packet of supportive documentation was distributed to board members and advisory committee members were recognized. Mr. Milam inquired about the literature being used in the program, and Dr. McCune noted that staff uses the *Discover Skills for Life Series* which incorporates a lot of related information relative to youths using drugs. Mr. Milam asked if the D.A.R.E. program is effective in Caddo Parish. Dr. McCune said the program is more effective at the elementary level; and, it is difficult to measure the effectiveness of the program at the high school level. He further noted that staff likes to conduct prevention programs at the elementary/middle school levels, because it is easier to prevent students from using drugs than to get them off drugs after they have begun using them. Also, among student usage, the percentage is above that of last year; but, there are decreases in other areas, i.e. student suspensions. Mr. Thibodeaux suggested that one or two grades could be identified and followed to see whether Caddo's program is effective, especially in the lower grades. Mrs. Walker said alcohol appears to be the drug of choice for students, and she asked if Caddo is doing more with its drug program than has been done in the past. Dr. McCune answered in the affirmative.

**Report - Unemployment Compensation (,R E Harrington Company Consultants)** Willie Henderson, assistant superintendent for human resource services, introduced Jeff A. Fenter, regional manager for client relations for the south central region. Mr. Fenter highlighted information on Caddo's unemployment cost control program. A breakdown of program operations (claims managed) was shared with board members. He informed the board of current Louisiana laws regarding payment of unemployment compensation claims. Mr. Fenter reported that for fiscal year 1996, 252 unemployment claims were managed and the figures reflect that the number of claims have remained relatively the same for the last three years; however, the potential liability of claims has increased significantly. This is due in part to changes in Louisiana laws. Overall, the CPSB is doing extremely well with disqualification percentages.

## **INSTRUCTIONAL PRESENTATION - TECHNOLOGY IN CADDO PUBLIC SCHOOLS**

Ollie Tyler, deputy superintendent, recognized Wanda Gunn, director of curriculum, who introduced the presentation. She noted that board members received a draft of the proposed plan in April 1996, and staff has worked closely with consultants, other staff members, and advisory groups to develop the plan. Mrs. Gunn emphasized that technology is a teaching tool and it will take time to train school personnel. Sonja Webb, instructional technology specialist for Caddo public schools, gave an overview of Caddo's technology plan. Ms. Webb highlighted the following: (a) the number of computers in Caddo Parish public schools; (b) the need for teacher training; (c) the need for electrical upgrades and provisions for appropriate equipment; (d) the need for ongoing staff development and training, teacher work stations; (e) staff's need for appropriate software and expansion of library automation; (f) the need to establish a district-wide telecommunication network; (g) the need for standard communication protocol; (h) central office's need for access to equipment with the private sector, and (i) strategies for lifelong learning. Ms. Webb outlined staff's recommendations for advancing technology in Caddo public schools. The committee recommends a ratio of 4:1 and the cost for full implementation and/or modest implementation of the plan was introduced. Mr. Powell said most of the report presented to the board in April focused on implementation of a \$41 million proposal, but the version presented today was more modest. He asked what is staff's indication. Mrs. Gunn said staff looked at the research and the ratio was 4:1 which is expensive; and, after more consideration for operational needs and training, staff shared its best professional information with the board. However, the modest proposal is one that will take time to put into place, and staff is proposing a budget line item reoccurring each year. Mr. Powell raised questions relative to the teacher's role in the classroom, the consultant's expertise as it relates to education,

instructional goals for technology, site-based management, teacher/administrator's need for equipment and software to perform their work effectively, benefits of the teacher's role in the classroom, and provisions for training substitute teachers. He expressed appreciation for the report and encouraged staff to be very specific in developing the plan. He also expressed concern about the surplus language that is used in the plan. Mrs. Boykin inquired about staff's progress in proceeding with implementing technology in schools. The superintendent said staff is presently upgrading electrical wiring in schools and upgrading elementary school libraries. Further, staff is taking advantage of using funds from grants and federal programs. Mrs. Boykin asked about staff's plan to develop a technology office. The superintendent said staff has talked about this step, and is attempting to keep all programs involving technology tied together. Mrs. Boykin also asked about the State Department's intent to implement a technology plan. The superintendent said the state is talking about a plan, but Caddo is more advanced than the state. He further stated that if the state develops a plan, that Caddo's plan is broad based and generic enough to be modified if necessary.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 5:06 p.m.

### **June 5, 1996**

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 5:18 p.m.) Wednesday, June 5, 1996, with President Mildred B. Pugh presiding and the following school board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Mark Milam, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The purpose of the special meeting is for the board to: a) act on bids taken; b) entertain a motion to go into executive session to consider the renewal of a promotional or administrative appointment contract for Mrs. Thelma Carter; c) discuss the health insurance plan; and, d) to hear a grievance by Gail Griffin regarding the CPSB health insurance plan.

### **BIDS**

**Approval of Bids Taken.** The president and superintendent called board members' attention to the bid sheet placed at their seat regarding upholstering of bus seats for the transportation department, and requested that this item be added to the list of bids originally presented. Staff recommended approval of the circled low bids for computer wiring for Caddo Heights W-wing classroom; driveway parking and canopy at Mooretown, North Highlands and Claiborne; technology center at Caddo Career Center and Caddo Career Center culinary arts classroom; water and sanitary services for B-wing at Alexander; and, upholstering bus seats for transportation department. Mr. Vance moved, seconded by Mr. Mims, approval of staff's recommendation. Vote on the motion carried unanimously.

### **HEALTH INSURANCE (Thibodeaux)**

Mr. Thibodeaux requested clarification of the superintendent's letter of May 9 and May 15, 1996 relative to the estimated savings in insurance premiums for the CPSB and employees. He expressed concern that if the board returns to the original premium schedule, it appears that there will be a substantial increase in the premium to the board. He asked how would the superintendent recommend that the increase be paid, if this is the case. The superintendent said there has been no enrollment at this time; previously there were no options to employees and now there are six; and, there could be some shift in the enrollment categories. This projection is based upon information received from the consultant. He further stated that if there is an increase after enrollment, then staff would have to come to the board with a recommendation. Mr. Thibodeaux moved, seconded by Mr. Burton, that the CPSB reconsider board action in the last board meeting in regard to the amendment that was made that the CPSB pay 75 percent and the employee pay 25 percent on the premium for

the new insurance program. Mr. Thibodeaux said his intent in making the motion is for the board to reconsider the amendment to the original motion. Discussion followed on the legality of reconsidering the board's action relative to the amendment only. Following discussion and advice of legal counsel that the motion, as stated, is not valid, Mr. Thibodeaux moved, seconded by Mr. Burton, to amend the motion such that the rate distribution of 75/25 percent would revert back to the original premium schedule that was presented with the original recommendation from the superintendent, and that the superintendent bring to the board a rate distribution that would be actuarially sound based on the enrollment of the plan. More debate ensued on: a) the merits of the motion; b) the cost of implementation to the CPSB; c) projection of enrollment in categories as presented by the consultants; and, d) plan options to employees. Mrs. Boykin requested clarification of the directive to the superintendent as stated in the motion. The superintendent said he interprets the request as asking him to report to the board, after the enrollment process is completed, with the total premium cost relative to employee's and employer's costs. Mr. Thibodeaux said the other part of the request is for the superintendent to also bring back to the board a premium schedule that would be sound according to the actuary table, and compare the two to determine if adjustments are necessary. Debate continued on: the monthly premiums that were originally presented to the board; involvement of the Employees Benefits Committee (EBC); the level of the employee's and employer's contribution (premium rates); the consultant's recommendation relative to Schedule 1; clarification of the overall aggregate percentage for Schedule I; and, premium rates for retirees. Dr. Hitchcock moved, seconded by Mr. Burton, to call for the question. Vote on the motion failed with board members Walker, Vance, Burton, Mims and Hitchcock supporting the motion; Mrs. Pugh abstained; and board members Thibodeaux, Brooks, Powell, Milam, Boykin and Adams were opposed. Discussion resumed on the consultant's enrollment projections; cost to the CPSB if enrollment projections vary; and, employees subsidizing premiums for other employees.

**Recess.** The president called for a ten minute recess at approximately 6:14 p.m. The board reconvened its meeting at approximately 6:27 p.m.

Following more discussion on benefits for retirees and equitable and fair treatment for all employees, the president called for the vote on the motion which carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Burton, Vance, Thibodeaux, Mims, Pugh, Dr. Hitchcock, Brooks and Milam.

## **EXECUTIVE SESSIONS**

**Personnel Matter.** Mr. Powell moved, seconded by Mr. Burton, for an executive session to consider a personnel matter (employee grievance hearing) for up to 30 minutes. Vote on the motion carried with board members Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams supporting the motion. Mrs. Walker was absent for the vote. The board went into executive session at approximately 6:37 p.m. Mrs. Boykin and Mr. Adams excused themselves from the remainder of the meeting. The board reconvened at approximately 7:45 p.m.

Mr. Brooks, moved, seconded by Mr. Powell, that Mrs. Carter's contract be renewed. Dr. Hitchcock asked the superintendent if his recommendation is the same as originally presented, and he answered in the affirmative. Vote on the motion carried with board members Walker, Pugh and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Brooks, Powell and Milam.

**Employee Grievance.** The president introduced the employee grievance as requested by Gail Griffin. A copy of Mrs. Griffin's letter challenging the CPSB's adherence to policy BDDC was shared with board members, as well as a copy of legal counsel's response to the letter. A copy of the policy was distributed also. In view of the board's action earlier in this meeting relative to health insurance, Mrs. Griffin withdrew her grievance.

**Adjournment.** There being no further business, Mr. Powell moved for adjournment. Mr. Burton seconded the motion which carried, and the meeting adjourned at approximately 7:52 p.m.

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James E. Foster, Ed.D Secretary

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Mildred B. Pugh, President

**June 26, 1996**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, June 26, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell 111, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation was given by Reverend (The Honorable) Danny Mitchell, and the Pledge of Allegiance was led by the president.

**CONSIDERATION OF MINUTES OF THE MAY 22, 1996 and JUNE 5, 1996 CPSB MEETINGS**

Mr. Vance moved, seconded by Mr. Burton, approval of the minutes of the May 22, 1996 and June 5, 1996 CPSB meetings. Vote on the motion carried unanimously.

**PUBLIC HEARING -1996-97 DEBT SERVICE BUDGET**

The president declared the public hearing open for input on the 1996-97 Debt Service budget. After three appeals, no one came forth and the public hearing was declared closed.

**PUBLIC HEARING - 1996-97 CAPITAL PROJECTS BUDGET**

The president declared the public hearing open for input on the 1996-97 Capital Projects budget. Following three appeals, no one came forth and the public hearing was declared closed.

**PUBLIC HEARING -1996-97 CHILD NUTRITION PROGRAMS BUDGET**

The president declared the public hearing open for input on the 1996-97 Child Nutrition Programs budget. After three appeals, no one came forth and the public hearing was declared closed.

**CONSENT AGENDA**

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

**Agenda Item No. 11**

**Personnel Recommendations.** The superintendent made the following recommendations: (1) Dona Amidon be appointed principal at Summer Grove Elementary School, and the terms of contract are August 13, 1996 through June 15, 1999; (2) Johanna Barker be appointed secondary English and foreign language specialist, and the terms of contract are June 27, 1996 through June 15, 1999; (3) Polly Ralph be appointed assistant principal of instruction at Donnie Bickham Middle School, and the terms of contract are August 13, 1996 through June 15, 1999; (4) J. Renea Tolbert be appointed assistant principal of instruction at Vivian Elementary/Middle School, and the terms of contract are August 13, 1996 through June 15, 1999; (5) Jim Turner be appointed custodial supervisor; and, (6) James Windham be appointed principal at Linwood Middle School, and the terms of contract are August 12, 1996 through June 15, 1999. Each employee meets the criteria in accordance with the board-approved policy and will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

**Agenda Item No. 12**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for vehicle glass (windshields, side and door glass) for transportation department; recapping truck tires for transportation department; materials and supplies - projector lamps; band uniforms for Southwood; periodicals (subscriptions); printing school activity forms, stationery and envelopes; materials and supplies - computer supplies; printing paper and supplies for summer reading/math printing program by Caddo Career Center; library supplies; materials and supplies - first aid supplies; materials and supplies - paper supplies; materials and supplies - art supplies; physical education supplies; materials and supplies - classroom supplies;

materials and supplies - office supplies; materials and supplies - teaching supplies; milk and dairy products - all schools; fruit juice - all schools; bread and bread products - all schools; and, electrical wiring for library computers. A copy of the tabulation bid sheets is filed in the official papers of the board marked "*Exhibit A, 47 pages, June 26, 1996.*"

**Approval of Utility Servitude.** Staff recommended that the CPSB grant unto the City of Shreveport a permanent utility servitude (Parcel 7) and a temporary construction servitude (Parcel 7C) as shown on the plat for 1994 Water Main Maintenance, Phase X-Judson Street (Project No. 93-E005).

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

**Adoption of the 1996-97 Debt Service Budget.** Staff recommended that the 1996-97 Debt Service Fund budget, as included in the mailout, be approved. Funds in this budget are used only for the payment of bonded indebtedness, and the projected balance at June 30, 1997 is \$1,033, 715.

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

**Adoption of the 1996-97 Capital Projects Budget.** Staff recommended that the 1996-97 Capital Projects Fund budget, as included in the mailout, be approved. The projected balance at June 30, 1997 is \$16,000.

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

**Adoption of the 1996-97 Child Nutrition Programs Budget.** Staff recommended that the 1996-97 Child Nutrition Programs budget be approved, as included in the mailout. The budget is presented in a four-column format -- the actual budget for 1994-95; the budget for 1995-96; the revised budget for 1995-96; and, the proposed 1996-97 budget.

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

**Appointment of Official Printer.** Staff recommended that the *Caddo Citizen* be appointed the board's official journal for the 1996-97 school year.

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

**Request for School Bus Transition for LSU-S Nature Day Camp Program.** Staff recommended that the request by the LSU-S Nature Day Camp Program to rent a school bus for four field trips during the summer of 1996 be approved.

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

**Agreement for Use of Independence Stadium.** Staff recommended that the contract with the City of Shreveport for use of Independence Stadium for football games for a period of three years beginning with the 1996 season be approved.

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

**Workers' Compensation Settlement.** Staff recommended approval of a settlement of the workers' compensation claim on Mr. Larry F. Williams for a total payment of \$15,000.

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

**Pupil Progression Plan.** Staff recommended that the 1996-97 Pupil Progression Plan for Caddo public schools be approved. The plan is developed in compliance with the State Board of Elementary and Secondary Education (BESE) guidelines included in *Bulletin 1566, (R. S. 17:24.4)*, all applicable policies and standards of *Bulletin 741, 1706*, and all applicable federal state and local regulations.

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

**Special Education Interagency Agreements and Contracts.** Staff recommended approval of the special education interagency agreements and contracts with the following agencies: *The Adolescent Center, C-BARC Charter Forest, CPC Brentwood Hospital, Evangel Academy, Head Start Programs, Health Access, Highland Hills Hospital, Highland Hospital, Holy Angels, Joy Home for Boys, Juvenile Detention, LSU-S, Montessori School for Shreveport, Rehabilitation, St. Paul's Preschool, Shriners Hospital, Southern University-Shreveport-Bossier, Southland Park Preschool, Volunteers of America MADRE (Mental Health and Drug Recovery Empowerment); Volunteers of America Magnolia House and Meadowbrook House, Willis-Knighton Physical Medicine and Rehabilitation Institute; and, Willow Point Preschool.*

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

**Special Education Advisory Council Nominations.** Staff recommended that the following individuals be appointed to the Special Education Advisory Council: Janice Moreau (individual with disability), Cindy Frazier (teacher, Sunset Acres), Lauren Bigelow (parent of regular classroom student), Chandler Bounds (state and local education program administrator), Cynthia Daniel (state and local education program administrator) and, Dr. Yong G. Hwang (special education administrator).

