

City of Baker School Board
Board Meeting Agenda
Tuesday, January 16, 2024, 6:00 P.M.
School Board Office

Joyce Burges, President – Presiding

“Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future”. ~Maria Montessori

A. Meeting Commencement

1. Call to Order
2. Roll Call
3. Silent Meditation
4. Pledge of Allegiance

B. Welcome of Visitors

C. Recognitions

1. BHS Cognia

D. Approval of Agenda (Action)

E. Action Items-The public may comment on Action Items. Public Comment is limited to 2 minutes per individual.

1. Election of School Board Officers
2. Consideration and Approval of Minutes from the School Board Meeting of November 7, 2023.
3. Consideration and Approval of Minutes from the School Board Meeting of December 5, 2023.
4. Consideration and Acceptance of Monthly Financial Reports including Budget to Actual Comparisons for the Period Ending December 5, 2023.
5. Consideration and Approval of Resolution to issue Additional Bonds, Authorizing Execution of First supplemental Trust Indenture, Approval of all Documents and Certificates in Connection therewith, Authorizing the execution of term sheet with Purchaser of the Bonds, and otherwise providing with respect thereto
6. Consideration and Approval of Resolution for Legal Services Contract with DeCuir, Clark & Adams, L.L.P.
7. Consideration and Approval of a contract with CSRS for Construction Program Management.
8. Consideration and Approval of settlement in the amount of \$10,000 for breach of contract suit entitled Fusion Architects APC v. City of Baker School District, City of Baker School Board, Docket No. 729,995, Div. 24 (Executive Session may be entered into pursuant to LSA R.S. 42:17 et seq.)

F. Information Items

1. Superintendent's Report on Personnel
2. The Following policies will come back to the Board in February for approval:
 - a. B-14 - ADMINISTRATIVE RECORDS
 - b. D-3.6- GIFTS AND DONATIONS
 - c. E-1.1f- USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN
 - d. F-4.1- TITLE VII EMPLOYEE SEXUAL HARASSMENT
 - e. F-9.8- PROBATION
 - f. G-11.4- PARENT CONFERENCES
 - g. H-3.6- STUDENT HEALTH SERVICES
 - h. H-3.6g- SCHOOL WELLNESS

G. Announcements

1. Date of Next Meeting – February 6, 2024

H. Superintendent's Report

1. Superintendent Remarks

I. Adjournment (Action)



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Debbie Dedeaux at 225.774.5795 to describe the assistance that is necessary.

City of Baker School System
School Board Meeting
Tuesday, January 16, 2024

Type of Item: Action

Agenda Item: Consideration and Approval of Minutes

Background Information:

The Board needs to approve the minutes from the November and December Board Meetings.

Attached Items: November 7, 2023 Minutes
December 5, 2023 Minutes

Possible Motion: Move to approve the minutes from the School Board Meeting of November 7, 2023.
Move to approve the minutes from the School Board Meeting of December 5, 2023.



City of Baker School Board Meeting November 7, 2023

MINUTES

The City of Baker School Board held a public meeting beginning at 6:00 p.m. on Tuesday, November 7, 2023.

President Burges called the meeting to order and explained to visitors the process for speaking on action agenda items is to request a comment card from Mrs. Debbie Dedeaux. Write your name on the card as well as the number of the agenda item you wish to speak on and return the card to Mrs. Dedeaux. She will bring the card up to the Board President at the appropriate time. Visitors will be allowed two (2) minutes to speak.

President Burges welcomed all visitors to the meeting and referenced the quote at the top of the agenda, "Education is the most powerful weapon you can use to change the world." Nelson Mandela.

President Burges took roll call:

Perkins: Present
Profit: Present
Joseph: Present
Butler: Present
Burges: Present

President Burges announced there was a quorum and the meeting would proceed.

Silent Meditation/Prayer was led by Ms. Butler followed by the Pledge of Allegiance led by Mr. Willie Williams.

The Board recognized the following:

- The Baker High School Girls' Volleyball Team for making it to the state playoffs.
- The Park Ridge Girls' Volleyball Team
- The Baker High School Homecoming Court
- The Baker Heights/Park Ridge Homecoming Court

President Burges also recognized the Student Government Association (SGA) who had some members in attendance. The SGA is under the leadership of Mr. Stewart, Ms. Broussard, Ms. McGee, and Ms. Haynes.

On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the agenda as presented. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

Action Items:

1. On motion of Mrs. Profit seconded by Mrs. Perkins, the Board voted to accept the monthly financial reports including budget to actual comparisons for the periods ending July 31, 2023, and August 31, 2023. Voting yes: Perkins, Profit, Butler, and Burges. Voting no: Joseph.
2. A motion was made by Mrs. Perkins and seconded by Mrs. Joseph to vote on each policy under Agenda Item #3 separately. Voting yes: Perkins, Profit, Butler, and Joseph. Voting no: Burges. The motion passed.
 - a. Policy B-4 Officers of the Board
Motion made by Mrs. Perkins to approve Policy B-4.
Seconded by Mrs. Profit
Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.
The motion passed.
 - b. Policy B-11 School Board Meetings
Motion was made by Ms. Butler to approve Policy B-1.
Seconded by Mrs. Perkins.
Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.
The motion passed.
 - c. Policy B-17 Board Member Site Visits
Motion made by Ms. Butler to approve Policy B-11.
Seconded by Mrs. Profit.
Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph
The motion passed.
 - d. 2023-2024 Parental and Family Engagement Policy
Motion was made by Ms. Butler to approve the 2023-2024 Family Engagement Policy. Seconded by Mrs. Profit.
Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.
The motion passed.
 - e. 2023-2024 School-Parent Compact for:
 1. Baker Heights Elementary/Park Ridge Academic Magnet School
 2. Baker Middle/Park Ridge Academic Middle Magnet School
 3. Baker High SchoolMotion was made by Ms. Butler to approve the School-Parent Compacts for Baker Heights Elementary/Park Ridge Academic Magnet School, Baker Middle/Park Ridge Academic Middle Magnet School, and Baker High School.
Seconded by Mrs. Joseph.
Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.
The motion passed.