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

**Policy - School Holiday for Academic/Athletic Achievements.** Staff recommended approval of the revision to CPSB Policy IGD (Cocurricular and Interscholastic Programs) as it relates to holiday(s) for state championships, and as mailed to board members. The policy includes the following statement: *"Because of the number of schools and academic/athletic teams in Caddo Parish schools, there should be no holiday(s) given for state championships in any team or individual contest in the Caddo Parish School System. Students and coaches should enter competition with the expectation of winning, but not at the expense of student attendance at school or limiting the instructional program. "*

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

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

Sabbatical Leave for Study, Fall Semester, 1996-97 School Year

Sherri Durham, Librarian, Sunset Acres Elementary  
Ilene Harper, Teacher, Fair Park High School

Sabbatical Leave for Study, 1996-97 School Year

Nannette Gay, Teacher, Turner Elementary/Middle School

Sabbatical Leave for Rest and Recuperation, 1996-97 School Year

Brenda Parsons, Teacher, Forest Hill Elementary  
Shirley Rhodes, Assistant Principal, C. E. Byrd High School

Leave Without Pay for Study, 1996-97 School Year

J. Patrick Adams, Teacher, Vivian Elementary/Middle School

Leave Without Pay for Study, August 19, 1996 - December 31, 1996

Kechia Dinkins, Technician I, Child Nutrition Programs

Leave Without Pay (Personal), August 12-20, 1996

Jo Ann Stewart, Referral Coordinator, Drug Education/Student Services

Leave Without Pay for Study, Fall Semester 1996-97 School Year

Iris White, Teacher, Fairfield Elementary

Leave Without Pay (Personal), July 13 - December 1, 1996

William Whaley, Painter, Maintenance Department

**Requests of the Board.** Rosamond W. Jackson requested to rescind her sabbatical leave for the fall semester of the 1996-97 school year and return to her position as a school psychologist.

Joyce Bridwell requested to rescind her leave without pay and return to her position as a bus driver at the beginning of the 1996-97 school year.

Julia Dukes requested to be relieved of the obligation to return to work or pay back monies received while on sabbatical leave. She has applied for retirement and has furnished the required doctor's statements.

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

**July 1996 CPSB Meeting.** Staff recommended that the July, 1996 CPSB meeting be held on Wednesday, July 24, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana.

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

#### **SPECIAL RECOGNITIONS**

On behalf of the CPSB and staff, Dr. Essie Holt, assistant to the superintendent, recognized and introduced the following honorees.

**International Science Competition Winners:** Patrick Brill and Jonathan Meaney, students at Captain Shreve High School, were recognized as the International Science Competition winners. Patrick was present and accepted the awards. Dr. Sandra McCalla is principal.

**Louisiana High School Athletic Association Division Gymnastics Champions/Caddo Magnet High School.** Level four participants recognized are: Charity Ceerle, Amy Gardner, Leslie Gibbs, Holly Lee and Shauna Willis. Level five participants recognized are: Amy Barrow, Summer Bryan, Julie Pyle and Karen Wood. The boys' team runner-ups to the state champions and second place overall state champions are: Michael Burk, Kevin Casaus, Earnest Goldsmith, Deterick Pea and Michael Schempp. The coaches are Billy Fontaine and Linda Clements.

**Louisiana School Boards Association (LSBA) Scholarship.** April Denise Morgan, 1996 graduate of Fair Park High School, is the recipient of the LSBA scholarship. Wanda Brooks is principal at Fair Park.

Parents, teachers, and other supporters of the honorees were recognized. Each recipient received a framed certificate for his/her outstanding achievement.

**1995-96 CPSB Retirees.** Dr. Holt announced that a total of 67 classified employees were retiring with a total of 1,395.5 years of service to the CPSB. There are 87 certified retirees with a total of 2,228 years of service. On behalf of the board, Dr. Holt, the superintendent and board president introduced the retirees and presented them with framed certificates of recognition for their service. **Classified retirees present were:** Ardelia T. Cannon, Alex Triggs, Beatrice Bates, Mary F. Busby, Connie Lois Davidson, Katherine P. Dennis,

Mary L. Fields, Margie H. Gipson, Ardis Lynch, Margaret M. Roberson, Bertha M. Smith, Laverne G. Smith, Ollie M. Thomas, Evangeline Trammell and Arlene J. White. **Certificates will be mailed to:** Martha D. Agee, Oddie E. Anderson, Fadra H. Bone, Margaret A. Bonnette, Lydia Boyd, Emerline Bradford, Terry R. Brooks, Margaret S. Brown, E. Faye Burlison, Betty N. Carroll, Pearlie M. Carey, Burlene Coleman, Ethel L. Conley, Sidnah M. Cooley, Linda N. Dallas, Bobette G. Davis, Joanne S. Davis, Dorothy M. Dixon, Ruth R. Dufrene, Bobbie A. Edwards, Betty J. Faust, Beatrice Gill, Jeannine M. Harrison, Verlia M. Harvey, Lois Bryant Hughes, Jimmie R. James, Jimmy C. Jenkins, Lucy Gentry Jennings, Dale K. Johnson, Nettie M. Kato, Patricia F. Lieber, Kathryn A. Loe, Myrtle S. Marshall Lucky, Odell Mayers, Barbara M. McDaniel, Roosevelt McKinney, Patricia L. Meek, Vernon Meek, Jr., Betty H. Middleton, Edna H. Nash, Estelle D. Nichols, John H. Perky, Dorothy Peterson, Mattie A. Salone, Savannah Samuels, Bertha V. Samson, Margie J. Sterner, Peggy J. Toggel, Delores W. Whittaker, Dorothy Y. Williams, Cloteal Wray and Penny H. Young.

**Certified retirees present were:** Joyce Berry, Hattie Bonner, Jessie Downs, Ann Fraser, Macura Hamilton, Deborah Hart, Ethel Holmes, Minnie Ola Lee, Lester Ralph, Jeanolia Sherman, Rubenstene Simmons-Brown, Nancy Smith, Allen Swilley, Johnnie Thomas, Leroy Washington, Patsy Weldon, Ora Lee Wesley and Grace Wilson. **Certificates will be mailed to:** Lawrence Bagley, Dr. James Becken, Kathryn Blair, Jessie Bohannon, Alma Brand, Thomas Brown, Easter Buggs, Hightower Buggs, Louise Bush, Floyd Byrd, Barbara Cady, Lila Carkeet, Bonnie Cole, Jancie Coleman (deceased), Jack Crawford, Kathleen Dancy, Nevelyn Dennis, Linda DeMann, Glenda Dinkins, Laverne Douglas (deceased), Julia Dukes, Betty Eaton, Sarah Ellis, Sandra Farley, Dorothy Flanagan, Jerry Flowers (deceased), Patricia Fullerton, Mildred Gibbs, Emmilee Green, Georgia Hicks, Dorothy Holt, Robert Hudson, Brenda Ingle, James Jenson, Caldonia Johnson, Gertrude Knowles, Bettie Lafitte, Alvin Lindsay, Thomas Ludley, Wilbert Mason, Donna McCathran, Michele McManus, Mary Lou McNeel, Katherine McQuaig, James Moreland, Bess Myers, Joseph Nectoux, Louis Nelson, Mildred Norris, Ella Palmer, Jeanne Patterson, Russell Pedro, Bradley Arlen Powell, Gregory Procell, Wallace Putman, Jr., Emily Rachal, Annie Ramsey, Doris Richardson, Bobbie Sanders, Calvert O. Sellers, Bettye Spears, James Spivey, Katie Street, Norma Taylor, Lisa Thompson, Rose Thompson, Patricia Welch, Phillip Williams and Harry Young.

## **PERSONNEL RECOMMENDATIONS**

The superintendent announced the promotion of the employees as identified under *Consent Agenda, Item II*. He recognized the employees and introduced them to the board and audience.

## **VISITORS**

Marion White, retiree, informed the board of her satisfaction with insurance coverage by Washington National. She asked the board to reconsider its action relative to the insurance plan.

Bettie P. Mitchell, retiree, spoke in support of Washington National Insurance program. Mrs. Mitchell expressed concern about the choices and stability of proposed carriers.

Jo Allen, retiree and former CPSB member, commended the board and insurance carriers for opportunities provided for employees to ask questions about the proposed plans. She encouraged the board to make sure that contact is made with all retirees about changes in the insurance program.

Dr. Katye Lee Posey, retiree, expressed appreciation for previous health care provisions and for staff's efforts to help enrollees understand the new plan. However, she expressed concern about the inequities in the new plan, i.e. rates for teachers with Medicare.

Ann Fowler, retiree, expressed concern about the proposed insurance rates and about the cost for prescription drugs. Mrs. Fowler provided board members with handouts comparing prescription drugs, CPSB employee cost summary (health care plan), and the medical premium rate structure.

Sybil Thompson, retiree, questioned the introduction of the three new carriers and asked why retirees were not informed of the changes. She also expressed satisfaction with Washington National, and asked the board to move more cautiously in making changes.



Lena McClung, retiree, questioned the difference in rate percentages for members. She, too, expressed appreciation with Washington National.

Martha Pruett, retiree, expressed satisfaction with Washington National. She said the proposed new plans are not fair to retirees on Medicare.

Dora Bunn, retiree, expressed satisfaction with Washington National Insurance Company.

Ted Brunson, retiree, informed the board of his dissatisfaction with the new proposed insurance carriers and about the cost of coverage for retirees on Medicare.

Clovis Burch, pharmacist, reminded board members that people need access to local pharmacies. He expressed concern about mail order prescriptions and about customers receiving appropriate counseling and advice.

Eursula Hardy, retiree, made the board aware of her agitation with the proposed new insurance plans. She said retirees should have been surveyed about their needs and preferences, and asked the board to reconsider the plan.

Helen Paige, retiree, said she believes the board's action is about control. She expressed concern that retirees were not contacted for input. Mrs. Paige also spoke against mail order prescriptions, and emphasized that she is pleased with services that are provided by Washington National.

Jewell Wagner, retiree, reminded the board that retirees are a part of the Caddo Public School System family. He asked the board to include retirees as a part of the team, and to reconsider the proposed insurance plan and come back with something that could decrease the rates that retirees will be paying.

Maryjo Palumbo, president of Caddo Association of Educators (CAE), informed the board of CAE's pleasure with the results of the community meetings with the insurance carriers; of CAE's willingness to assist in calling employees/retirees to remind them of the insurance enrollment deadline; of CAE's concern about the manner in which the Arthur Andersen compensation plan was implemented; and, of CAE's interest in dedicating unbudgeted MFP revenues to local salary increases.

The president thanked the visitors for their comments and asked the superintendent to take their comments under advisement.

**Recess.** The president called a 10-minute recess at approximately 4:40 p.m. The board reconvened at approximately 4:55 p.m.

## **REPORT - NEW VOCATIONAL OFFERINGS AT NORTH CADDO MAGNET HIGH SCHOOL FOR 1995-96 SCHOOL YEAR**

The president called board members' attention to the progress report on vocational classes at North Caddo, as enclosed in the mailout. She noted that the report was mailed for informational purposes.

## **RECOMMENDATIONS FROM THE DISCIPLINE POLICY REVIEW COMMITTEE ON TRUANCY**

Mr. Powell moved, seconded by Mr. Burton and Mr. Thibodeaux, to postpone consideration of this item and place it on the July agenda; and, that at that time, the superintendent brings it back with consideration of some items and discussion that will occur after this motion is made. Mr. Powell observed that discussion has occurred between the CPSB and the Caddo Parish Juvenile Court System, and in follow-up discussion with one of the judges, they are interested in making some revisions relative to procedures for dealing with students with excessive unexcused absences. He asked staff to consider this concern in an effort to reach students before they are lost. He further suggested that the board might want to include a provision in board policy which states that if a student misses a certain number of days (more than 30-40-50) last year, that upon their third unexcused absence next school year, that their names will be submitted to the juvenile court system.

Mr. Powell said the court has already started working with staff on truancy cases, and postponing the item will give CPSB staff and the Discipline Policy Review Committee an opportunity to work with the court's staff to refine the details on this concern. Mrs. Walker and Dr. Hitchcock requested clarification on the number of days allowed for absences and on the proposed procedure for submitting a student's name to the court. Mr. Powell noted that the current policy does not include provisions for what gets carried over from year to year. Mr. Vance asked if the CPSB has an obligation to notify parents before a name is submitted to the court, and staff replied that they will be doing what is required by law. Mr. Mims expressed concern about releasing students' names to the court after the school year has ended. Following more discussion, the president called for the vote which carried with board members Walker, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Pugh, Brooks, Powell, Milam, Boykin and Adams.

### **LOUISIANA LEARN FOR THE 21st CENTURY**

Dr. Hitchcock moved, seconded by Mr. Mims, approval of the submission of the implementation grants for Louisiana LEARN for the 21 st Century, as submitted by staff. The superintendent informed board members that an abstract of the program was included in the mailout, and the Caddo Parish School System is applying for implementation grants in the areas of local improvement, professional development, preservice and teacher grants. Mrs. Boykin reminded the board that she previously asked the CPSB to take steps to show a real commitment towards the administrative internship program with the program being funded with local dollars. She also informed board members of her objections to the LEARN document. Vote on the motion carried with board members Burton, Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Thibodeaux, Mims, Dr. Hitchcock, Pugh, and Brooks.

### **"IN PERFECT HARMONY" GRANT/SUNSET ACRES**

Mr. Burton moved, seconded by Mr. Vance, approval of the submission of the *"In Perfect Harmony"* grant/Sunset Acres Elementary, as submitted by staff. Mr. Powell noted that one of the objectives of the project is designed to enhance students basic core of knowledge, and as he read through the document he observed that staff is looking at multi-ethnic contributions through hands-on experiences. He asked staff to reconcile the referenced activities (quilting, Kwanza studies, photography, jazz performance, Shreveport tour) with the objective to enhance students basic core of knowledge. He also asked to what extent is staff being successful, at Sunset Acres, in looking at test scores. The superintendent said basic core has a broad explanation, and test scores at the school have improved as evidenced by record. He recognized Bonita Bandaries, teacher at Sunset Acres and grant writer, who provided specific information. She highlighted how the activities are integrated in the instructional program at each grade level and how they will enhance basic instructional activities, i.e. reading, writing. Mr. Powell asked if students could opt out of referenced activities if parents were desirous of students focusing more on reading, writing skills, and math. Mrs. Bandaries answered in the affirmative, emphasizing that students work independently and individually. Mrs. Walker spoke in support of the program and emphasized that the grant provides for numerous opportunities that are designed to develop well-rounded students. Vote on the motion carried with Mr. Milam and Mr. Powell opposed. Board members supporting the program were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Boykin and Adams.

### **CPSB WORKDAY ON JULY 5, 1996**

The superintendent proposed that July 5 be a non-workday for central office and related services with a skeletal crew working in areas, as identified by the superintendent, and listed: child nutrition, attendance, personnel, maintenance, business, switchboard and the office of the deputy superintendent. Mr. Thibodeaux asked if July 5 is normally taken as a holiday, and the president and superintendent replied that it normally depends on where the date falls within the week. Mr. Thibodeaux said his concern is that because of board policy, employees are already given several days a year off that are not given for vacation or sick time. He further expressed concern that other nine-month employees (teachers) do not enjoy the extra holidays that are given. The president clarified that the day is not being classified as a holiday; that the superintendent is staffing the switchboard and other staff persons will be assigned to man various offices, as outlined by the superintendent. Mrs. Boykin moved, seconded by Mr. Brooks and Mr. Powell, that central office

and related services, as identified by the superintendent, recognize Friday, July 5, 1996, as a non-workday. More debate ensued on declaring July 5 a *non-workday*. Mr. Thibodeaux said the problem that he has with the motion is that, " *It is called a non-workday meaning that it is not charged to holiday, it is not charged to vacation, it is not charged to sick leave, it's just kind of a non-workday, and we already have non-workdays; and, I can assure you that if we have a non-workday, even though there maybe a skeletal crew required, you can still come in this hall and shoot a cannon down the hall and you're not going to hit anybody. And, I have a concern about this and if we are trying to give additional benefits to employees, then we need to give it to all employees which means that we should extend to the nine-month employees or those employees who are not working at this time the same benefit by either giving them an additional non-workday when school starts, or by extending them the amount of money that they would be paid if they were working this day because this benefit is not being given to everyone, it's being given to about half or less of our employees. I just don't like non-workdays to begin with because they are too nebulous and it allows - if we lose way too much productivity and if we tell people that they have to be here, they will be non-productive anyway and that's why we have people in the roles of supervisors and directors and people who are 'suppose to be bosses' to see that this non-productive time does not take place when people are suppose to be working. I'm just asking that we allow people to be responsible for the time that we expect them to be here to work. And if we are going to extend something different, an additional benefit to some employees, then we extend it to all employees.* " Mr. Adams complimented central office staff for their job performance during the past several months, and observing that this is a one-time benefit, he spoke in support of the superintendent's recommendation. Dr. Hitchcock requested clarification of state law relative to reduction of employees benefits and pay from one year to the next. He asked if allowing this additional non-workday will put the CPSB in a position to provide an additional day in future years. Legal counsel recapped the Attorney General's opinion relative to reducing employees workdays. He said his judgment on this issue is that the CPSB is acting on a one-time basis; it is not meant to be recurrent; and, it does not fall within the realm of the Attorney General's opinion. More discussion followed on 12-month employees' benefits, closing of central office during the work week and its effect on services, closing plans of other municipal bodies, employees' option to use personal or vacation time, and use of compensatory time by employees who will be manning central office on July 5. Mr. Thibodeaux made a motion to amend the motion, that those employees whose contract does not require that they be at work on July 5 be granted an additional personal leave day in the 1996-97 school year or be paid for an additional day for the 1996-97 school year. The president ruled that the motion died for lack of a second. Mrs. Boykin moved, seconded by Mr. Burton, to call for the question. Vote on the motion carried with board members Thibodeaux and Pugh opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Dr. Hitchcock, Brooks, Powell, Milam, Boykin and Adams. Vote on the main motion carried with board members Walker, Thibodeaux, Pugh, Dr. Hitchcock and Milam opposed. Board members supporting the motion were Vance, Burton, Mims, Brooks, Powell, Boykin and Adams.

## **SUPERINTENDENT'S REPORT**

**Request Authorization to Send Written and Signed Charges to an Employee and for the Board to Set a Tenure Hearing Date in Accordance With La. R.S. 17:443.** Mr. Thibodeaux moved, seconded by Mrs. Boykin and Mr. Mims, that the board authorize the superintendent to send written and signed charges to an employee and for the board to set a tenure hearing date (July 24, 1996) in accordance with La. R.S. 17:443. Dr. Hitchcock asked if Mr. Thibodeaux would agree to make the motion that the CPSB adopt the resolution that was included in the mailout. The president said Dr. Hitchcock's suggested motion would be all inclusive, and Mr. Thibodeaux concurred with the request. Vote on the motion carried unanimously.

**Caddo Writing Week.** The superintendent called board members' attention to students' work that is displayed on the wall in the board room and on the bulletin boards. He asked board members to view the exhibitions.

## **UNFINISHED/NEW BUSINESS**

**Memorandum.** Referencing the fourth paragraph in a memo from staff about the group health and life insurance enrollment update, Mrs. Boykin requested clarification of the reference to the board's

contribution at this point. The superintendent said that in looking at the Request For Proposal (RFP) and in meeting with Washington National, there was need for clarification on the employer's contribution. S. L. Slack, assistant superintendent for support services, said this was revealed in the implementation process. Washington National pointed out that the RFP stated that the plan would continue as it is currently designed; and, in talking with W F Corroon and other bidders they advised that the CPSB would continue to have an employer contribution. Staff checked with other bidders, and they, too, bid with the understanding that there would be an employer contribution. Currently the percentage is about 50 percent, but the minimum that staff feels is appropriate and bidders will agree to is 25 percent. The estimated cost will not exceed \$250,000. Mrs. Boykin asked at what point will the board be requested to approve the \$250,000 which will come from various funds, with the largest percentage coming from the General Fund. Mr. Slack said the board approved W F Corroon's recommendation, and this was incorporated in their recommendation. Mrs. Boykin expressed concern that the information that has been presented to the board up to this point shows that the contribution will come from employees; but, now the fact is that the board will have to contribute the \$250,000. Mrs. Boykin asked if staff knows what the implementation cost is, and the superintendent said there is not an exact figure available at this time, because enrollment figures are not in and staff has no knowledge of how many employees will continue to have the life insurance. He further stated that staff will present more specific information after the enrollment. Board members expressed concern that this matter was overlooked by staff.

**Insurance.** Mr. Adams asked staff to look into the concerns as expressed by the retirees to see if they are legitimate problems that could be worked out. The superintendent said staff was asked to look at the current insurance program, a consulting firm made recommendations, and the consulting firm participated in the development of the RFP. Staff is now in the process of implementation, and several responses (enrollment forms) have been received; and, at this point and time, it would be difficult to back up.

Mr. Milam asked if there is any possibility to implement a gradual future premium equity. The superintendent said the plan that was presented is consistent with what is currently in place, and for staff to try to create something else would be actuarially unsound. He said if the issue is to be revisited at some point in time, that actuaries should be involved and it should be done professionally.

Dr. Hitchcock asked the superintendent/staff to get a definite answer as to whether the CPSB can reduce insurance rates for retirees who have Medicare as a primary carrier. Does the CPSB have the option to reduce the rate?

The president asked the superintendent to get an opinion from his source and that legal counsel get an opinion from the Commissioner of Insurance.

Mr. Thibodeaux asked staff to get a definite answer as to whether out - of - town retirees will be reimbursed at the same out - of - plan rate as in - state retirees.

Mr. Brooks asked the superintendent to bring back to the board at the July, 1996 school board meeting a new premium schedule where the CPSB would pay the same percentage of premiums for all participants, including retirees, who are in the CPSB health plan; and, that they will pay the same rate now, or less, with the three providers.

Mr. Adams asked staff to consider hiring a certified professional insurance person to respond to all questions from employees and retirees.

The president announced that CPSB has completed unfinished and new business simultaneously.

## **ANNOUNCEMENTS AND REQUESTS**

**Summer School.** Mr. Milam asked staff to consider housing summer school programs at school sites with energy cost in consideration. The president said consideration should be given to where renovation projects are underway as well.

**Cafeteria Report.** Mr. Milam requested a report from staff in the food service department as to what has happened regarding kitchen inspections. The superintendent gave a verbal update of activities, and said a written report will be provided.

**Anonymous Letters.** Mr. Adams asked staff if the CPSB has a "*whistle blower*" policy. He asked staff how do they handle anonymous letters, and said he would be sharing some letters that he has received with the superintendent.

**Dress Code.** Mr. Adams asked staff to review the enforcement of the dress code policy in schools. He expressed concern that there appears to be some discrepancy in implementation procedures.

**Professional Organizations.** Dr. Hitchcock requested the superintendent to review the policy and practice regarding members attending professional organization meetings, making certain that the policy is uniformly applied and all organizations are treated equally.

**MFP.** Dr. Hitchcock asked the superintendent to give an estimate of any increase in MFP funding for this coming school year based upon student enrollment. He suggested that the estimate could be in writing or in whatever form the superintendent desires.

**Life Insurance Contribution.** Referencing earlier discussion by board members and staff about the employer's contribution for employees' life insurance, Mr. Powell asked the superintendent to provide board members with an explanation, in writing, of exactly how the money (\$250,000) got there. He also asked the superintendent to consider, in central office reorganization plans, the need for hiring an expert in health benefits.

**Technology.** Mr. Powell asked staff to provide board members with a report on the status of technology wiring upgrades in schools. He asked if the money is sufficient in the way that staff/CPSB thought it would be.

Mr. Powell asked staff to respond at the July board meeting as to the balance in the health benefits account, as of the end of the fiscal year.

**Testing.** Mr. Powell requested staff to respond to why does the Caddo Parish School System have specific tests to enter Caddo Middle Magnet, but no specific tests for entrance into Caddo Magnet High. He asked staff to provide him with the rationale for using special testing for some programs.

**Insurance Enrollment.** Mrs. Boykin asked staff to keep an eye on the insurance enrollment process and make sure that no one is overlooked. She further requested that staff not utilize the services of external organizations to notify retirees of insurance enrollment dates.

**Non-workday.** Mrs. Boykin requested the recording secretary to record Mr. Thibodeaux's comments in the minutes verbatim relative to the non-workday on July 5.

**Retirees.** The president asked staff what mechanism is in place to keep retirees from falling through the cracks. Mr. Slack said applications should be mailed back to the insurance department at the CPSB for control purposes rather than going to one of the three companies. As forms come in they will be posted, and staff will follow-up with those covered who do not respond.

## **EXECUTIVE SESSION**

Mr. Vance moved, seconded by Mr. Brooks, for an executive session for one hour to hear litigation -(USA vs CPSB CV94-0155 USDC). Vote on the motion carried with board members Boykin and Adams absent. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell and Milam. The board went into executive session at approximately 7 p.m. and reconvened at approximately 8:29 p.m.

Dr. Hitchcock moved, seconded by Mr. Brooks and Mr. Mims, that the board approve the settlement agreement as negotiated by the superintendent and board attorney in the litigation of USA vs CPSB, subject to the amendments as were detailed today in paragraphs 21-A and 32; and, authorize the board president and superintendent to sign the agreement. 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 8:30 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

**July 24, 1996**

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, July 24, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Mims.

#### **CONSIDERATION OF MINUTES OF THE JUNE 26, 1996 CPSB MEETING**

Referencing agenda item **Announcements and Requests**, Mr. Powell asked that the subheading, "*Inservice*," be deleted from the minutes on page ten. Mr. Vance moved, seconded by Mrs. Boykin, approval of the minutes as amended. Vote on the motion carried unanimously.

#### **CONSENT AGENDA**

The superintendent informed board members that under agenda item 8-D, "*Insulation to the Roofing Project at Donnie Bickham Middle School - P-222B*" was added. The board reviewed the agenda and the following items were categorized as consent agenda.

#### **Agenda Item No. 7**

**Personnel Recommendations.** The superintendent made the following recommendations: (1) James Moran be appointed principal at Broadmoor Middle Laboratory School; and, the terms of contract are August 12, 1996 - June 15, 1999; (2) Gerald Burrow be appointed principal at Turner Elementary/Middle School; and, the terms of contract are August 12, 1996 - June 15, 1999; (3) Shirley Douglas be appointed assistant principal of administration and discipline at Midway Middle School; and, the terms of contract are August 13, 1996 - June 15, 1999; (4) Diane Atkins be appointed assistant principal for Administration and Discipline at Hamilton Terrace Learning Center for the 1996-97 school year; (5) Lawrence Anderson be appointed assistant principal of administration and discipline at Linwood Middle School; and, the terms of contract are August 13, 1996 - June 15, 1999; and, (6) A1 Graham be appointed assistant principal of administration and discipline at C. E. Byrd High School for the 1996-97 school year. Each employee meets the criteria in accordance with the board-approved policy and will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for playground equipment for Hendrix, Hosston and Summer Grove; digital duplicator supplies; and, roofing at Oak Park Elementary School, Project 222C. A copy of the tabulation bid sheets is filed in the official papers of the board marked "*Exhibit A, 8 pages, July 24, 1996.*"

**Authority to Sell Surplus Used Vehicles.** Staff was authorized to join with the City of Shreveport to hold an auction sale on Saturday, August 17, 1996, at the Fair Grounds to dispose of surplus used buses and vehicles.

**Approval of Design Services/Authorization to Bid.** Staff recommended that Harriss-Jambor and Associates be approved to design Youree Drive Middle School emergency boiler replacement, Project 250, and requested authorization to proceed with bidding, with funding by Capital Project Fund Contingency. Staff further requested authorization to proceed with bidding of wiring for technology at various schools, Project 235A as allocated in the 1996-97 General Fund Budget (\$100,000).

**Approval of Change Orders.** Staff recommended that Change Order No. 2 for resilient flooring at various schools, Project 227A, be approved in the amount of \$19,691; and, that Change Order No. 1, relative to roofing insulation at Donnie Bickham Middle School, Project 222B, be approved as recommended by staff.

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

**Resolution to Approve Louisiana Compliance Questionnaire.** Staff recommended that the resolution to approve the Louisiana Compliance Questionnaire, as required by the Legislative Auditor, be approved.

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

By Miles Hitchcock, Sc.D.,

WHEREAS, the Caddo Parish School Board authorized the superintendent to execute a letter of engagement with the accounting firm of Allen, Green, and Robinette, LLP, to audit its financial statements for the period July 1, 1995 - June 30, 1996; and

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

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

BE IT FURTHER RESOLVED that the completed questionnaire and a copy of this resolution be given to the firm Allen, Green, and Robinette, LLP.

Seconded by Willie D. Burton.

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

Adopted July 24, 1996

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

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

**Contract With LSU-S Regarding Cooperating Teachers.** Staff recommended that the contract between LSU-S and the CPSB regarding cooperating teachers be renewed for the 1996-97 year. A copy of the contract is filed in the official papers of the board.

**Agenda Item No. 11**

**Proposed Change in Employees' Disability Income Benefits (Supplementary Coverage).** Staff recommended approval of the proposed revision of employee disability income benefits, as outlined in the mailout. The changes should produce a favorable impact to the CPSB Workers' Compensation cost and rest and recuperation leave cost. The effective date of the changes will be for claims incurred after October 1, 1996.

**Agenda Item No. 13**

**Foreign Language Assistance Grant.** Staff requested authorization to submit the Foreign Language Assistance Grant as prepared and included in the mailout. Grant funding requested is \$93,488.54.

**Agenda Item No. 14**

**Increase Staffing Allotment at Caddo Career Center.** Staff requested authorization to increase the staffing allotment at the Caddo Career Center by one-half teacher to meet the need that exists in the Drafting/CAD program.

**Agenda Item No. 15**

**1996-97 School Calendar Revision.** Staff requested that the 1996-97 school calendar be revised to accommodate the scheduling of senior tests for scoring prior to graduation ceremonies. Modifications to the calendar will reflect the following changes for seniors:

**Wednesday, May 21, 1997**

**Senior Tests Begin**

**Thursday, May 22, 1997**

**Senior Tests End**

**Agenda Item No. 19-A**

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

Sabbatical Leave for Study, Entire 1996-97 School Year

Annetta Garner, Teacher, Southwood High School

Sabbatical Leave for Study, Fall Semester 1996-97 School Year

James O'Donnell, Teacher, Hollywood Middle School

Sabbatical Leave for Rest and Recuperation, Fall Semester 1996-97 School Year

Lisabeth Harper, Teacher, North Highlands Elementary  
Mamie Bell, Teacher, Lakeshore Elementary

Sabbatical Leave for Rest and Recuperation, 1996-97 School Year

Carolyn Albright, Teacher, Summer Grove Elementary  
Betty Walker, Teacher, Caddo Middle Magnet

Leave Without Pay (Personal), Entire 1996-97 School Year

Carlene Mudd, Teacher, Mooringsport Elementary  
Linda Kay Gammill, Teacher, University Elementary  
Rita Rabalais, Teacher, Judson Fundamental Magnet



Leave Without Pay (Personal) July 31, 1996 through July 30, 1997

Horace Maxile, Principal, Booker T. Washington High School

**Requests of the Board.** Sheila Campbell, speech therapist, requested to rescind her sabbatical leave for the 1996-97 school year.

Martha McJunkins, teacher at Linwood Middle School, requested that her application for leave without pay for the 1996-97 school year be withdrawn.

Sherry Ettredge, teacher at Linwood Middle School, requested that her application for leave without pay for the 1996-97 school year be withdrawn.

Dr. Hitchcock moved, seconded by Mr. Burton, that the CPSB adopt the consent agenda. Vote on the motion carried unanimously.

## VISITORS

Mimie Cherry encouraged parents to take responsibility for raising their children. She noted that *Proverbs* has a complete record on how people are suppose to live and handle their children. Mrs. Cherry suggested that the board and staff should follow established guidelines and work to improve human relations.

Shirley Wilkins, retiree, expressed concern about the cost of insurance premiums, and expressed satisfaction with Washington National.

Goldie Davis, retiree, questioned the increased cost for insurance premiums and said she is happy with the coverage provided by Washington National.

Eursula Hardy, retiree, expressed concern that two of the proposed insurance carriers for CPSB employees and retirees are not accredited by NCQA. She asked the board to review suggested documents that support this fact, and suggested that it is never too late to correct a wrong.

Melba Sullivan, retiree, expressed concern about changes in the health care program for CPSB retirees. She asked board members to reconsider the proposed plans, and not to discriminate in assigning premium costs to local and out-of-town employees/retirees.

Anne Tabarlet, retiree, expressed concern that retirees are paying premiums that include services that enrollees are not receiving.

Lloyd Parker, retiree, encouraged the CPSB to keep retirees and employees under one group health plan.

Ann Fowler, retiree, suggested that the CPSB should build in cost containment in insurance costs. She asked if contracts have been signed with the proposed insurance carriers, and provided board members with data which compares benefits - POS plans and on managed care. Mrs. Fowler said there are inequities in the proposed plans and she asked the board to reconsider its action.

Walter C. Walker, retiree, expressed concern about the insurance rates that are charged to persons with Medicare as their primary health care provider.

Rolland Kennedy informed the board that he is interested in learning more about the proposed insurance plans.

Maryjo Palumbo, president of Caddo Association of Educators (CAE), made the board aware of the organization's concerns relative to: (1) insurance rates for retirees with Medicare; (2) proposed changes in employees' disability income benefits; (3) organizational revisions for the position of coordinating director for special programs; and, (4) salary increases.