4. On motion of Mrs. Profit seconded by Mrs. Joseph, the Board voted to table Item #4: “Consideration and Approval of Change Order for the Baker High School Construction Project (Single Point of Entry – Change Order #6). Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.
5. On motion of Ms. Butler seconded by Mrs. Perkins, the Board voted to approve the authorization to issue a Request for Proposals (RFP) for furniture and fixtures for Baker High School Restoration and Renovation Project. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.
6. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the authorization to issue a Request for Proposals (RFP) for Project/Program management to finish the Baker High School Construction Project and FEMA funding. Voting yes: Profit, Butler, Joseph, and Butler. Voting no: Perkins.

Information Items:

1. Superintendent’s Report on Personnel
A report on all personnel actions was provided to the Board prior to the meeting.
2. Committee of the Whole
Many school boards around the state hold a Committee of the Whole meeting, which is a workshop proceeding the board meeting. The purpose is to go over the agenda items and talk about them and ask questions. This is usually done about a week ahead of the board meeting. I just wanted to put this out there as an information item in case the Board wanted to think about doing this.
3. Superintendent’s Search
The Superintendent Search Consultant, Mrs. Renae Mitchell with Halo Solutions, provided an update on the Superintendent’s Search:
 - There were 34 applicants. In going through all of the applications, only 14 met the qualifications. Upon looking through those 14 applicants, only 4 had all of the qualifications the Board told me they were looking for, as well as the public.
 - All 4 finalists have or are eligible to receive their superintendent certification.
 - The 4 finalists will be interviewed by the Board here at the School Board Office on Saturday, November 11, 2023, beginning at 9:30 a.m.

Announcements:

1. Date of Next Meeting -- December 5, 2023
2. Interviews of candidates for Superintendent -- Saturday, November 11, 2023

Superintendent's Report

1. Accountability Report

Interim Superintendent Stroder suggested that because of the lateness of the meeting Dr. Smothers present her Accountability Report at the December 5th School Board Meeting.

2. Facilities Update

- We have purchased additional cameras at Baker Heights Elementary School, Baker High School, and the Park Ridge campuses. We also have additional money to purchase additional cameras if we need to. We have identified approximately 20 camera locations at the new high school. We have funding through the Stronger Connections Grant and ESSER for that, as well as a single point of entry.
- We are looking at remodeling the current high school campus (Baker Middle School) as well as the Park Ridge facilities. Both of these remodels should be done or close to being done by the end of this year. We are looking at door replacements at all 3 campuses by Thanksgiving.
- One of the other things we are looking at purchasing with the Stronger Connections Grant is Raptor software. The State of Louisiana has required all districts in Louisiana to implement a panic button by April of 2024. The Raptor software is two-fold: (1) It's visitor management software. So, when visitors come onto the campus, they enter their information into the Raptor system, it does a quick background check, and lets us know if this is someone we should be concerned about or not. (2) It has panic button capabilities. What that means is that any staff member on that campus would have access to a panic button. So, if there is an emergency, they could hit the panic button and immediately notify emergency services to be dispatched to the campus.
- HVAC reconstruction/construction has been underway since summer. We believe we have most of them up to date and running now. We have discussed installing an HVAC unit in the gym at the current high school/middle school campus so the gym area would be cool.
- I spoke with Jason (with Stuart Construction) today and the roof on the building at the Baker High School campus should be completed by December 1st. I did receive a letter from the insurance company today, and they do believe that our policy will cover some of the roof as well as the track at the high school.

President Burges announced the Board was having a Community Meeting on Wednesday, November 15, 2023, at the School Board Office beginning at 6:00 p.m. so the community can voice any questions or concerns they have.

Adjournment:

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to adjourn at 7:41 p.m. Voting yes: Perkins, Profit, Joseph, and Burges. Voting no: None.

Submitted by J. T. Stroder, Interim Secretary.



City of Baker School Board Meeting December 5, 2023

MINUTES

The City of Baker School Board held a public meeting beginning at 6:00 p.m. on Tuesday, December 5, 2023.

President Burges called the meeting to order and explained to visitors the process for speaking on action agenda items is to request a comment card from Mrs. Debbie Dedeaux. Write your name on the card as well as the number of the agenda item you wish to speak on and return the card to Mrs. Dedeaux. She will bring the card up to the Board President at the appropriate time. Visitors will be allowed two (2) minutes to speak.

President Burges welcomed all visitors to the meeting and referenced the quote at the top of the agenda, "The secret of change is to focus all of your energy, not on fighting the old, but on building the new." -- Socrates

Roll call was taken by President Burges:

Perkins: Present
Profit: Present
Butler: Present
Joseph: Present
Burges: Present

President Burges announced there was a quorum and the meeting would proceed.

Silent Meditation/Prayer was led by Mrs. Profit followed by the Pledge of Allegiance led by Miss Brielle Reed.