Sabra Scoggin, parent, asked the board to consider placing the 504 ADA program under the instructional division rather than under support services.

Jackie Lansdale, president of Caddo Federation of Teachers, expressed appreciation for the CPSB's efforts. She made the board aware of the federation's concerns relative to teacher pay increases; and, she encouraged the board to remain competitive in recruiting and keeping teachers.

Geraldine Christian, retiree, expressed concern about the out-of-pocket cost for medical coverage.

E. A. Phelps, retiree, expressed appreciation with services provided by Washington National. He expressed concern about the board's decision to offer services through three other companies, and encouraged the board to reconsider its action.

The president thanked the visitors for their comments. She noted that the board has rendered a decision relative to insurance coverage, and she encouraged retirees and employees to make a decision relative to enrollment by August 16, 1996. She further noted that Washington National Insurance Company did not submit a bid to the CPSB, and also of Washington National's plan to sell its health business to another service. Board members expressed appreciation and empathy for the retirees' concerns and assured the assembled that the board followed a process before making a decision. The board's action was the result of hard work, study and dialogue with staff, insurance representatives, and members of the Employee Benefits Committee. Board members assured the retirees that insurance coverage will continue to be monitored and improvements will be made when possible.

Mr. Burton moved, seconded by Mr. Thibodeaux, to suspend the rules to hear the superintendent's report on insurance rates for retirees with Medicare, as listed on the agenda. Vote on the motion carried with board members Powell, Boykin and Adams opposed. Mr. Brooks was absent for the vote. Board members Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh and Milam supported the motion.

## **SUPERINTENDENT'S REPORT**

**Insurance Rates for Retirees With Medicare.** The superintendent noted that the mailout material includes rates that are currently in effect. The exact cost of the Medicare will depend upon the amount that the CPSB wants to contribute, and staff's projection is that the cost could range in excess of one million dollars. Mrs. Boykin asked the superintendent if there is a jumping off place for the CPSB in trying to deal with the issue of employee/retirees' premiums with Medicare, and the superintendent answered no. He reported that the projection is based on information received from staff. Mr. Thibodeaux noted that no one is paying more for insurance coverage, and after the enrollment period, staff will inform the board of what the premiums will be. The superintendent also reported that he knows of no contracts that have been signed at this point. Legal counsel said no contracts have been presented to him; but, he knows that there is a written offer; and, there is an acceptance of record in the form of school board minutes. Mrs. Boykin requested the superintendent to bring a plan at the next CPSB meeting (and place an item on the agenda) to address those employees who are paying Medicare; their premiums; whatever plan they want to cast around and come up with; whether it would be best to copy a state plan; along with the cost for the CPSB to take action on this at its next meeting. Mr. Vance asked staff to provide board members with information on cost to the CPSB; is money available to deal with this issue; and, distinguish how enrollees will be affected.

## **PERSONNEL RECOMMENDATIONS**

The superintendent announced the promotion of the employees as identified under *Consent Agenda, Item No. 7*. He recognized the employees and introduced them to the board and audience.

## **RECOMMENDATIONS FROM THE DISCIPLINE POLICY REVIEW COMMITTEE ON TRUANCY**

Mr. Powell moved, seconded by Mr. Adams, approval and adoption of the proposed truancy policy that was included in the mailout. The president asked the first vice president to preside at this point,

and Mrs. Pugh made a motion to amend the motion, seconded by Mr. Vance, to reflect the following revisions: (1) that on page one, in the first paragraph, that *child* be inserted in the place of *student*; (2) in item three, page one, to substitute *supervisor of child welfare* for the term *principal*; (3) in item three, page one, second sentence, that *supervisor* be substituted for the word *principal*; also in referencing the letter, that the word *certified* be deleted; (4) in item four, page one, that *school* be substituted for the term *principal*; the same is true in items two and three on page two; and, (5) that *supervisor of attendance* be substituted for the word *principal* in paragraph four, page two. Mr. Powell requested that board members be provided with a copy of the document, as revised by Mrs. Pugh, before a vote is taken.

Due to the scheduled executive session to conduct an employee tenure hearing that will begin at 5:30 p.m., Mr. Burton moved, seconded by Mr. Powell, to postpone further consideration of this item until after the executive session. Vote on the motion carried unanimously.

**Recess.** The chair called for a 15-minute recess at approximately 5:15 p.m. The board reconvened at 5:30 p.m.

### **EXECUTIVE SESSION - EMPLOYEE TENURE HEARING**

The president requested that all witnesses for the employee's tenure hearing be brought into the board room. The witnesses were collectively administered the oath by the court stenographer. The president advised the witnesses that they were being sequestered and should not discuss their testimony, neither discuss the case among themselves. Dr. Hitchcock moved, seconded by Mr. Powell, to go into executive session for the purpose of conducting an employee tenure hearing for an undefined period of time. Vote on the motion carried unanimously, and the board went into executive session at approximately 5:50 p.m. The board reconvened into open session at approximately 11:45 p.m.

Dr. Hitchcock moved, seconded by Mr. Burton and Mrs. Boykin, that the CPSB suspend its rules to consider agenda item number 16, and that the board postpone the remainder of the agenda for the July 24 meeting until Wednesday, August 7, 1996 - the day of the Executive Committee meeting; and, call a board meeting after the Executive Committee meeting to finish the agenda. Vote on the motion carried unanimously.

### **HOME INSTRUCTION PROGRAM FOR PRESCHOOL YOUNGSTERS (H.I.P.P.Y.)**

Mr. Mims moved, seconded by Mr. Burton, to approve continuation of the Home Instruction Program for Preschool Youngsters for the 1996-97 school year. Staff recommended approval of the program. Vote on the motion carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks and Milam.

Dr. Hitchcock moved, seconded by Mr. Vance, that the CPSB go back into executive session to continue the employee tenure hearing. Vote on the motion carried unanimously. The board went back into executive session at approximately 11:50 p.m. At approximately 3:30 a.m. (July 25, 1996), the board unanimously consented to postpone the continuation of the employee tenure hearing until Thursday, August 8, 1996, at 1:30 p.m. in the board room of the Caddo Parish School Board office complex. The meeting adjourned at 3:31 a.m.

**August 7, 1996  
(Meeting of July 24, 1996 Continued)**

**The Caddo Parish School Board (CPSB)** resumed its meeting of July 24, 1996 in its office at 1961 Midway Street, Shreveport Louisiana at approximately 4:20 p.m. with President Mildred B. Pugh presiding and all board members present being a quorum. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel.

Mr. Thibodeaux asked the board to cancel agenda item 23 - *Executive Session (Personnel -Investigation of Allegation of Misconduct)* which is listed under his name.. He said the executive session is no longer needed.

Mr. Powell informed the board that he discussed agenda item 23 - *Executive Session (Investigation of Allegation of Misconduct)* listed under his name with the superintendent, and is satisfied with the totality of information received. He asked that the item be cancelled if the board doesn't object.

Mr. Thibodeaux moved, seconded by Mr. Adams, to remove both referenced items from the agenda. Vote on the motion carried unanimously.

#### **RECOMMENDATIONS FROM THE DISCIPLINE POLICY REVIEW COMMITTEE ON TRUANCY (continued)**

Mr. Powell recapped the board's action at its meeting on July 24 regarding this item. He noted that since that meeting, staff has made changes that might alleviate some concerns that were raised relative to jurisdiction and the powers vested by state law in the supervisor of attendance. Staff offered some changes in language that is acceptable, and wants the board to consider the new language. Mr. Powell provided board members with a copy of the document inclusive of changes. He made a substitute motion, seconded by Mr. Thibodeaux and Mr. Brooks, to adopt the draft that is passed out which includes the language suggested by staff; that the amendments be adopted into the truancy policy and that the board pass the truancy policy. Dr. Hitchcock asked the superintendent if the policy is his recommendation. The superintendent said he was apprised of changes made by staff and committee members and has followed the changes recommended by the board president at the last meeting. He said he feels comfortable with the changes and supports the document. Mrs. Walker spoke in support of the present policy, and voiced concern that some members of the committee formed to develop the policy have informed her that they have not seen all of the proposed revisions. Mr. Thibodeaux suggested that if the implementation of the policy is successful, then staff could consider reducing the number of unexcused absences allowed before action is taken. The superintendent informed the board that with the cooperation of the Juvenile Court, action has already been taken on some cases. Mr. Mims also expressed concern about the number of days allowed for unexcused absences. He particularly noted that the number exceeds the number of days allowed a student before he or she receives a failing grade. The superintendent agreed that there is concern about credits, and the attendance department has the leeway to deal with this concern. Mr. Powell expressed appreciation for everyone who worked on developing the policy. A copy of the document is filed in the official papers of the board. Vote on the substitute motion carried with Mrs. Walker opposed. Board members supporting the document were Vance, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

#### **CENTRAL OFFICE REORGANIZATION RECOMMENDATIONS**

Mr. Adams moved, seconded by Mr. Brooks, that the board approve the recommendations of the superintendent to continue the process of central office reorganization. The superintendent said information was provided in the mailout. Mr. Brooks and Mr. Powell encouraged board members to support the superintendent's recommendation, as outlined in the mailout. Mr. Powell noted that the reorganization speaks to an issue that will improve services to children. Dr. Hitchcock said the board needs to do a better job in accountability in the special education department. However, he expressed concern about adding another level of bureaucracy, and suggested that the 504/ADA program should be placed under the administrative division with the deputy superintendent coordinating activities and providing leadership. Mrs. Walker suggested that the staff/board should consider other means to get things under control. Vote on the motion carried with board members Walker, Vance, Mims and Dr. Hitchcock opposed. Board members supporting the motion were Burton, Thibodeaux, Pugh, Brooks, Powell, Milam, Boykin and Adams.

#### **EMPLOYEE BENEFITS (POWELL)**

Mr. Powell said the superintendent provided information in response to his questions submitted in a letter dated July 17, 1996. He asked the superintendent if he has any supplemental material to add to the information. The superintendent said he has received information relative to the request in the

last paragraph of Mr. Powell's letter relative to teachers' income. Mr. Powell asked the superintendent to provide board members with the information. He expressed concern about the projected cost to the CPSB in order to equalize the percentage of employer contribution in the new health benefit plan. Mr. Powell said he will be looking at bringing to the board some way to cure the inequity. He asked staff about MFP funding. S. L. Slack, assistant superintendent for support services, reported that funding is presently \$3.6 million, with \$3.1 million being committed to teacher pay raises. He further stated that this is an estimate and staff will not know for certain until after October 1; and, a realistic date to be informed would be January 1. The president noted that the school system should want to be secure financially throughout the entire year. Further, the state is usually two to three months behind on delivery. Mr. Powell asked the superintendent to supply board members with updated information on MFP funds. Mrs. Boykin expressed concern about the closing of enrollment and the number of enrollees. She asked if staff is going to review the matter and asked if August 16 is the definite deadline. The superintendent said staff will review the numbers on the 16th. Mrs. Boykin asked staff to provide the board with a recommendation at the time that they respond to her other requests relative to the plan. She, too, expressed concern about everything being equitable for all employees. The superintendent said staff has discussed some of the same concerns and will bring a recommendation to the board.

## **SUPERINTENDENT'S REPORT**

**Request to Use "School Information Hotline" Sponsored by The Times.** The superintendent said information was provided in the mailout. The hotline will be installed in each school and will enable teachers and administrators at school sites to call in messages to The Times bank and then parents can access the number to get information relative to school activities. The project would be at no cost to the school district.

**National Register of Historic Places.** The superintendent informed board members that official notice has been received from the National Register of Historic Places that Mooringsport School has been added. The certificate is in the superintendent's office.

**New Health Plan Premium Rates (Brooks).** Mr. Brooks requested an explanation of the new health plan premiums. The superintendent said staff has gathered information that is available regarding the premiums, and will provide him with a copy of the premiums.

**Dyslexia (Powell).** Mr. Powell requested an explanation of plans and possibilities for the dyslexia program. The superintendent reported that staff is proposing that as much attention and assistance be provided to the students without adding to staffing cost. Staff has written a grant and is anticipating receipt of moneys to begin a pilot program that will enable staff to have staffing to place at a school that will provide assistance to dyslexia students. He also noted that Eden Gardens Fundamental Magnet is the site that staff is presently considering.

**Boiler at Youree Drive Middle School.** The superintendent informed board members that the boiler at Youree Drive Middle Schools needs to be replaced. He requested the board's permission to declare an emergency project and that staff be authorized to secure bids informally to expedite the completion before heating is required in the fall.

Mr. Adams moved, seconded by Mr. Thibodeaux, to suspend the rules so that the board can take action on the items relative to the Youree Drive Middle School boiler, The Times School Information Hotline, CPSB meeting site for August and transportable buildings. Vote on the motion carried unanimously.

**Boiler.** Mrs. Boykin and Mr. Thibodeaux moved, seconded by Mr. Brooks, that Youree Drive Middle School emergency boiler replacement, Project 250, be declared an emergency project and that staff be authorized to secure bids informally to expedite completion before heating is required in the fall. Vote on the motion carried unanimously.

**Transportable Building.** Mr. Brooks moved, seconded by Mr. Powell, that the lowest qualified bidder be approved as noted, Project 251. Vote on the motion carried unanimously.

**School Information Hotline.** Mr. Brooks moved, seconded by Mr. Mims, that the administration continue to cooperate with The Times to install the School *Information Hotline* program at all Caddo Parish Schools.

**August 21, 1996 CPSB Meeting.** Mr. Powell moved, seconded by Mr. Adams and Mr. Brooks, that the August 21, 1996 CPSB regular meeting be held at 3:30 p.m. at C. E. Byrd High School auditorium. Discussion ensued on scheduled school activities, vehicle parking space, other school sites, and electronic capabilities for recording and accommodating the media. Dr. Hitchcock suggested that the board authorize the superintendent to locate an appropriate location. Mr. Powell agreed to amend his motion to allow the superintendent to do this. No objection was expressed to amending the motion to reflect Dr. Hitchcock's suggestion. Vote on the motion carried with board members Walker, Vance, Burton, Pugh and Boykin opposed. Board members supporting the motion were Thibodeaux, Mims, Dr. Hitchcock, Brooks, Powell, Milam and Adams.

**National Schools Public Relations Association (NSPRA).** The superintendent announced that on July 17, 1996 in Phoenix Arizona, Mrs. Burnadine Moss Anderson was installed as president of this national association for 1996-97. He congratulated Mrs. Anderson for this outstanding recognition and applauded her for her noteworthy presentation and outstanding visuals at the conference.

**Security Report.** The superintendent reminded board members that the security report was distributed at the last board meeting.

**Administrators' Workshop.** The superintendent announced that staff is proceeding with plans to have Mr. Cecil Picard, Louisiana superintendent of education, kickoff the 1996-97 school year. He will be the keynote speaker at the parishwide administrators' meeting on August 20, 1996 at 10 a.m. at Southwood High School. Mr. Picard will spend the entire day in Caddo Parish and has requested to tour the Caddo Career Center. Mr. Picard will tour other school sites as well. Board members will be receiving more information about the schedule.

**Water Main.** The superintendent reported that there will be a major water main repair on Union Street on Friday, August 9, 1996. The Caddo Career Center and the Special Education Center will be closed on that day; however, the special education administrators will be working at an alternate site. Mrs. Walker asked if enrollment is still going on for the health benefit plan at the Caddo Career Center. The superintendent said enrollment continues through August 16, and the center will be closed for one day.

## **UNFINISHED BUSINESS**

**Hotline.** Mrs. Walker expressed appreciation for the School *Information Hotline*, that is sponsored by The Times. She said the program will be very beneficial to schools in the rural areas.

**Mooringsport Elementary School.** Mrs. Walker invited the people to come and visit the oldest school in Caddo Parish.

**Medical Group Management Services (MGMS) Communication.** Mr. Adams said someone in the audience asked him to distribute the letter to board members. He asked the superintendent to examine the document for its contents.

**Evaluation Forms.** The president asked board members to complete their observation forms on the superintendent and to submit them to her as soon as possible.

**Board Retreat.** The president announced that the board's retreat is on schedule for September 7, and transportation will be provided. Mr. Powell expressed concern about the mode of transportation.

## **ANNOUNCEMENTS AND REQUESTS**

**Truancy.** Mr. Powell noted that the truancy policy was adopted tonight, and said other recommendations were made that were not acted on. He asked staff to evaluate the requests, and if they warrant merit, to bring them back to the board for consideration.

**Audience.** Mr. Powell said the audience tonight is the largest ever witnessed whereby input was not received from visitors. He acknowledged their presence and thanked them for their dedication to the school system.

**HVAC.** Mr. Milam asked the superintendent to g6t with Keith Norwood, director of school plant, to look at the feasibility of a pilot school using ground loop HVAC.

**Tenure Hearing.** The president announced that the CPSB will meet at 1:30 p.m. on Thursday, August 9, 1996, to continue the tenure hearing. The hearing will continue until at least 9:30 p.m. After discussion, the board decided to resume the hearing at 10 a.m. on Friday, August 10, 1996, if necessary. Mr. Vance informed the board that he will be arriving at the meeting late on Thursday. Mr. Burton said he will be unable to be present on Friday.

**Handouts.** Mr. Vance asked staff to check and see if there is a policy governing the distribution of handouts to board members while the board is in session. He suggested that a procedure should be developed for distributing information to board members.

**Teacher Absences.** Mr. Vance said board members were provided with information about teacher absences some time ago. He asked the superintendent if he has had an opportunity to address his concerns relative to this subject. He said he will review his concerns with the superintendent.

**Maintenance.** Mr. Vance complimented staff and the maintenance crews for the jobs that they do. However, he expressed concern for the overgrown lawns at some schools. He asked staff to look at improving the appearance of school lawns at some of the schools.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell and Mr. Thibodeaux seconded the motion which carried, and the meeting adjourned at approximately 5:30 p.m.

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James E. Foster, Secretary

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Mildred B. Pugh, President

**August 7, 1996**

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, August 7, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D. and Johnny Vance, Jr. present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by Mr. Brooks.

**Agenda Items.** The superintendent presented the proposed agenda for the August 21, 1996 Caddo Parish School Board meeting. The following items were added to the agenda: "*Caddo Parish School System Health Benefits Plan* " (Powell/Boykin), and "*Proposal to Allow Parent Groups to Contribute to Additional Staffing for Activities* " (Dr. Hitchcock).

**CPSB Meeting Site.** Mr. Brooks asked the superintendent to locate another site for the August 21, 1996 CPSB meeting that will be large enough to accommodate the anticipated crowd of visitors. The president asked Mr. Brooks to make this request in the regular CPSB meeting that will follow the Executive Committee meeting.

Mr. Vance moved, seconded by Dr. Hitchcock, that the agenda be adopted for the August 21, 1996 school board meeting. Vote on the motion carried unanimously.

## **CPSB WORK SESSION**

**Group Health Plan.** Maryjo Palumbo, president of Caddo Association of Educators (CAE), asked staff at what point will a timeline be established in the health plan for employees who are not in the current group health plan to enroll. Staff replied that information will be provided upon request. Employees will enroll with evidence of insurability which is standard procedure, and requests are made through the personnel department. Further, between the personnel, insurance and accounting departments, the process is worked through. The president noted that this is not an open enrollment period.

Allen Saba, Louisiana and Mississippi regional manager for Washington National Insurance Company, clarified that the company is in business; the company is in the process of selling its group department to Trust Mark Life Insurance Company; the contract currently in effect with the CPSB will remain with Washington National fully at risk on the plan through the plan year 1996-97, at which time Trust Mark will assume the policies and agreements in effect assuming that they remain in effect; and, the majority of the people working on policies in the past in the home office will continue to do so as they will become a part of Trust Mark. The president asked Mr. Saba to clarify if Washington National responded to the CPSB's request for proposal. He said that Washington National responded to the RFP and issued a quote for life insurance; it did not issue a quote for medical; but, did provide a renewal to the current plan of coverage funding that is currently in effect.

**Increase Staffing Allotment for Huntington High School Magnet School and for Southwood High School 4 x 4 Scheduling Pilot Program.** Mr. Powell asked staff if the staffing increase for Southwood High School 4 x 4 scheduling will go into effect for the 1996-97 school year. The superintendent answered in the affirmative. Ed Hearn, director of high schools, concurred with the superintendent's statement, and emphasized that the study for the pilot program will start this year. Mr. Powell requested clarification of the increase in staffing for Huntington High School, and Mr. Hearn said the increase is for the program that is currently in place.

**Approval of Teachers' Salary Schedule.** Mr. Powell asked if staff anticipates going above the amount of increase given by the Legislature. The superintendent said staff will work out several scenarios for the board's consideration. He further stated that staff has been informed that the amount that will be received from the state is approximately \$886 per teacher.

## **SPECIAL PRESENTATION - CADDO PUBLIC EDUCATION FOUNDATION (LIBRARY TECHNOLOGY PROJECT)**

The superintendent recognized Wanda Gunn, director of curriculum, who introduced Susan Adams of the Caddo Public Education Foundation. Ms. Adams gave an update of activities relative to library technology for schools. She announced that Phase II of the Library Technology Program is on go and will be launched in September. The project is \$121,000 plus, and the foundation will be working with 43 elementary school librarians to furnish equipment to get the schools on-line for research. Mrs. Walker and the superintendent thanked Ms. Adams for the foundation's interest and involvement.

## **REPORT - MAINTENANCE DEPARTMENT**

Keith Norwood, director of school plant, gave an update of work done by employees in the maintenance department. He highlighted the work performed by the waxing crews, painters, plumbers and electricians/mechanics. Mr. Norwood congratulated the workers for the numerous jobs accomplished. He noted that the employees performed their duties in a professional and timely manner, and commended them for their positive attitudes. Employees in each category were introduced to the board. The president thanked the employees for their hard work and dedication.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mr. Vance seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:16 p.m.



**August 21, 1996**

The **Caddo Parish School Board** (CPSB) met in regular session in the auditorium at Southwood High School, 9000 Walker Road, Shreveport, Louisiana at 3:30 p.m., Wednesday, August 21, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Judy D. Boykin arrived at approximately 4:00 p.m. Mark Milam was absent due to illness. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Brooks.

**Greetings.** Mr. Adams, CPSB member representing Southwood's district, extended a hearty welcome to everyone and thanked the citizens and school staff members for their support.

#### **CONSIDERATION OF MINUTES OF THE JULY 24 (AUGUST 7), 1996 CPSB MEETING**

Mr. Burton moved, seconded by Mr. Thibodeaux, approval of the minutes of the July 24 (August 7), 1996 CPSB meeting. Vote on the motion carried unanimously.

#### **CONSENT AGENDA**

The superintendent asked that the following items be pulled from the agenda: "*Bids - (8-C-2) -Technology Center at Caddo Career Center and Caddo Career Center Culinary Arts Classroom, Project 223* "; "*Request Approval of Resolution for Authorization to Send Written and Signed Charges to an Employee (Classroom Teacher) and for the Board to Set a Tenure Hearing Date* "; "*Request Approval of Resolution for Authorization to Send Written and Signed Charges to an Employee (Bus Driver) and for the Board to Set a Tenure Hearing Date* "; and, "*Proposal to Allow Parent Groups to Contribute to Additional Staffing-for Activities.* " The board reviewed the agenda and the following items were categorized as consent agenda. Agenda Item No. 7

**Personnel Recommendations.** The superintendent made the following recommendations: (1) Toussaint Battley, Jr. be appointed principal at Booker T. Washington High School for the 1996-97 school year; (2) Charles Burris be appointed assistant principal of administration and discipline at Turner Elementary/Middle School; and, the terms of contract are August 22, 1996 - June 15, 1999; (3) Bonita Hearne be appointed supervisor of attendance and child welfare; and, the terms of contract are August 22, 1996 - June 15, 1999; (4) Patricia Johnson be appointed staff development specialist; and, the terms of contract are August 22, 1996 - June 15, 1999. Each employee meets the criteria in accordance with the board-approved policy and will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

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

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for science supplies and small equipment for all schools and Youree Drive Middle School emergency boiler replacement, Project 250. A copy of the tabulation bid sheets is filed in the official papers of the board marked "*Exhibit A, five pages, August 21, 1996.* "

**Approval of Change Orders.** Staff recommended that Change Order No. 3 for resilient flooring at various schools, Project 227A, be approved in the amount of \$13,857, as recommended by staff.

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

**Assignment of Interest, etc. in State Agency Lease No. 6889.** Staff recommended that the resolution assigning all rights, title and interest of Joseph L. Hargrove and Martha D. Hargrove in State Agency Lease 6889 unto Cohort Energy Company be adopted. A copy of the resolution is filed in the official papers of the board.

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

##### **Renewal of Agreement With Caddo Community Action Agency, Inc. for Head Start Program.**

Staff recommended that the agreement with Caddo Community Action Agency, Inc. for the 1996-97 Head Start Program to use available classrooms and to provide meal service to participants be approved. A copy of the agreement is filed in the official papers of the board.

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

**Request for School Bus Transportation by Red River Revel.** Staff recommended that the request from the Red River Revel to rent approximately five (5) school buses October 3, 1996, be approved. The necessary insurance coverage and transportation expenses will be provided by the Red River Revel.

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

**Request for School Bus Transportation by Red River Rally Airshow.** Staff recommended that the request from the Red River Rally Airshow to rent a bus to transport air crews during the period September 13-15, 1996 be approved. The necessary insurance coverage and transportation expenses will be provided by the Red River Revel.

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

**Renewal of Agreement With Association for Community Training, Inc. for After School Study Program.** Staff recommended that the agreement with the Association for Community Training, Inc. for an after school study program for 1996-97 at Midway, J. S. Clark, Hollywood and Northside, and to provide transportation and snacks, be approved. A copy of the agreement is filed in the official papers of the board.

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

**Approval of Teachers' Salary Schedule.** Staff recommended that the teacher salary schedule for 1996-97, as included in the mailout, be approved. The schedule includes an across the board \$1,200 increase.

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

**Promotional or Administrative Appointment Contract.** Staff recommended approval of the renewal of the Promotional or Administrative Appointment Contract to Corrie Wilkins, counselor at Fair Park High School; at the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed.

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

**Increase Staffing Allotment for Preschool Gateway Program.** Staff recommended that one-half teacher be employed for the preschool gifted program. Cost to the CPSB is \$15,000.

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

**Settlement of Automobile Liability Claim; Donna Shively vs CPSB.** Staff recommended approval of a settlement of the automobile liability claim on Donna Shively for a total of \$90,000 plus court costs.

#### **Agenda Item No. 24-A**

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

### Sabbatical Leave for Rest and Recuperation for the 1996-97 School Year

Mary Frances Jahnke, Teacher, Captain Shreve High  
Deborah Adams, Teacher, Keithville Elementary/Middle  
Angenetta Lott, Supervisor, Curriculum Department  
Alice Normand, Teacher, Caddo Middle Magnet  
Georgianna Scott, Teacher, Southwood High

### Leave Without Pay (Personal) for the 196-97 School Year

Margaret Elrod, Teacher, Captain Shreve High School  
Ramona Green, Teacher, Fair Park High School  
Janey McCormick, Teacher, North Caddo Magnet High  
Cynthia Main, Teacher, Claiborne Fundamental Elementary  
Lila Finney, Teacher, South Highlands Elementary  
Beverly Brown, Teacher Aide, E. B. Williams Stoner Hill Elementary Laboratory

### Sabbatical Leave for Rest and Recuperation for the Fall Semester, 1996-97 School Year

Teresa Miller McAteer, Teacher, C. E. Byrd High  
James Parker, Jr., Teacher, Cherokee Park Elementary

**Request of the Board.** Donna Camp, teacher at Caddo Middle Magnet, requested to rescind her leave without pay and return to her teaching position.

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

### **PERSONNEL RECOMMENDATIONS**

The superintendent announced the promotion of the employees as identified under *Consent Agenda Item No. 7*. He recognized the employees and introduced them to the board and audience.

### **VISITORS**

Melinda Marshall, retiree, spoke on behalf of her mother and thanked the board for providing choices for insurance coverage.

Linda Scott, classified employee, expressed appreciation for affordable insurance plans. She encouraged the CPSB to move forward with the new carriers.

Raymond Kassouf, employee, expressed concern that the insurance report from W F Corroon did not give clear directives and about the amount of funds spent on the study. He asked that employees be given advance notice of proposed changes.

Carol Cathey expressed concern that she was not notified of proposed changes and about the inequities of the insurance plans. She asked that employees be provided with choices.

Bobbye Montgomery, retiree, expressed appreciation for services provided by Washington National. She, too, expressed concern about the inequities of the proposed plans.

(Note: Mrs. Boykin made her arrival to the meeting at this point.)

Bessie D. Smith, retiree, encouraged the board to be fair with all employees and retirees. She asked the board to delay its action and to review insurance plans before implementation.

Charles E. Cozean, retiree, informed the board that he believes that the bid process for insurance carriers was unfair.

Lloyd Parker, retiree, said the CPSB needs one group plan that offers high quality health care and is cost competitive. He asked the board to reconsider its action.

Melba B. Sullivan, retiree, expressed concern about premium costs to insured retirees living out of the area. She asked the board to reconsider the group insurance program, to keep the family under one plan, and to do what is right, ethical, and equitable.

Ann Fowler, retiree, encouraged the board to come up with a good health insurance plan that is good for all employees. She also expressed concern about coverage for prescription drugs and unfair premium rates for people out of the area. Mrs. Fowler asked the board to take time and study the alternatives.

Eursula D. Hardy, retiree, asked to board to select one group plan - the state's employee group benefits plan.

Heidi Evans said the new insurance plan is better for her family. She asked board members and others to review their personal medical expenses and compare the costs for coverage.

Kenneth R. Shaw, retiree, said Medicare is his primary health care provider. He expressed concern about the unfair premium rates.

Michael McCoy, Ph.D., employee, said people are happy about having insurance choices. He asked the board to consider the concerns of retired employees.

Jonathan Van Tassel, Ed.D., employee, encouraged the board to move forward with the proposed insurance carriers.

Dottie Bell, employee, expressed excitement about the financial saving that will be realized by employees as a result of the new insurance program.

Irene Sarpy informed board members of her experiences in dealing with Washington National, and thanked the board for selecting new insurance carriers.

Jo Allen, retiree and member of the Employee Benefits Committee, clarified the committee's position relative to recommendations for insurance carriers. She said notices should have been sent to everyone affected by the insurance program.

L. Carpenter asked the board to reconsider its action relative to the selection of insurance carriers, and to work together as a body and move forward.

Anna Aslin thanked the board for the insurance plan options. She asked the board to let its vote stand.

Rick Mayfield, employee, thanked the board for its work in finding an insurance plan that would reduce premiums, and for giving everyone options. He encouraged the board to rectify the concerns of retirees, to move forward, and focus on the school system's primary goal -- *educating children*.

Monica Jenkins-Moore, Employee Benefits Committee, said employees/retirees want an affordable and quality health care plan. She asked the board to give the new carriers a try.

Carolyn Brau said people are pleased with the new insurance plan. She applauded the board for its action and encouraged the board to move forward.

Brenda Russell, Caddo Federation of Teachers, requested a salary increase for support personnel and expressed pleasure with the new insurance plan.

Maryjo Palumbo, president of Caddo Association of Educators (CAE), made the board aware of the following: CAE's support of the salary proposal for teachers; the need to develop a committee to discuss the total needs of the school system, including the instructional division; support of the new group health plan; and, the upcoming Share Fair which is the kickoff for American Education Week.

Jackie Lansdale, Caddo~ Federation of Teacher Support Personnel, thanked the board for giving employees and retirees options for insurance coverage. She asked the board to remain steadfast to its commitment. She also expressed regret that support personnel was not given a pay increment.

**Recess.** The president called for a five minute recess at approximately 4:54 p.m. The board reconvened at approximately 5:01 p.m.

## **BID**

**Sale of Used IBM Data Processing Equipment.** Staff recommended approval of the sale of used IBM data processing equipment to the highest bidder. A copy of the tabulation bid sheet is filed in the official papers of the board marked "*Exhibit A, five pages, August 21, 1996.*" Mr. Burton moved, seconded by Mr. Vance, approval of staff's recommendation. Vote on the motion carried unanimously.