The Board recognized the following persons:

- Ms. Vikki Wilbonn, CEO/Program Manager of Rosebud Healthcare and Training, LLC for their partnership with Baker High School to provide Certified Nurses Aide (CNA) training to students.
- City of Baker School System employees with 20 years of service:

Debbie Dedeaux
Juanita Gibson
Kelly Haynes
Jennifer Hughes
Dorothy Jackson
Eloise Knox
Carolyn Lewis

Alisa Sibley
Sidney Stewart
Jill Taylor
Vera Turner
Precious Vincent
Gertrude Walls

- Ms. Brittany Dunn, a former Baker High School graduate and daughter of Baker City Council member Ms. Rochelle Dunn, for graduating from law school and taking and passing the bar exam on the first try.
- The Baker Chamber of Commerce for their donation of \$500 to Baker Heights/Park Ridge Magnet.

On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the agenda as presented. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.

Action Items:

1. On motion of Mrs. Perkins seconded by Mrs. Joseph, the Board voted to vote on the approval of the minutes from November 7, 2023 and November 11, 2023 as two (2) separate items. Voting yes: Perkins, Profit, and Joseph. Voting no: Butler, and Burges.
 - a. A motion was made by Mrs. Profit to approve the minutes from the School Board Meeting of November 7, 2023. The motion died for lack of a second.
 - b. On motion of Mrs. Perkins seconded by Mrs. Joseph, the Board voted to approve the minutes from the School Board Meeting of November 11, 2023. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.
2. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to accept the monthly financial report including budget to actual comparisons for the period ending October 31, 2023. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.
3. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve change orders for the Baker High School Construction Project (Single Point of Entry). Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.
4. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the Superintendent's contract. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.

Information Items:

1. Superintendent's Report on Personnel
A report on all personnel actions was provided to the Board prior to the meeting.

Announcements:

1. Date of Next School Board Meeting -- January 16, 2024

Superintendent's Report:

1. Dr. Smother's Accountability Report

Dr. Lisa Smothers, Supervisor of Accountability, Assessments, and Data Analytics provided a review of the 3rd through 8th grade LEAP 2025 results from the District's spring 2023 testing cycle in mathematics, and English language arts. In addition, the high school performance score highlights were reviewed.

2. Last week Mr. Stroder submitted a grant for \$250,000 to the National Football League (NFL) to move towards turfing the football field. We still need about \$500,000 more. This would be for the turf as well as the stadium.
3. Mr. Stroder met with representatives from the National Guard Youth Program today. We are hoping to establish a partnership with them.
4. We have an upcoming meeting with Southern University to talk with 22 of our teachers who may be interested in taking classes at Southern to pursue their teaching certifications.
5. We have brand new doors at the high school now, and both of the single points of entry are under construction. All the windows at Park Ridge Academic Magnet have been replaced, so we are moving forward with improving our facilities.

Adjournment:

There being no further business, on motion of Ms. Butler seconded by Mrs. Profit, the Board voted to adjourn at 7:25 p.m. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

Submitted by J.T. Stroder, Secretary.

City of Baker School System
School Board Meeting
Tuesday, January 16, 2024

Type of Item: Action

Agenda Item: Monthly Financial Report

Background Information:

Mrs. Stewart will present the Monthly Financial Report including Budget to Actual Comparisons for the Period Ending November 30, 2023.

Attached Items: November 30, 2023 Monthly Financial Report

City of Baker School Board



Financial Report Summaries Including Budget to Actual Comparisons for Period Ending November 30, 2023

CITY OF BAKER SCHOOL BOARD

FINANCIAL REPORT SUMMARIES INCLUDING BUDGET TO ACTUAL COMPARISONS FOR PERIOD ENDING NOVEMBER 30, 2023

GENERAL FUND			
	2023-2024 APPROVED	2023-2024 YTD	Percentage %
Description	Revenues/ Expenditures	Revenues/ Expenditures	Change
REVENUES			
Local Sources			
Ad Valorem	2,537,454	16,984.84	-99.3%
Sales and Use	4,535,205	1,280,309.99	-71.8%
1% Collections by Sherriff and Pension Fund	62,350	0.00	-100.0%
Interest Earnings	15,000	32,627.72	117.5%
Donations	5,000	800.00	-84.0%
Other Local	150,500	207,339.05	37.8%
State Sources			
Minimum Foundation Program	7,343,144	2,193,464.00	-70.1%
Professional Improvement Program	9,360	0.00	-100.0%
Revenue Sharing	44,500	0.00	-100.0%
Supplemental Choice Allocation Funds (SCA)	34,930	32,699.00	-6.4%
Career Development Funds (CDF)	25,000	25,000.00	0.0%
ERATE	12,000	0.00	-100.0%
Indirect Costs	145,000	152,446.00	5.1%
TOTAL REVENUES	14,919,443	3,941,670.60	-73.6%
EXPENDITURES			
Instruction:			
Regular Programs	3,939,626	1,079,939.76	-72.6%
Special Education Programs	826,868	236,571.47	-71.4%
Vocational Programs	181,413	74,579.44	-58.9%
Other Instructional Programs	520,005	143,932.02	-72.3%
Special Programs	101,167	9,443.58	-90.7%
Total Instruction	5,569,079	1,544,466.27	-72.3%
Support Services:			
Pupil Support Services	599,370	254,644.23	-57.5%
Instructional Staff Support	306,265	100,937.69	-67.0%
General Administration	983,219	266,287.02	-72.9%
School Administration	774,499	306,162.51	-60.5%
Business Services	337,205	117,867.69	-65.0%
Plant Services	1,977,779	815,856.76	-58.7%
Student Transportation Services	685,121	305,287.26	-55.4%
Central Services	251,781	67,519.11	-73.2%
Building Improvements (Plant Services)	132,651	29,907.09	-77.5%
Debt Services	603,055	132,328.73	-78.1%
Total Support Services	6,650,945	2,396,798.09	-64.0%
Total Expenditures	12,220,024	3,941,264.36	-67.7%
LOCAL REVENUE CHARTER SCHOOL TRANSFERS	2,699,309	0.00	
TOTAL TRANSFERS OUT	2,699,309	0.00	
EXCESS of REVENUES OVER EXPENDITURES	110	406.24	