## **CADDO PARISH SCHOOL SYSTEM HEALTH BENEFITS PLAN (Powell/Boykin)**

The superintendent commented that staff is prepared to proceed with the recommendations that have been made. Mr. Powell referenced information that was faxed to school board members earlier today. He raised questions relative to the following: the amount of revenue received by the CPSB in July and August (including all contributions); the amount of claims; the projected amount of revenue that will be received for claims in September; and, the source of funding to pay claims. Mr. Powell said that in addition to his concern about quality and affordable health care, he also has a concern about a deficiency in funding. He suggested that the school board has not researched all options, and to proceed at this point would further divide the CPSB family. Mrs. Boykin expressed concern about the lack of funding for the insurance program and about how the proposed plan will impact employees. She emphasized that there are problems in the plan that must be resolved before moving forward. Mrs. Boykin moved, seconded by Mr. Brooks, that the CPSB delay implementation of HMO/POS plans for six months pending review of all of our options and the resolution of all concerns. Discussion ensued on the CPSB policy BDDC (Agenda Preparation and Dissemination) which addresses material and information on which the board is to take action being included in the mailout. The president distributed copies of the document. Referencing the policy, Mr. Burton called for point of order and said the board needs to suspend its rules to consider this item since a motion was not included in the mailout. He clarified that since the employment benefits item is listed as an agenda item, that a motion could be made. Legal counsel advised that at the last Executive Committee meeting of the board, the item was added to the agenda and a statement was made that the policy be broadened so that any motion relative to that subject could be made. The president clarified that the motion introduced by Mrs. Boykin and seconded by Mr. Brooks is on the table. Mrs. Boykin said the only way the board will have an opportunity to address the concerns expressed by retirees and employees is to stop at this point and talk to the insurance carriers. Mr. Brooks echoed Mrs. Boykin's sentiments and said the school board should not rush to make a decision on this matter.

Dr. Hitchcock asked legal counsel if he believes that the CPSB has entered into a commitment with the new insurance carriers. Legal counsel said he believes that there has been a response to a Request for Proposal (RFP) made at the request of the board. The proposal was made in writing which contained everything from rate quotations to rate guarantees to specific programs to bottom line dollars in terms of cost of premiums per program based on enrollment. A board motion based on the recommendation of staff was passed; and, on the consultants' acceptance, the three carriers were to begin enrollment for a period effective October 1 of this school year. Legal counsel said he could not say what the court will hold, but he advised that an offer is out there with an acceptance. Dr. Hitchcock asked if the CPSB needs to be concerned about the issue of liability

if it doesn't fulfill and continue on the course that it is headed. Legal counsel stated that with respect to the Article of the Civil Code on detrimental alliance, the board may face some financial responsibility with respect to detrimental alliance on the good faith position of the board and request of the board with respect to incurring expenses by the three carriers. Dr. Hitchcock asked if there would be a problem if the board changed the enrollment date. Legal counsel said it could be a problem, but not a major problem. Dr. Hitchcock raised questions relative to the cost to the CPSB and employees to renew coverage with Washington National. Mr. Adams emphasized that there are better options available, and he encouraged the board to delay its action and consider them. Mr. Thibodeaux asked questions about the projected ending balance for the 1996-97 school year. He expressed concern about the cost of premiums for out-of-area enrollees and about the cost for prescription drugs. He pointed out that somewhere along the way, the RFP was not followed with respect to these issues. He also stated that the issue about people with Medicare was never addressed in the RFP. Mr. Thibodeaux expressed concern about a possible shortfall in funding and said this is why the board needs to review this matter. The president inquired about procedures for paying off claims.

**Recess.** The superintendent called for a five minute recess at approximately 5:58 p.m. The board reconvened at approximately 6:05 p.m.

Mrs. Walker spoke in support of change and encouraged board members to give the approved plan a chance to work. Mr. Vance expressed concern about the rate of premiums for out-of-area enrollees, and agreed that something needs to be done to address the concerns of retirees. However, he encouraged the board to support the superintendent's recommendation, and asked board members to allow the superintendent a chance to find a solution to the concerns. Mr. Mims spoke in support of the board considering the concerns of employees and retirees. Mrs. Boykin emphasized that the motion is only asking the board to take time to examine all available options. The president recognized members of the Employee Benefits Committee, as well as other persons who attended meetings with board members to examine insurance possibilities. She summarized the activities relative to securing a group health plan program for CPSB employees/retirees up to this point. She said this motion rests on the inability of board members to look each other in the face to discuss issues completely. She encouraged board members to be honest with one another and to communicate more. She expressed appreciation to the superintendent for his efforts. Vote on the motion carried with board members Walker, Vance, Burton, Pugh and Dr. Hitchcock opposed. Board members supporting the motion were Thibodeaux, Mims, Brooks, Powell, Boykin and Adams. The president asked that legal counsel provide the board with the clearest understanding as to what the exposure of this board will be with the carriers. The superintendent was authorized to notify the board if a special called meeting is required. Mrs. Boykin asked that if the superintendent determines it to be necessary to hire someone with the expertise to oversee the insurance plan, that he take steps to advertise the position and in so doing, recognize that paying claims does not make an individual an expert.

#### **RECOMMENDATION TO DELETE POLICY JI (PURCHASE OF JACKETS)**

In addition to the concern about the costs involved, misunderstandings about who qualifies as a state champion, and how the money can be spent, staff recommended that Policy JI be deleted. Mr. Burton moved, seconded by Dr. Hitchcock, that Policy JI (Student Awards and Scholarships - Purchase of Jackets) be deleted. Vote on the motion carried with board members Walker, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Boykin and Adams supporting the motion. Mr. Vance voted in opposition.

#### **INCREASE STAFFING ALLOTMENT FOR HUNTINGTON HIGH SCHOOL MAGNET SCHOOL AND FOR SOUTHWOOD HIGH SCHOOL 4 X 4 SCHEDULING PILOT PROGRAM**

Mr. Burton moved, seconded by Dr. Hitchcock, to approve staffing requests at Huntington High School and Southwood High School as recommended by staff. Mr. Vance asked how much will it cost the CPSB for the pilot program, and if the program could be implemented without an additional person.

The superintendent said the cost is for an additional teacher - \$30,000. He clarified that school administrations have been allowed to employ an additional person for planning and developing pilot programs. Mr. Powell and Mr. Adams spoke in support of the programs. Vote on the motion carried unanimously.

## **SUPERINTENDENT'S REPORT**

**America's Graduate Program.** The superintendent requested the board to approve the beginning of this program which will be housed at Rutherford House. Mr. Powell moved, seconded by Mr. Burton and Mr. Brooks, to suspend the rules for the board to consider this item. Vote on the motion carried unanimously. Mr. Powell moved, seconded by Mr. Burton and Mr. Brooks, to approve this program (JAGS). He said the program is revenue positive and the school system will reap benefits from the program. The president inquired about the salary for the teacher. The superintendent said the \$15,000 is provided for the teacher who is a college graduate, categorized as 665, because the teacher has not passed the National Teacher Examination. Vote on the motion carried unanimously.

**Tutorial Program.** The superintendent requested the board to approve the request from Willis - Knighton Medical Center to use space at several schools, and to provide transportation and snacks for their after school tutorial program. He emphasized that principals have provided positive feedback about the program, and he recommended approval. The president said the board is still operating under the motion to suspend the rules. Mr. Vance moved, seconded by Mr. Brooks, that the agreement for Willis - Knighton Medical Center to provide an after - school tutorial program at Northside, Newton Smith, Pine Grove, Green Oaks and Linear and to provide transportation and snacks be approved. Vote on the motion carried unanimously.

**Dress Code.** In response to a request by Mr. Brooks, the superintendent said all principals will be notified that there is a CPSB dress code policy, and staff expects it to be followed.

**Golf Program.** Responding to Mr. Brooks inquiry about the provision of certified and/or qualified teachers for the golf program in Caddo public schools, the superintendent said the matter is being reviewed to determine the quality of the current golf instructors, and staff plans to continue to improve the program.

**Sheraton.** The superintendent expressed appreciation to Mr. Michael York, general manager for the Sheraton Shreveport Hotel, for loaning the CPSB the table skirts that are being used at today's meeting. The president expressed thanks also.

**State Superintendent of Education.** The superintendent personally thanked board members for spending time with staff and school administrators on Tuesday, August 20, 1996, at the Administrator's Back-to-School Meeting. He reported that the state superintendent is very impressed with Caddo public schools and wants to return for another visit.

## **UNFINISHED BUSINESS and NEW BUSINESS**

**Claims.** Mr. Adams referenced a claim that was settled at today's meeting due to an employee accident (bus/automobile). As a result of the number of claims that the CPSB continues to pay out due to accidents involving employees (mainly bus drivers), he asked the superintendent and staff to respond to a series of questions, i.e. the number of accidents occurring during the past four years, the dollar value of cases settled, disciplinary action taken if the driver is at fault, remedial training after accidents, etc. Mr. Adams asked that staff's response be provided at the November, 1996 CPSB meeting. The president asked Mr. Adams to share his list with the superintendent. Mr. Adams said he gave the list of questions to Dwight Collier, director of auditing and risk management.

**State Superintendent of Education.** Mr. Adams reported that August 20, 1996 was an exciting day (Administrator's Back-to-School Meeting) in Caddo Parish. He said it was pleasing to have the state superintendent present. Mr. Adams said he was impressed with the superintendent's assessment of the Caddo Career Center.

**Insurance Coverage.** Mrs. Walker asked who will handle the insurance coverage for employees and retirees after October 1. The superintendent said staff will have to take immediate steps to continue with the current plan.

## **ANNOUNCEMENTS AND REQUESTS**

**Agenda Item.** Dr. Hitchcock asked that "*Proposal to Allow Parent Groups to Contribute to Additional Staffing for Activities*" be placed on the agenda for the September, 1996 CPSB meeting.

**Discipline Policy.** Mr. Powell requested that the superintendent look at the possibility of convening the Discipline Policy Review Committee to review the effects of the discipline policy that has been in effect for approximately a year. He asked that the committee look at possible improvements, and that principals be given an opportunity to provide input.

**C. E. Byrd High School Policy** Mr. Powell said the program at C. E. Byrd High School is very successful, and he requested the superintendent to review and report on the effectiveness of the . policy on maintaining order in the classroom. He asked that Ed Hearron, director of high schools, provide input on the success of the program; whether the policy could be exported to other high schools and maybe some of the middle schools. He also suggested that Roy Thomas, director of middle schools, might want to look at this matter.

**Goals and Objectives.** Mr. Powell asked the superintendent to provide board members with a copy of the material he used in his presentation at the administrator's meeting. He said the superintendent placed emphasis on the objectives, which are in line with the state superintendent's plans. The superintendent distributed copies of the brochure which listed the goals and objectives.

**Southwood High School.** Mr. Thibodeaux thanked the superintendent, central office staff and Southwood High School staff for setting up for today's meeting. The president echoed Mr. Thibodeaux's sentiments.

**Transportable Classroom Buildings.** Mr. Vance asked the superintendent to consider appointing a broad-based committee to study and look at the possibility of doing away with transportable classroom buildings. The superintendent commented that he is most anxious to get started in this direction.

**CPSB Retreat.** The president reminded school board members of its upcoming retreat on September 7, 1996.

**Tenure Hearing.** Dr. Hitchcock suggested that the CPSB schedule multiple days to conclude a employee tenure hearing. Legal counsel said he will meet with the superintendent and other attorney(s) to arrange a schedule. The president asked legal counsel to provide board members with a schedule following the first week in September, 1996.

## **EXECUTIVE SESSION**

Mr. Burton moved, seconded by Mr. Powell, for an executive session to hear an employee's grievance, for approximately 30 minutes. Vote on the motion carried unanimously.

**Recess.** The president called for a five minute recess at approximately 7:10 p.m. The board reconvened at approximately 7:15 p.m.

The board went into executive session at approximately 7:16 p.m. and reconvened at approximately 7:40 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 7:42 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President



## September 4, 1996

The **Executive Committee** of the Caddo Parish School Board (CPSB) met in regular session Wednesday, September 4, 1996, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mildred B. Pugh presiding and Miles Hitchcock, Sc.D. and Johnny Vance Jr. present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were given/led by Mr. Vance.

**Agenda Items.** The superintendent presented the proposed agenda for the September 18, 1996 Caddo Parish School Board meeting. The following items were categorized as consent agenda: 9, 10, 12-22A.

Mr. Vance moved, seconded by Dr. Hitchcock, approval of the proposed consent agenda. Vote on the motion carried unanimously.

### **CPSB WORK SESSION**

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

**Proposal to Add Security Coordinators at Additional Schools.** Mrs. Walker asked if Vivian Elementary/Middle School is included in the list of additional schools. The superintendent answered in the affirmative. Mr. Powell asked staff to identify the schools that are involved. Staff said the schools are Queensborough, Caddo Middle Magnet, Caddo Heights, Vivian and Cherokee Park.

**Request for Additional Insurance Staffing.** Maryjo Palumbo, president of Caddo Association of Educators (CAE), asked if staff will have a recommendation for additional staffing. The superintendent answered no, clarifying that staff will be requesting the board's approval to proceed with plans to secure additional staffing.

**Executive Session - Employee Grievance Hearing.** Mr. Powell asked if the board has visited this grievance before, and the superintendent answered in the affirmative.

Dr. Hitchcock moved, seconded by Mr. Vance, approval of the proposed agenda for the September 18, 1996 CPSB meeting. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Dr. Hitchcock moved for adjournment. Mr. Vance seconded the motion which carried unanimously, and the meeting adjourned at approximately 3:40 p.m.

## September 4, 1996

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 3:42 p.m.) Wednesday, September 4, 1996, with President Mildred B. Pugh presiding and the following school board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Mark Milam, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The invocation and Pledge of Allegiance were omitted.

The president said the special CPSB meeting is for informational purposes in response to the three proposed insurance carriers' request to respond to questions/concerns that were presented at a previous school board meeting. The insurance carriers will give a full presentation; after which, they will respond to questions raised by school board members and visitors. The superintendent introduced Peter Babin, executive director of Health Plus of Louisiana, who introduced the following: Richard S. Miltenberger, regional manager

of Sales and Marketing at North LA Community Health Network; Adele R. Matheme, director of Business Development at Southeast Medical Alliance; Hedy Alexander, senior sales and marketing representative of Health Plus; William "Bill" Davis, underwriter with Southeast Medical Alliance; and, Veronica Brown who assisted with the overhead presentation.

Mr. Babin made opening remarks expressing appreciation to the board and staff for an opportunity to address the board and visitors. He expressed disappointment with the board's decision at its last meeting to postpone the implementation of the managed care health programs. Mr. Babin said that as a result of previous board action, the insurance carriers expended tremendous resources to educate future enrollees, and he capsulized the activities, i.e. media announcements, postage expenses, overtime work by employees. He said the carriers were stunned when they listened to the rationale (objections) that made up the school board's decision to postpone implementation. Mr. Babin further stated that the carriers recognized that there were some objections raised that needed to be addressed. He reported that all three carriers uniformly agree to the improvements being proposed; and, because all agree to the changes, this will eliminate the need for re-enrollment. Mr. Babin informed board members that: a) the programs being proposed have essentially been certified by the actuaries of the consultants that were retained by the CPSB; b) the programs are richer in benefits than the current program by approximately six percent - equated to be about \$1.5 million of additional benefits for which no additional premium would be paid; c) the programs are managed care programs which provide more comprehensive care and more convenience; d) there are no up front deductibles, only small co-pays; and, e) there are wellness benefits that are not found, by definition, in indemnity programs. A 16-page report of the carriers' presentation was distributed to board members and staff.

Richard S. Miltenberger reviewed the carriers' collective responses to policy benefits comparison as outlined in the report. He highlighted the areas that were not distinctive (responses not shaded in Exhibit A of the report). Adele R. Matherne presented the increases in benefits that enrollees will experience under the proposed plans. She defined the benefits relative to PPO (in network and out of network deductibles). William "Bill" Davis addressed the carriers' financial considerations relative to run-off cost, which is the cost incurred by the CPSB reserve fund for claims that are incurred prior to October 1; Medicare contribution levels; and, retirees with Medicare out-of-pocket expenses. Hedy Alexander talked about out-of-area reduction in benefits, out-of-area eligibility, and prescription drug out-of-pocket expense. The issues and recommendations are outlined in the report distributed to board members. A copy of the report is filed in the official papers of the board. A legal opinion from the attorney addressing HMO coverage for out-of-area CPSB retirees is enclosed in the report.

Mr. Babin Summarized the insurance carriers' presentation as follows:

**Summary of Recommendations - Financial Benefits**

	<u>Estimated Annual Value</u>
Miscellaneous benefit adjustments (see grid)	Undetermined
Extended grace period - 1 / 10th annual premium (employer's share) delayed for full year -- assume 6% interest	\$ 109,000
Processing of claims by Health Plus at cost:	\$ 150,000
3% reduction gross premium for Medicare eligible:	\$ 80,000
Instructing physicians not to collect co-payments on Medicare eligible	Unmeasurable
Increasing out-of-area coverage from 75% / 25% to 80% / 20%	\$ 25,000
Allowing out - of - area retirees to enroll in HMO or POS:	Unmeasurable

Annual cap on prescription co-pays:

\$ 115,000

**Total Estimated Annual Value:**

**+ \$500,000 ( $\pm 2\%$ )**

**Recess.** The president called for a ten minute recess at approximately 4:40 p.m. The board reconvened at approximately 4:55 p.m.