CITY OF BAKER SCHOOL BOARD
CAPITAL PROJECTS FINANCIAL REPORT FOR PERIOD ENDING NOVEMBER 30, 2023

CAPITAL PROJECTS			
Description	2021-2023 ORIGINAL Construction Budget	2023-2024 APPROVED REVENUES EXPENDITURES	2023-2024 YTD REVENUES EXPENDITURES
REVENUE SOURCES			
FEMA REVENUE	6,266,855.00	5,117,391.00	3,655,163.51
Community Development Block Grant 10% Match (CDBG)	696,317.00	696,317.00	0.00
ESSER FUNDS	1,245,000.00	1,245,000.00	0.00
BOND REVENUE - LOAN	8,200,000.00	2,352,542.00	1,000,000.00
General Fund Transfers In	1,725,841.71	82,227.00	0.00
Reserve Funds Transferred In From General Funds	3,901,176.00	3,901,176.00	337,720.00
GENERAL FUND RESERVE Transfer In For Change Order No. 4	0.00	256,377.00	256,377.00
TOTAL REVENUE FOR CONSTRUCTION	22,035,189.71	13,651,030.00	5,249,260.51
CONTENTS (FURNITURE AND FIXTURES)			
FEMA REVENUE - CONTENTS	1,190,584.00	1,190,584.00	0.00
Community Development Block Grant 10% Match (CDBG)	132,288.00	132,288.00	0.00
TOTAL REVENUE FOR CONTENTS	1,322,872.00	1,322,872.00	0.00
TOTAL REVENUES	23,358,061.71	14,973,902.00	5,249,260.51
EXPENDITURES			
Change Order No. 4	0.00	256,377.00	0.00
Total Construction and Restoration	20,217,498.00	13,048,426.00	4,439,824.49
Furniture and Fixtures	1,322,872.00	1,322,872.00	0.00
TOTAL EXPENDITURES	21,540,370.00	14,627,675.00	4,439,824.49
Professional and Project Management Services			
Architectural and Professional Services (Amended)	1,817,691.71	346,227.00	125,027.58
Total Professional and Project Management Services	1,817,691.71	346,227.00	125,027.58
TOTAL BAKER HIGH RESTORATION EXPENDITURES	23,358,061.71	14,973,902.00	4,564,852.07
Due Back To General Funds	0.00	0.00	684,408.44

CITY OF BAKER SCHOOL BOARD

SPECIAL REVENUE FUNDS FINANCIAL REPORT SUMMARIES INCLUDING BUDGET TO ACTUAL COMPARISONS FOR PERIOD ENDING NOVEMBER, 2023

SPECIAL REVENUE FUNDS						
FEDERAL AND STATE GRANTS	2023-2024 APPROVED BUDGET	2023-2024 YTD Revenues	2023-2024 YTD Expenditures	2023-2024 Excess/ Deficiency	RECEIVABLES as of 1/10/2024	ADJ EXCESS/ DEFICIENCY
Account Title						
CARL PERKINS	15,062.00	0.00	6,529.60	(6,529.60)	6,530.00	0.40
FOOD SERVICE	815,700.00	171,687.95	296,022.22	(124,334.27)	171,330.18	46,995.91
SUMMER SCHOOL FOOD SERVICE	8,500.00	0.00	0.00	0.00	0.00	0.00
FRESH FRUIT AND VEGETABLE GRANT	12,072.00	0.00	232.21	(232.21)	0.00	(232.21)
SFS EQUIPMENT GRANT	78,557.74	0.00	0.00	0.00	0.00	0.00
IDEA PART B	218,693.00	59,247.00	114,592.98	(55,345.98)	55,346.00	0.02
HIGH COST SERVICES	0.00	0.00	11,016.11	(11,016.11)	0.00	(11,016.11)
SPECIAL ED - PRE-SCHOOL	6,800.00	0.00	704.00	(704.00)	0.00	(704.00)
8g STUDENT ENHANCEMENT/PRE K	51,440.00	0.00	22,553.85	(22,553.85)	22,554.00	0.15
TITLE I	838,570.00	171,533.00	288,974.26	(117,441.26)	117,441.00	(0.26)
TITLE II	64,850.00	15,788.00	32,267.04	(16,479.04)	16,388.00	(91.04)
TITLE IV	70,772.00	5,500.00	5,500.00	0.00	0.00	0.00
DIRECT STUDENT SERVICES	29,940.00	27,226.00	27,226.00	0.00	0.00	0.00
SCHOOL REDESIGN	353,318.00	60,187.00	80,440.47	(20,253.47)	20,253.00	(0.47)
LA - 4 Cecil Picard	253,580.00	30,580.00	30,039.34	540.66	0.00	540.66
ED EXCELLENCE ENHANCEMENT	19,825.00	0.00	2,683.79	(2,683.79)	0.00	(2,683.79)
ESSER II - FORMULA ACHIEVE	262,098.00	261,198.00	261,197.58	0.42	0.00	0.42
ESSER II INCENTIVE	0.00	0.00	0.00	0.00	0.00	0.00
ESSER III - FORMULA ACHIEVE	4,474,775.24	0.00	1,266,217.00	(1,266,217.00)	1,266,217.00	0.00
ESSER III (EB) - ACHIEVE - INTERVENTIONS	1,028,018.33	0.00	157,493.42	(157,493.42)	157,493.42	0.00
ESSER III INCENTIVE	140,009.00	0.00	0.00	0.00	0.00	0.00
HOMELESS ARP	30,145.71	0.00	720.00	(720.00)	720.00	0.00
IDEA 611 ARP ACHV	58,624.15	0.00	41,579.00	(41,579.00)	39,729.00	(1,850.00)
IDEA 619 ARP ACHV	1,872.59	0.00	0.00	0.00	0.00	0.00
STRONGER CONNECTIONS	518,355.00	0.00	9,490.00	(9,490.00)	0.00	(9,490.00)
IDEA 611 Set Aside	21,505.00	0.00	0.00	0.00	0.00	0.00
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD B-5	774.00	0.00	550.00	(550.00)	0.00	(550.00)
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD K-5	40,920.00	0.00	9,570.94	(9,570.94)	0.00	(9,570.94)
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 6-8	42,160.00	0.00	9,145.56	(9,145.56)	0.00	(9,145.56)
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 9-12	70,000.00	0.00	12,025.68	(12,025.68)	0.00	(12,025.68)
TOTAL - SPECIAL REVENUE FUNDS	9,526,936.76	802,946.95	2,686,771.05	(1,883,824.10)	1,874,001.60	(9,822.50)

City of Baker School System
School Board Meeting
Sunday, January 7, 2024

Type of Item: Action

Agenda Item: Resolution for Bond

Background Information:

We are pursuing additional funding for the HS Construction Project to make sure we have enough to finish the project.

Attached Items: Resolution
Term Sheet

Possible Motion: Move to Approve Resolution to issue Additional Bonds, Authorizing Execution of First supplemental Trust Indenture, Approval of all Documents and Certificates in Connection therewith, Authorizing the execution of term sheet with Purchaser of the Bonds, and otherwise providing with respect thereto

CITY OF BAKER SCHOOL BOARD

The following resolution was offered by _____ and seconded by _____:

RESOLUTION

A RESOLUTION AUTHORIZING THE CITY OF BAKER SCHOOL BOARD TO ISSUE ADDITIONAL BONDS THROUGH THE LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY; AUTHORIZING THE EXECUTION OF A FIRST SUPPLEMENTAL TRUST INDENTURE, THE APPROVAL OF ALL ADDITIONAL DOCUMENTS AND CERTIFICATES IN CONNECTION THEREWITH; AUTHORIZING THE EXECUTION OF A TERM SHEET WITH THE PURCHASER OF THE BONDS; AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the City of Baker School Board (the “*Board*”), is the governing authority of the City of Baker School District (the “*District*”);

WHEREAS, as a result of historic flooding in August of 2016, several schools in the District were significantly damaged including Baker High School;

WHEREAS, the District started the renovation and reconstruction of the damaged high school in August of 2022;

WHEREAS, the Federal Emergency Management Agency (“*FEMA*”) has committed to provide funding for a portion of the amount required to construct and equip the new high school on a reimbursement basis, and the District will be required to pay costs of such repairs prior to being reimbursed by FEMA;

WHEREAS, Chapter 10-D of Title 33 of the Louisiana Revised Statutes of 1950, as amended, comprised of R.S. 33:4548.1 through 4548.16 (the “*Act*”) creates the Louisiana Local Government Environmental Facilities and Community Development Authority (the “*Authority*”) for the purpose of assisting political subdivisions, as defined in the Act, and other designated entities and to otherwise establish programs to aid in the financing of local government and economic development projects;

WHEREAS, the Board previously granted the Authority approval to issue revenue bonds in an amount not to exceed \$23,000,000 for the purpose of: (i) financing the demolition, construction, reconstruction, renovation and improvement of a new high school within the District, including all furnishings, fixtures and facilities incidental or necessary in connection therewith (the “*Project*”), (ii) funding capitalized interest on the Bonds, if necessary, (iii) funding a debt service reserve fund, if necessary and (iv) paying the costs of issuance of the Bonds;

WHEREAS, the State Bond Commission approved the issuance of the Bonds at its November 21, 2019 meeting;

WHEREAS, the \$8,200,000 Louisiana Local Government Environmental Facilities and Community Development Authority (City of Baker School District Project) Series 2022 (the “*Series 2022 Bonds*”) were previously issued by the Authority to finance a portion of the costs of the Project;

WHEREAS, the Board desires for the Authority to issue an additional amount not to exceed \$6,200,000 in aggregate principal amount of its Revenue Bonds (City of Baker City School District Project), taxable or tax-exempt, in one or more series (the “*Series 2024 Bonds*”), to finance additional costs of the Project;

WHEREAS, in connection with the issuance of the Series 2024 Bonds, the Board desires to authorize a supplement and amendment to the Trust Indenture dated as of March 1, 2022 between the Authority and Hancock Whitney Bank through a First Supplemental Trust Indenture (the “*First Supplemental Indenture*”), and desires to authorize the amendment of loan documents, certificates and contracts ancillary thereto and required in connection with the transaction; and

WHEREAS, the Board desires to authorize the sale and delivery of the bonds to Red River Bank (the “*Purchaser*”) and to approve the parameters set forth in the term sheet attached hereto as Exhibit A (the “*Term Sheet*”), and to provide for the execution of all instruments, documents and certificates in connection therewith.

NOW THEREFORE, BE IT RESOLVED by the Board, acting as the governing authority of the District, that:

SECTION 1. The facts recited in the preamble to this resolution are found to be true and correct and are specifically and affirmatively adopted by the Board as resolutions of the Board.