## **QUESTIONS and ANSWERS**

The carriers entertained questions and/or concerns from board members, staff and visitors relative to: assurances from the three carriers for the proposed additional insurance concessions, balance of insurance reserves, actuary soundness of premiums per category, premium rate structure, length of time the carriers will leave the revised offer on the table, assurance that the proposed plan will be equal to or less than the current carrier's proposal, coverage or cost for prescription drugs, unlimited lifetime benefits, projected costs for claims filed over the first 15 months, shortfall of funds for payment of claims, additional charges incurred by enrollees after the initial co-payment is made (HMO), the carriers initial proposal not including the additional benefits, restrictions of the HMO and PPO plans, the percentage of profits projected by insurance carriers for their individual companies, the effect downsizing of medical institutions has on premium rates, inadequate premiums paid by retirees on Medicare, cost of premiums if the CPSB remains with Washington National, the difference between out-of-area plan and out-of-network plan, etc. Mr. Powell asked the carriers to provide board members with information on their insurance reserves. The president thanked the carriers and visitors for their participation in this session. She asked all interested organizations and parties to stay in touch with the superintendent who will be in touch with persons to bring presentations as the board proceeds in the study.

## **EMPLOYEE GRIEVANCE**

The president asked the grievant if she is desirous of an open or closed hearing. Maryjo Palumbo indicated that she is desirous of a public hearing. She also asked Pat England, executive director for Caddo Association of Educators (CAE), to address the grievance in her behalf. Mrs. England said the specific violation is referenced in the first part of CPSB policy BDDC - Agenda Preparation and Dissemination. She said the material provided in the CPSB mailout for the August 21 school board meeting did not include information, neither was it available to the public prior to the meeting on which action was taken, which delayed implementation for six months of a previously approved group health plan. Mrs. England asked how will the grievant, and any member of the community, know how to address the board if information is not provided in the mailout packet. She said the dilemma is compounded by CPSB Policy BDDB-E. She said the agenda format for school board meetings only allows for visitors to address the board early in the meeting. Mrs. England said there is no other provision on the agenda format for visitors to address the board, in session, at a later point in the evening. She further commented that the CPSB sets policy for its employees and in some cases sets policy for students. Mrs. England said the board expects the employees to follow policies that are set forth; and, it is not too much to expect the board to follow its policies that are set for operations. The president recapped the steps followed in setting the agenda for the meeting at Southwood on August 21. She said, as presiding officer, she proceeded with the maker of the motion after receiving instructions from legal counsel, and with the understanding that school board policy had not been violated. The president expressed regret that the employee is grieved; and, stated that the board holds fast that a policy was not violated. The president said legal counsel will be asked to review the policies referenced and if a recommendation comes forth, then the board will modify its policies. Dr. Hitchcock said the president's generalization about the board does not apply to him. He said he believes that board policy was violated and he asked legal counsel if he has reviewed policy BDDC. Legal counsel answered in the affirmative. Dr. Hitchcock said he understood legal counsel's opinion that was given at Southwood, but he needed clarification on how he could misread the wording of the policy. Legal counsel said he would be happy to respond to the grievance and the question that he was asked, and he proceeded to explain the grievance relative to information not being included in the mailout. Dr. Hitchcock said he respectfully wants clarification on how the board can strengthen the policy or repair what is perceived to be a flaw in the policy. The president interjected that she spoke to this matter earlier in that she remanded the policies to legal counsel for review, and if there is a need for modification, that this would be done. Mrs.

England continued with the presentation of the grievance and expressed concern that there are possibly other CPSB policies that should be reviewed and/or modified. Mr. Brooks commented that the CPSB relies on legal counsel to advise the CPSB. Mrs. England said the only way to remedy the grievance is for the CPSB to follow its policy and rescind its action. Mr. Adams introduced discussion on other board action relative to issues, whereby motions were not included in the mailout. Mrs. Walker expressed concern that the policy was in effect at the time that the board took action on August 21. Mr. Burton encouraged the board to state specifically in the policy what the board can and cannot do. Mr. Vance asked the board to concur with the ruling of the chair, and that legal counsel be asked to review the policies, and the superintendent bring a recommendation to the board of a change if needed. Mr. Powell also capsulized previous board action with reference to information not being included in the mailout. He disagreed with the grievant, and further stated that the board has to be able to function and make decisions on the best information. He encouraged the clarification of the board policy.

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

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

### September 18, 1996

The **Caddo Parish School Board (CPSB)** met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, September 18, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by Mr. Powell.

#### **CONSIDERATION OF MINUTES OF THE AUGUST 21, 1996 and SEPTEMBER 4, 1996 CPSB MEETINGS**

Mrs. Boykin moved, seconded by Mr. Adams, approval of the minutes of the August 21, 1996 and September 4, 1996 school board meetings. Vote on the motion carried unanimously.

#### **CONSENT AGENDA**

The board reviewed the agenda and Dr. Hitchcock asked the board to delete item 22, "Proposal to Allow Parent Groups to Contribute to Additional Staffing for Activities, " from the agenda. The board categorized the following items as consent agenda.

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

**Personnel Recommendations.** The superintendent made the following recommendations: (1) Judy Butcher be appointed elementary supervisor for the 1996-97 school year. This is a temporary position and no contract will be issued. (2) Monica Jenkins-Moore be appointed assistant principal of instruction at Booker T. Washington High School for the 1996-97 school year. This is a temporary position and no contract will be issued. (3) Marie Hines be appointed principal at George P. Hendrix Elementary School, and the terms of contract are September 19, 1996 through June 15, 1999; (4) and, Richard Neeson be appointed coordinating director for special programs, and the terms of contract are September 19, 1996 through June 15, 1999. Each employee meets the criteria in accordance with the board-approved policy and will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed.

## Agenda Item No. 10

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for paper and supplies for the child nutrition department; gymnasium bleachers for Blanchard and J. S. Clark; and, student and/or physical education lockers for Green Oaks, Youree Drive, Walnut Hill, Southwood and Linwood. A copy of the tabulation bid sheets is filed in the official papers of the board marked "*Exhibit A, nine pages, September 18, 1996.*"

**Approval of Change Orders.** Staff recommended that the change orders for (a) transportable building ramps, Project 251 A, (b) concrete walk for Captain Shreve High School and Eighty-First ECE, Project 252, and (c) asbestos abatement at various Caddo Parish Schools, Project 227B be approved as included in the mailout, with Change Order No. 1, Project 251A, transportable building ramps to be declared as an emergency to allow the contract limit to be exceeded.

**Salvage Sale.** Staff was authorized to hold a salvage sale of used furniture and equipment in late October or early November (date to be selected).

## Agenda Item No. 11

**Levy of 1996 Property Tax Millage.** Staff recommended that the resolutions levying millage on the 1996 tax roll for Caddo Parish be adopted. **Resolution No. 1** By Alvin Mims 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 1995 tax roll after reassessment, as was actually produced on the 1995 tax roll as filed.

### GENERAL FUND

	<u>Millage</u>	
	<u>Levied 1995</u>	<u>Adjusted Rate</u>
1. Constitutional Tax	9.64	9.41
2. Operation and Maintenance Tax	19.26	18.80
3. Operation and Maintenance Tax	12.68	12.37

### SPECIAL FUND

1. Special Building, Repair, and Equipment	7.71	7.53
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Seconded by Willie D. Burton

On roll call vote this 18th day of September, 1996, the foregoing resolution was adopted as follows:

Yeas: Ron Adams  
Judy D. Boykin  
Jerry Tim Brooks  
Willie D. Burton

Miles Hitchcock, Sc.D.  
Mark Milam  
Alvin Mims  
Michael E. Powell III  
Mildred B. Push  
Michael J. Thibodeaux  
Sybil B. Walker

Nays: Johnny Vance, Jr.

**Resolution No. 2 - Resolution Levying Millage on the 1996 Assessment Roll for Caddo Parish**

By Alvin Mims

BE IT RESOLVED, That the following millages are hereby levied on the 1996 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	9.41 Mills	9.41 Mills
2. Operation and Maintenance Tax	18.80 Mills	18.80 Mills
3. Operation and Maintenance Tax	12.37 Mills	12.37 Mills

SPECIAL FUND

1. Special Building, Repair and Equipment Tax	7.53 Mills	7.53 Mills
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SINKING FUND

1. Bond and Interest Tax	-----	5.20 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 Willie D. Burton

On roll call vote this 18th day of September, 1996, the foregoing resolution was adopted

as follows:

Yeas:           Ron Adams  
                  Judy D. Boykin  
                  Jerry Tim Brooks  
                  Willie D. Burton  
                  Miles Hitchcock, Sc.D.  
                  Mark Milam  
                  Alvin Mims  
                  Michael E. Powell III

Mildred B. Puzh  
Michael J. Thibodeaux  
Sybil B. Walker

Nays: Johnny Vance, Jr.

I hereby certify that the above resolution levying the property tax millage for 1996 was adopted by a vote of 11 yeas, and 01 nays being a majority.

/s/ \_\_\_\_\_  
James E. Foster, Superintendent  
**Caddo Parish School Board**

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

**Dixie Agricultural Lease Extension Agreement.** Staff recommended that the resolution extending the agricultural lease between the CPSB and James Adkison affecting property located in Section 16, Township 19N, Range 14W, for an additional five years be adopted. A copy of the agreement is filed in the official papers of the board.

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

**Ratification of Hold Harmless Agreement Concerning Student Parking.** Staff recommended the ratification of the Hold Harmless Agreement concerning parking for C. E. Byrd High students for the period of August 26, 1996 through November 22, 1996.

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

**Revision of Salary Schedule for Substitutes.** Since salaries for certain categories of substitutes are based on the minimum wage rate, a revision of the substitute salary schedule is necessary. Staff recommended that the substitute salary schedule, as included in the mailout, be approved.

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

**Title 19 KID-MED Nursing Budget.** Staff recommended that the Title 19 (KID-MED) budget be approved as submitted and included in the mailout. Funding for support of the program is generated through Medicaid reimbursed services for health examinations, screenings and consultations for students.

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

**Promotional or Administrative Appointment Contract.** Staff recommended approval of the issuance of a promotional appointment contract for Susan Gary, counselor at Fair Park High School. The terms of contract are August 16, 1996 - June 15, 1997.

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

**Proclamation-America Goes Back to School.** The CPSB approved the *America Goes Back to School* proclamation, as submitted by staff. This is a nationwide effort promoted through the U. S. Department of Education. The CPSB endorses the month of October for the observance and uses this occasion as an opportunity to support the purposes and practices of family and community involvement in children's learning; and, encourages parents, students, teachers, employers, and all citizens to participate. A copy of the proclamation is filed in the official papers of the board.

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

**Proposal to Add Security Coordinators at Additional Schools.** Staff recommended approval of staff's request for six additional security coordinators at a cost of \$99,000 for the remainder of the 1996-97 school year.

## Agenda Item No. 20

**Settlement of Workers' Compensation Claim.** Staff recommended approval of a settlement of the workers' compensation claim of Connie Driggers for a total payment of \$12,500.

## Agenda Item No. 21

**Red Ribbon Week Proclamation.** The CPSB adopted the *Red Ribbon Week* proclamation, as submitted by staff and included in the mailout. The proclamation is primarily for awareness purposes and emphasizes the significance of drug preventive *efforts*. A copy of the proclamation is filed in the official papers of the board.

## Agenda Item No. 24-A

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

Sabbatical Leave for Rest and Recuperation, Fall Semester 1996-97 School Year  
Rebecca Waller, Teacher, C. E. Byrd High School

Leave Without Pay (Personal), Remainder of 1996-97 School Year  
Emily Anderson, Teacher Aide, Alexander Special School

Leave Without Pay (Personal), August 26, 1996 - January 2, 1997  
Toras Hill, Teacher Aide, Captain Shreve High School

Leave Without Pay (Personal), Spring Semester 1996-97 School Year and Fall Semester  
1997-98 School Year  
David Caldwell, Teacher, Vivian Elementary/Middle

Leave Without Pay (Personal), August 26 - November 1, 1996  
Debbie May, Bus Driver, Barret Elementary

**Requests of the Board.** Phyllis Hill, teacher at Herndon Magnet School, requested to be away from her teaching duties from November 4-15, 1996 to participate in a trip to Romania as part of her church mission team.

H. Janette Williams, bus driver, requested seven days without pay November 7, 8, and 11 - 15, 1996 to travel to Romania to do mission work.

Thelma Graham, employee in the Child Nutrition Programs Department, requested to be away from her duties September 23, 26, 27, 30, October 1 - 4, 1996 to participate in worship festivals at her church.

Virginia Cobb, teacher at Caddo Middle Magnet, requested to be away from her teaching duties October 18 - 31, 1996 to travel with her husband on a business trip to Hawaii for the Ironman Triathlon.

Susan Sample, office clerk at Woodlawn High School, requested five days without pay September 30, through October 4, 1996 to participate in a religious convention at her church.

Linda Lindsey, bus driver, requested a leave without pay for September 16 through 27, 1996 to complete course work and testing at a business school.



Kechia Dinkins, employee in the Child Nutrition Programs Department, requested to rescind her leave without pay and return to her position.

### **Agenda Item 24-C**

**Special Service Agreement (BellSouth).** Staff recommended approval of the agreement which will allow BellSouth to provide a frame relay communication medium for Caddo Parish public schools. The frame relay system will provide an opportunity to upgrade the school system's communication infrastructure while providing future network expansion. There will be a no-funding increase associated with the agreement during the 1996-97 school year.

Mr. Mims moved, seconded by Mr. Burton, approval of the consent agenda. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

### **PERSONNEL RECOMMENDATIONS**

The superintendent announced the promotion of the employees as identified under *Consent Agenda Item No. 9*. He recognized the employees and introduced them to the board and audience.

### **SPECIAL PRESENTATION**

**State of the System Update.** With an appealing state - of - the - arts visual presentation, the superintendent presented his state - of - the - Caddo Public School System address highlighting where the school system has been and where it is going. He reported that the 1995 - 96 school year was one of challenges and successes and proudly highlighted various noteworthy facts, i.e (a) the rapid growth of the school district (students, employees, school board members); (b) available educational opportunities (neighborhood, magnet, and unique schools); (c) instructional program and support services achievements (academic awards, state/ national awards, government/financial reporting awards); (d) critical objectives for 1996 - 97 (emphasizing reading, expansion of technology, the need to explore new approaches, enhance initiatives, expand opportunities for community involvement); (e) the importance of recognizing team efforts of professional and support personnel; (f) programs to improve student achievement; (g) statewide visibility (visit by LA Superintendent of Education Cecil J. Picard); (h) importance of parent support; and, (1) efforts to improve plant facilities and salaries. The superintendent gave emphasis to the fact that by working together, education can be improved for all students, and he encouraged everyone to become involved.

### **SPECIAL RECOGNITIONS**

**Caddo Teachers of the Year.** The superintendent recognized Burnadine Moss Anderson, communications assistant to the superintendent, who presented the nominees, finalists and winners by way of a notable optical dramatization. She announced the following 1997 Teacher of the Year nominees, finalists and winners: Caddo nominees are: Joyce H. Kerley (Barret Elementary), Helen V. M. Anderson (Bethune Middle), Ardis L. Case (Broadmoor Middle Lab), Roy Keene (C. E. Byrd High), Cynthia P. Riser (Caddo Heights Elementary), Karon L. Waguespack (Caddo Magnet High), Jane Stillwell Shea (Caddo Middle Magnet), Jo Amy H. Wynn (Captain Shreve High), Judy Ferris Barro (Claiborne Fundamental Elementary), Romilda Jenkins (Eden Gardens Fundamental Elementary), Rosanne Palumbo (Eighty-First Street ECE), Patricia L. Brazell (Forest Hill Elementary), Clinton J. Wallace (Herndon Elementary/Middle), Eleanor Devers Clark (Huntington High), Susie C. Powell (Judson Elementary Fundamental), Ella Scott (Linear Middle), Mary Velinda McWherter (North Highlands Elementary), Robin B. Tucker (Northwood High), Commie A. Holmon and Nancy Caldwell (Oak Terrace/J. B. Harville Alternative School), Ruby C. Scroggins (Queensborough Elementary), Margaret F. Holt (Riverside Elementary), Julie Bergeron (Shreve Island Elementary), Donna Liles Leone (Southern Hills Elementary), Anita Vailes (South Highlands Elementary Magnet), Lauren Hayes (University Elementary), Edward Charles Woodward and Kay Gipson (Vivian Elementary/Middle), Rhonda Barr and Angela Riser (Walnut Hill Elementary/Middle), Patricia Nell Brassel (West Shreveport Elementary), Patricia Griffin (Westwood Elementary), Ollie Jean Lynch (Woodlawn High) and Charles D. Washington (Youree Drive Middle). The six finalists competing at every level are: Elementary - Donna Leone and Mary V. McWherten; Middle - Jane Shea and Clinton Wallace; and, High - Jo Amy Wynn and Eleanor Devers Clark.