SECTION 2. The Board authorizes and approves the issuance of not to exceed \$6,200,000 of the Authority’s Revenue Bonds (City of Baker School District Project), taxable or tax-exempt, in one or more series (the “*Series 2024 Bonds*”), to provide additional funding for the purpose of: (i) financing the demolition, construction, reconstruction, renovation and improvement of a new high school within the District, including all furnishings, fixtures and facilities incidental or necessary in connection therewith (the “*Project*”), (ii) funding capitalized interest on the Series 2024 Bonds, if necessary, (iii) funding a debt service reserve fund, if necessary and (iv) paying the costs of issuance of the Series 2024 Bonds. The proceeds of the Series 2024 Bonds shall be loaned to the District pursuant to that certain Loan and Assignment Agreement between the Authority and the Board dated as of March 1, 2022 (the “*Loan Agreement*”) for the foregoing purposes. Pursuant to such Loan Agreement, the Board will agree to make payments in such amounts and at such times as is necessary to pay debt service on the Series 2024 Bonds from all lawfully available funds of the District, including reimbursements to the District for the costs of the Project received by FEMA. The Series 2024 Bonds shall mature not later than forty (40) years from the date of their issuance and shall bear interest at a fixed rate not to exceed five percent (5.00%) per annum.

SECTION 3. The Board hereby approves the selection of Red River Bank, as purchaser for the Series 2024 Bonds (the “*Purchaser*”), and the terms of the Series 2024 Bonds as summarized in the term sheet attached hereto as Exhibit A (the “*Term Sheet*”).

SECTION 4. The President and Vice President of the Board and the Superintendent of the District (collectively, the “*Authorized Officers*”) are hereby authorized to execute and deliver a First Supplemental Trust Indenture, the Term Sheet and all other loan documents in connection with the issuance of the Series 2024 Bonds, subject to such changes as may be approved by Bond Counsel and counsel to the District. The Authorized Officers are further authorized to execute and deliver any and all

other ancillary documents, agreements or certificates related thereto and necessary for the sale and delivery of the Series 2024 Bonds and the consummation of the transactions contemplated by this Resolution, in such forms as may approved by Bond Counsel to the Authority and counsel to the District.

SECTION 5. The Board is hereby authorized and directed to do any and all things necessary and incidental to carry out the provisions of this resolution and to assist the Authority in carrying out its functions in connection with the financing.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 6. This resolution shall take effect immediately and a certified copy hereof shall be forwarded to the offices of the Authority.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this 16th day of January, 2024.

CITY OF BAKER SCHOOL BOARD

Joyce M. Burges, President

Attest:

Secretary

EXHIBIT A
TERM SHEET



P. O. Box 1660, Shreveport, LA 71165
Phone- 318-675-2913
Fax 318-675-0541
mrowe@redriverbank.net
www.redriverbank.net

Mark L Rowe
Senior Vice President

December 19, 2023

City of Baker School District
Finance Council
Baker Louisiana

Dear Members of the Finance Council:

We are extremely excited to have the opportunity to look at this project. Red River Bank (hereinafter referred to as the "Bank") is pleased to offer the following Term Sheet. **This is for discussion purposes only and is subject to further due diligence and underwriting and has not been approved by the appropriate lending authorities at the Bank. This information is strictly confidential between the bank and the borrower and shall not be shared with any other financial institutions**

Borrower:	City of Baker School district
Amount:	\$6,200.000
Term:	2 years
Purpose:	Temporary funds for reconstruction
Repayment:	Quarterly interest payments with Principal payment at maturity
Prepayment Penalty:	None
Rate:	Fixed at 5.00
Bank Fee:	1.50%

Collateral: Assignment of the subject FEMA reimbursement funds. Furthermore, the assignment and pledge by all revenues (except the exculpation, indemnification, and payment of expenses) as well as certain funds held pursuant to the indenture.

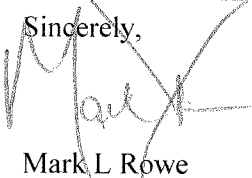
On Going Requirements:

- Borrower to provide annual financials within 120 days of year end

Red River Bank would like the opportunity to discuss Deposit relationships with the District.

Please do not hesitate to contact me with any questions or concerns. My phone number is 318-675-2913. This term sheet is for discussion purposes and we can address any issues that you may have.

Sincerely,



Mark L Rowe
Senior Vice President

Accepted by:

City of Baker School District

City of Baker School System
School Board Meeting
Tuesday, January 16, 2024

Type of Item: Action

Agenda Item: Legal Settlement

Background Information:

We've settled the matter with Fusion Architects for \$10,000. Fusion will pay their own costs

Attached Items:

Possible Motion: Move to approve the settlement in the amount of \$10,000 for breach of contract suit entitled Fusion Architects APC v. City of Baker School District, City of Baker School Board, Docket No. 729,995, Div. 24

City of Baker School System
School Board Meeting
Tuesday, January 16, 2024

Type of Item: Action

Agenda Item: Attorney Contract

Background Information:

The board needs to contract with an Attorney for legal Services. I am recommending DeCuir, Clark & Adams, L.L.P.

Attached Items: Resolution
Contract

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

CONTRACT FOR PROFESSIONAL SERVICES

BE IT KNOWN THAT this agreement is entered into by and between the CITY OF BAKER SCHOOL BOARD (CBSB) (hereinafter sometimes referred to as the "Board"), and DECUIR, **CLARK & ADAMS, L.L.P.**, Attorneys at Law, 732 North Boulevard, Baton Rouge, Louisiana 70802 (hereinafter referred to as "Counsel").

1.

Counsel hereby agrees to furnish legal services to the City of Baker School Board, it's System and staff to advise the Board and staff on any legal matters that may arise during the normal course of operation of the school system.

2.

In consideration of the services described hereinabove, the CBSB hereby agrees to pay Counsel as follows:

\$225.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF TEN YEARS OR MORE IN THE PRACTICE OF LAW
\$175.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF FIVE YEARS TO TEN YEARS IN THE PRACTICE OF LAW
\$150.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF THREE TO FIVE YEARS IN THE PRACTICE OF LAW
\$125.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF LESS THAN THREE YEARS IN THE PRACTICE OF LAW
\$ 60.00	PER HOUR FOR PARALEGAL SERVICES
\$ 40.00	PER HOUR FOR LAW CLERK SERVICES

Counsel will submit, at the end of each calendar month, an itemization of all work performed listing time by date for work performed by hours, down to the one-tenth (1/10) of an hour, with specific reference to the nature of work performed (e.g. drafting of pleadings, research, review of files, etc.). All billings by counsel for services rendered shall be submitted in compliance with R.S. 39:1521.1.

Counsel shall be reimbursed for out-of-pocket expenses in accordance with the regulations issued by the Division of Administration. Travel time, at the direction and for the convenience of the State, is billable as services if done during normal working hours and if it does not cause service charges for that day to exceed eight hours. Counsel agrees to comply with the instructions on

Attachment #1 when submitting invoices.

The total of all sums payable under this contract including fees and reimbursement of expenses shall not exceed \$325,000 and shall be billed in accordance with Policy and Procedure Memo 50 (Attorney Case Handling Guidelines and Billing Procedures).

CBSB further agrees that counsel will be reimbursed for expenses to attend one (1) professional education conferences each year. Such expenses shall include expenses, fees for attendance, travel, lodging and meals.

Counsel hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement shall be said Counsel's obligation and identified under Federal tax identification number 72-1286643.

3.

Counsel hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be said counsel's obligation and identified under Federal tax identification number **72-1286643**, and Louisiana Department of Revenue number **9141441-002-300**.

In accordance with R.S.39:1624(A(10)), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State and collected by the Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor hereby attests to its current and/or prospective compliance and agrees to provide its seven-digit LDR Account Number to the contracting agency so that prospective contractor's tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue as a necessary precondition to the approval and effectiveness of his contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to the contract without penalty and proceed with alternate arrangements should the vendors fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

4.

The Legislative Auditor of the State of Louisiana may audit all records of Counsel which relate to this contract. Counsel shall maintain said Records for a period of three years after the date

of final payment under this contract.

5.

This contract is effective for the period commencing January 1, 2023 and ending on December 31, 2025.

Notwithstanding the foregoing, in no event shall the total term of this contract, including extensions hereto, be for a period of more than five (5) years.

6.

Contractor shall not assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the CBSB. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the CBSB.

6.

Either party shall have the right to cancel this contract, with or without cause, by giving the other party thirty (30) day written notice forwarded to their respective address by certified mail. The Board has the right to cancel this contract upon thirty (30) days written notice or less due to budgetary reductions and changes in funding priorities by the CBSB.

Notice shall be sent Certified Mail, return receipt requested, to the following addresses:

If to CBSB: Joyce Burges, President
City of Baker School Board
14750 Plank Road
Baker, Louisiana 70714

and

J.T. Stroder, Superintendent
City of Baker School Board
14750 Plank Road
Baker, Louisiana 70714

If to Counsel: Brandon J. DeCuir
Michael R. D. Adams
DeCuir, Clark & Adams, L.L.P.
Attorneys at Law
732 North Boulevard
Baton Rouge, Louisiana 70802

7.

All records, reports, documents and other material delivered or transmitted to Counsel by Board shall remain the property of Board, and shall be returned by Counsel to CBSB, at Counsel's expense, at termination or expiration of this contract. All records, reports, documents, pleadings,

exhibits or other material related to this contract and/or obtained or prepared by Counsel in connection with the performance of the services contracted for herein shall become the property of CBSB, and shall, upon request, be returned by Counsel to CBSB, at Counsel's expense, at termination or expiration of this contract.

8.

Counsel agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and counsel agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Counsel agrees not to discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities or sexual orientation.

Any act of discrimination committed by Counsel, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

In Witness Whereof, the parties hereto have affixed their signatures.

BOARD:

WITNESSES:

CITY OF BAKER SCHOOL BOARD

JOYCE BURGESS, PRESIDENT

BY: _____

COUNSEL:

WITNESSES:

DECUIR, CLARK & ADAMS, L.L.P.

BY:

BRANDON J. DECUIR

**TAX IDENTIFICATION NUMBER:
72-1286643**

TELEPHONE NUMBER: (225)346-8716

ATTACHMENT #1

GOALS, OBJECTIVES, PERFORMANCE INDICATORS, MONITORING PLAN

Be it known that this agreement is entered into by and between the City of Baker School Board and DeCuir, Clark & Adams, L.L.P., Attorneys at Law.

Goals and Objectives

The objectives of the contract is to provide the City of Baker School legal services and advice on legal matters that may arise during the normal course of operation of the System.

Performance Indicators

The Contractor's work performance will be confirmed by The Board President, and the System Superintendent and reviewed to ensure that the contracted services are delivered in a timely manner.

Monitoring Plan

The Contractor's work performance will be monitored as invoices are submitted for payment. Invoices submitted for payment will be reviewed and approved by the System Superintendent, or Board President.