The **winners** are: Elementary - Julie L. Bergeron; Middle - Charles D. Washington; and High - Roy Keene. Mrs. Anderson, assisted by the board president and superintendent, presented each finalist and winner with a framed certificate of recognition for this remarkable distinction. Caddo's winners are now eligible to compete at the state level. Sonja Webb (instructional technology specialist for Caddo Public Schools), Mike Rayburn (assistant instructional technology specialist), Mike Roy (audio-visual technician), and Mary Ann Trammel (secretary) were recognized for their contributions to the video productions.

**ASBO Certificate of Excellence and GFOA Certificate of Excellence.** Ben Wreyford, director of finance, reported that the CPSB undergoes extensive financial audits during the year and one of the products of the audit is the Comprehensive Annual Financial Report. The report was shared with board members last December, and it is a complete exposure and recap of all financial activities of the school system. The report was subsequently submitted to two national organizations -Government Finance Officers Association of America (GFOA) and Associated School Business Officials (ASBO) for grading. Both agencies have given the CPSB certificates of excellence for its reporting, and plaques have been received and are displayed in the business office. Mr. Wreyford recognized the following accounting staff members for their contributions: Harry Monroe, supervisor of accounting/accounts payable; Pat Evans, assistant supervisor of accounting/accounts payable; Mike Corbin, technical services accountant; and Julie Turnbow, chief accountant.

## **VISITORS**

Emma Shepherd expressed disapproval of the board delaying the selection of insurance carriers. She also stated that Washington National's policy is outdated and employees should be given choices.

Bessie D. Smith expressed appreciation for the board's action relative to insurance matters. She asked the board not to rescind its action of August 21, and to search for the best benefit program.

Jasmine C. Morelock expressed pleasure at the board taking time to consider plans that will be favorable to everyone. She encouraged the board to select one insurance carrier.

Lilyan Hanchey asked the board to take adequate time to study the needs so that it can make good decisions. She expressed concern about the inequities in the proposed plans.

Eursula D. Hardy thanked the board for taking time to review the health insurance plans. She encouraged the board to select a health provider that will provide options for everyone.

Lloyd J. Parker thanked the board for its delay in selecting a health insurance carrier. He said he hopes that the board will be patient and understanding and try to resolve the many concerns of enrollees. He also asked the board to select one carrier.

Ann Fowler thanked the board for its delay in selecting an insurance carrier. She asked the board to select the best bargain for the best price, and encouraged the board to select one carrier that provides options.

Renee' Gospel gave a personal testimony about the inadequacies of the Washington National plan. She pleaded with the board to select a carrier that will provide some financial relief for enrollees.

Kersundra Harper expressed disappointment with the board for delaying its action to select an insurance carrier. She said the deductibles with the current plan are too high and support personnel needs financial assistance.

F. M. Dawson said it's unfair for staff to make choices relative to insurance programs and then have the board to rescind them.'

Sylvia Carter said enrollees need a break in insurance premium costs and she expressed pleasure with the idea of having choices.

Mark Pachankis said he is not happy with the board's delay in selecting an insurance carrier. He asked the board to listen to the majority and do what is right.

Michael McCoy, Ph.D., expressed concern about the cost for prescription drugs, and asked the board to reinstate the proposed insurance plan using the three carriers.

Paula B. Nelson expressed displeasure at the board's delay to select an insurance carrier. She asked the board to rescind its action of August 21.

Holly Hopkins said current insurance premiums are too high and she expressed appreciation for being given choices. She encouraged the board to do what is best for current employees and retirees.

Dan Menefee read a letter to the board that appeared in *The Times* relative to property taxes in Caddo. He spoke in opposition to increased taxes due to increases in assessments.

Rainnetta Thompson expressed concern about her children being suspended from school after being physically attacked at a bus stops by youngsters from another district. She asked the board to help put an end to such incidents.

Kathy Strickland expressed concern about the decorum of some school board members. She recommended that some board members should receive medals of honor for their dedication and efforts, and presented Mrs. Sybil Walker, school board member from district one, with a medal from her constituent.

Jackie Lansdale, speaking on behalf of the Louisiana Federation of Teachers, asked the board to select a fair and affordable insurance plan that will not absorb the recent salary increase that was given to teachers. She stressed that the board needs to make a commitment now.

Maryjo Palumbo read a statement to the board expressing the Caddo Association of Educators' (CAE) concerns and/or support of: (a) increased salaries for certified employees; (b) the CPSB budgeting funds for salary increases for employees not included in the recently adopted salary schedule; and, (c) a new group health insurance plan.

Sandra McKinney said the board has been dealing with the insurance issue too long. She encouraged the board to support the superintendent's decision and to move forward.

Taffy Deere asked the board to move forward with the proposed insurance plan. She said the CPSB needs to be more competitive.

M. L. Miles urged the board to move forward with the proposed insurance plan. He expressed concern that if the board does not follow through with the proposed plan, that it could be facing a lawsuit.

Kendall Holley expressed concern about the cost of insurance premiums. He said there is a discrepancy between the needs of young enrollees and retirees.

#### **REQUEST FOR ADDITIONAL INSURANCE STAFFING**

The superintendent said specific information was included in the mailout and he recommends approval of the establishment of an insurance manager position and a clerical position. Mrs. Boykin moved, seconded by Mr. Brooks, that the request for additional insurance staffing of an insurance manager position and a clerical position be approved. Vote on the motion carried with board members Walker and Dr. Hitchcock opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Milam, Boykin and Adams.

#### **CADDO PARISH SCHOOL SYSTEM HEALTH BENEFITS PLAN (Walker)**

Mrs. Walker moved, seconded by Dr. Hitchcock, that the CPSB rescind the action taken at the August 21, 1996 CPSB meeting to delay implementation of the new employee health benefits program and implement the new program effective November 7, 1996. Mrs. Walker said the board has studied the insurance plans for over a year, and should listen to the enrollees. She said the board gave its word to the three carriers and encouraged the board to be professional and move forward with the new carriers.

Dr. Hitchcock said the board needs to go back to the original plan that was adopted by the board, and explained his reasoning relative to savings and the board's obligation to the carriers, employees and retirees. The superintendent said staff has been consistent in making a recommendation to the board, staff has followed the board's directives, and there is no other recommendation to be made today. Mrs. Boykin capsulized the board's previous action and cautioned the board that it is moving too fast. She emphasized that the three carriers made more concessions two weeks ago, and the board needs to examine all options before adopting a plan. Mr. Burton said the board has attempted to address everyone's concerns, and the board should move forward and accept the superintendent's recommendation. Mr. Thibodeaux said the board needs to make the right decision, and expressed concern that the Request for Proposal automatically eliminated some insurance plans, i.e. the state's plan and Blue Cross. He further stated that the board needs to focus on other concerns -- teaching children and other staff needs. He encouraged the board to select a plan that is best for everyone with cost control.

Mrs. Boykin made a substitute motion, seconded by Mr. Powell, to postpone consideration of this motion pending a recommendation from the superintendent that includes those actions that were requested at the previous meeting. Mr. Powell said there continues to be questions about insurance that are unanswered, and the board should take time and consider all options. Mr. Vance said the board should move forward and consider directing the superintendent to deal with the Medicare problems and let him bring a plan back to the board. Mr. Milam asked staff if they could provide additional information at the next board meeting; also expressing concern that six months is too long a period to wait for a decision to be rendered. The superintendent said it would be difficult to provide complete information by the next board meeting. He informed board members of ongoing activities relative to securing additional information. The president called for the vote on the substitute motion which carried with Mr. Mims abstaining; board members Walker, Vance, Burton, Pugh, Hitchcock were opposed; and, board members Thibodeaux, Brooks, Powell, Milam, Boykin and Adams supported the motion.

**Recess.** The president called for a ten-minute recess at approximately 6:20 p.m. The board reconvened at approximately 6:40 p.m.

## **SUPERINTENDENT'S REPORT**

**Report - New Teacher Recruitment for the 1996-97 School Year.** The superintendent called board members attention to the report that was distributed relative to new teacher recruitment. He asked board members to peruse the document at their leisure, and contact his office if they have any concerns/questions.

## **UNFINISHED BUSINESS**

No unfinished business was presented.

## **NEW BUSINESS**

No new business was presented.

## **ANNOUNCEMENTS AND REQUESTS**

**Photographs.** Mr. Milam expressed appreciation for the photography work that is showcased on the walls of the board room. He noted that the pictures portray physical education activities in Caddo public schools.

**Food Service Equipment.** Mr. Milam asked the superintendent to provide board members with an update on school food service kitchen equipment repairs. The superintendent said information is being prepared, and since school opening, no negative reports have been submitted.

**Back-to-School Night.** Mr. Milam asked the superintendent to talk with principals about possibly scheduling back-to-school night activities during different weeks for each level -- elementary, middle and high school. He expressed concern that often activities are scheduled on the same evening and parents with children at one or more schools are unable to make all activities.

**Proposal to Allow Parent Groups to Contribute to Additional Staffing for Activities.** Dr. Hitchcock asked that this item be placed on the October 1996 CPSB meeting agenda.

**Substitute Teacher Pay.** Mr. Mims asked staff to look at increasing the rate of pay for substitute teachers.

**Materials and Supplies.** Mr. Powell asked staff to investigate how schools are spending funds that have been allocated for the purchase of materials and supplies. He noted that some schools are exhausting their funds quicker than others, and asked staff to determine why some schools are maintaining a significant balance in their account. Mr. Adams echoed similar thoughts and asked staff to also investigate a request from teachers for parents to provide cleaning supplies for schools.

**Character Education.** Mr. Powell asked the superintendent to address the affect the Character Education program is having on other school programs, and report to the board on the success of the program. He asked staff to consider expanding the program.

**Student Uniforms.** Mr. Brooks asked staff to look into the possibility of students wearing uniforms during the 1997-98 school year. He also asked staff to instruct school administrators to enforce the student dress code. Mr. Powell expressed concern that some schools have provisions for male students to wear earrings and some gangs are bringing in paraphernalia in the way of earrings. He asked staff to rigorously enforce the dress code, and suggested that perhaps board counsel could give guidance on what the parameters are with reference to boys wearing earrings and the dress code.

**Staffing.** The president asked about staffing adjustments in schools. The superintendent reported that student enrollment is increasing and leveling at some schools is still taking place. The president expressed concern that the student enrollment is up at Fair Park High School and said there is a need for additional staffing.

## **EXECUTIVE SESSION**

**Employee Grievance Hearing.** Mr. Burton moved, seconded by Mr. Powell, for an executive session to hear an employee grievance for approximately 30 minutes. Vote on the motion carried unanimously and the board went into executive session at approximately 6:51 p.m. The board reconvened at approximately 8:14 p.m. Mr. Brooks moved, seconded by Mr. Burton, that the CPSB concur with Lillie Evans's first grievance. Mr. Powell asked what is the superintendent's recommendation. The superintendent said staff's recommendation is the same as what was in the mailout on August 9 - that grievance one and two be denied. Mr. Powell asked Mr. Brooks if his motion is in support of the superintendent or Mrs. Evans. Mr. Brooks said his motion supports Mrs. Evans. The president said that the relief that Mrs. Evans is seeking in grievance one is to be paid for all back wages to which she is entitled because of the increase in salary and benefits provided to other elementary supervisors. And, that she be advanced two steps on the salary schedule as all other elementary supervisors. Vote on the motion failed with board members Walker, Burton, Pugh and Brooks supporting the motion. Board members opposed were Vance, Thibodeaux, Mims, Dr. Hitchcock, Powell, Milam, Boykin and Adams.

The president said in grievance two, Mrs. Evans is requesting to be reimbursed for salary that she did not receive May 25, 1996, payment of her salary as per La R.S.17:1202 until she is released by her doctor and is able to return to work, and reimbursement of the employer's portion of the group health insurance premium she was required to pay. Based on Mrs. Evans individual circumstances, Mr. Brooks moved, seconded by Mr. Mims and Mr. Burton, that the CPSB grant to Mrs. Evans retroactively additional sick leave for the period of time that she was absent under the discretion allowed under R. S. 17:1201. Vote on the motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks supporting the motion. Board members opposed were Thibodeaux, Dr. Hitchcock, Powell, Milam, Boykin and Adams.

**Superintendent's Evaluation.** Mr. Powell moved, seconded by Mr. Mims, for an executive session for up to 15 minutes for the purpose of hearing the evaluation on the superintendent. Vote on the motion carried with Mr. Mims absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Dr. Hitchcock, Pugh, Brooks, Powell, Milam, Boykin and Adams.

The board went into executive session at approximately 8:28 p.m. and reconvened at approximately 8:55 p.m.

Dr. Hitchcock moved, seconded by Mr. Adams and Mr. Brooks, that the CPSB increase the superintendent's pay by six percent effective July 1, 1996. Vote on the motion carried unanimously. Mr. Adams asked the board to consider for future discussion provisions for new transportation for the superintendent.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Powell seconded the motion which carried, and the meeting adjourned at approximately 8:55 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

### September 19, 1996

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at approximately 3:59 p.m. on Thursday, September 19, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles Hitchcock, Sc.D., Mark Milam, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux and Sybil B. Walker. Willie D. Burton and Johnny Vance, Jr. were absent. Also present were James E. Foster, Ed.D., secretary, and Fred Sutherland, legal counsel. Invocation was given by the president.

The president said the school board is convening to continue the tenure hearing of Karen Fisher. Mr. Adams moved, seconded by Mrs. Boykin, for the board to go into executive session to continue the tenure hearing of Karen Fisher, teacher. The hearing is not to exceed the 9:00 p.m. hour. Vote on the motion carried unanimously, and the board went into executive session at approximately 4:00 p.m. Due to the lateness of the evening, the president announced that the meeting be adjourned, to be continued on Friday, September 20, 1996, at 3:30 p.m. The meeting adjourned at approximately 10:28 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, President

### September 20, 1996

The **Caddo Parish School Board (CPSB)** met in special session in its office at 1961 Midway Street Shreveport, Louisiana at approximately 4:01 p.m. on Friday, September 20, 1996, with President Mildred B. Pugh presiding and the following board members present being a quorum: Ron Adams, Willie D. Burton, Miles Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Johnny Vance, Jr. and Sybil B. Walker. Jerry Tim Brooks arrived at approximately 4:15 p.m. Judy D. Boykin, Mark Milam, and Michael J. Thibodeaux were absent. Also present were Secretary James E. Foster and Legal Counsel Fred Sutherland. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock.

The president said the purpose of today's meeting is to continue the tenure hearing for Ms. Karen Fisher. Mr. Adams moved, seconded by Mr. Powell, for an executive session to continue the tenure hearing for Ms. Karen Fisher, teacher. The executive session is not to exceed midnight. Vote on the motion carried unanimously. The board went into executive session at approximately 4:04 p.m. and reconvened into open session at approximately 4:40 p.m.

Mr. Mims moved, seconded by Mr. Adams, that the Caddo Parish School Board receive the withdrawal of John Milkovich, attorney for Karen Fisher. Vote on the motion carried unanimously.

Mr. Powell moved, seconded by Dr. Hitchcock, that this proceeding will be continued on October 21, 1996 at 3:30 p.m. and by October 7, 1996, that Ms. Karen Fisher will provide to the superintendent and/or legal counsel for the Caddo Parish School Board the name of her new attorney that she will retain to represent her in this matter. Dr. Hitchcock asked Ms. Fisher if she has any concerns about the requirements stated in the motion, and Ms. Fisher answered, "Absolutely not." Vote on the motion carried unanimously. The president asked Ms. Fisher if falling short of the opportunity to engage legal counsel by October 7, if she will be willing to settle with the superintendent to terminate this matter. Dr. Hitchcock expressed concern about the line of discussion since Ms. Fisher does not presently have legal representation. Legal counsel for the school board expressed concern relative to continued discussion.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Burton seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:48 p.m.

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James E. Foster, Ed.D., Secretary

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Mildred B. Pugh, president