ATTACHMENT #2

INSTRUCTIONS FOR SUBMITTING INVOICES

At the end of each calendar month an itemization of all work performed, listing time by date for work performed by hours, down to the quarter of an hour with specific reference to the nature of the work performed (e.g. drafting of expert reports, research, review of files, etc.) should be invoiced to:

City of Baker School Board
14750 Plank Road
Baker, Louisiana 70714

Reimbursement for all expenses must have receipt or documentation attached to the invoices or reimbursement will not be made. Some examples of the receipts or documentation that will be accepted are given below:

1. Telephone expenses - a copy of the telephone bill indicating the telephone calls made in reference to the contract
2. Postage expenses - date letter sent, person sent to, and amount of postage
3. Express Mail - a copy of the invoice from the vendor
4. Travel expenses - purpose of the trip, miles traveled or airline ticket receipt, parking receipts, taxi receipts, hotel receipts (credit card receipts will not be accepted)
5. Photocopying - number of copies and the amount per copy of if outside photocopying is utilized a receipt must be included

When invoices are submitted at the end of each calendar month you must indicate the amount of your contract, the amount billed to date and the remaining balance.

If your invoices are billed by each individual case that you have worked on, please include a summary sheet for that month for that invoice. Do not include any previous balances owed on the summary sheet.

LSA - R.S. 39:1521.1 calls for invoices to be submitted in the form of an affidavit.

RESOLUTION

**City of Baker School Board Desires to Employ Legal Counsel
to Aid and Assist the School Board and Superintendent with Legal Affairs:**

BE IT KNOWN, that on this 16TH day of January, 2024, the City of Baker School Board at its regular meeting hereby adopted the following resolution:

WHEREAS, City of Baker School Board desires to obtain qualified legal counsel to assist the Board and Superintendent in its legal affairs including the review of documents, contracts, and other matters:

WHEREAS, the City of Baker School Board is authorized by La. R.S. 16:2 and School Board Policy B-10 to employ its own general legal counsel; and

WHEREAS, the City of Baker School Board finds that because of its limited size and need for legal services, the employment of a contract counsel at a fixed hourly rate is more efficient and economical than the employment and support for a general counsel with the staff of the school district; and

WHEREAS the City of Baker School Board desires to employ the firm of DeCuir, Clark and Adams, LLP as its counsel by contract at a fixed hourly rate not to exceed the Attorney General’s maximum rate for attorneys representing governmental agencies; and

WHEREAS the City of Baker School Board finds that the firm of DeCuir, Clark, and Adams, LLP is well qualified to deliver these specialized legal services to the City of Baker School Board; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Baker School Board hereby appoints the firm of DeCuir, Clark and Adams, L.L.P. of Baton Rouge, Louisiana to represent the City of Baker School Board and provided general legal services to the School Board and the Superintendent. Fees charged by the firm shall not exceed the maximum rate approved by the Attorney General for lawyers representing governmental agencies.

THUS, this Resolution was considered by the City of Baker School Board at its meeting on this 16TH day of January, 2024, at a duly called meeting with a quorum of members present by a vote of ____ yeas and ____ nays.

ADOPTED, this 16TH day of January, 2024.

Joyce Burges, President
City of Baker School Board

J. T. Stroder, Superintendent
City of Baker School Board

City of Baker School System
School Board Meeting
Tuesday, January 16, 2024

Type of Item: Action

Agenda Item: Program Management

Background Information:

We received bids for the program management of the BHS construction project. We are recommending a contract with CSRS to finish this project.

Attached Items:

Superintendent Personnel Report

January, 2024

I. Report of Non-Continuance of Employment

II. Report of Retirements

III. Report of Appointments

1. Brunette Harris- Full Time Bus Driver, District-Wide, Effective 11/16/22023

2. Willie Brooks- Substitute, District Wide, Effective 01/10/2024

3. Javonna Sanchez- Substitute, District Wide, Effective 01/10/2024

IV. Report of Reassignments/Transfers

V. Report of Sick Leave Request

City of Baker School System
School Board Meeting
Tuesday, January 16, 2024

Type of Item: Action

Agenda Item: Policies

Background Information:

We received an end-of-year update for policies from Forethought. Those Policies are attached.

- Attached Items:
- a. B-14 - ADMINISTRATIVE RECORDS
 - b. D-3.6- GIFTS AND DONATIONS
 - c. E-1.1f- USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
AND CARDIAC EMERGENCY PLAN
 - d. F-4.1- TITLE VII EMPLOYEE SEXUAL HARASSMENT
 - e. F-9.8- PROBATION
 - f. G-11.4- PARENT CONFERENCES
 - g. H-3.6- STUDENT HEALTH SERVICES
 - h. H-3.6g- SCHOOL WELLNESS

POLICYALERT



December, 2023

Forethought Consulting, Inc.

POLICY UPDATE: 2023

DECEMBER 2023: YEAR END WRAP-UP

This is the final installment of our annual Legislative Update series addressing statutory changes from the regular session of the 2023 Louisiana Legislature. It includes five revisions based on the most recent legislative session, and two additional updated policies that a recent review revealed were outdated.

ADMINISTRATIVE RECORDS

Act 247 of the 2023 Louisiana Legislative Session, effective August 1, 2023, revised La. Rev. Stat. Ann. §44:32 regarding fees for duplication of public records. It states, “Any custodian who elects to establish and collect such fees shall establish a reasonable fee schedule and post the schedule where it can be readily accessed by the public.” Most School Boards’ *Administrative Records* policies already include language setting a fee schedule. These policies have been revised to require that the schedule be posted where it can be readily accessed by the public. Many School Boards’ *Administrative Records* policies date back to 2004. Those policies have also been updated to include the information in a new section which expands on duplication of records. Another new section includes suggested information addressing disposal of records.

GIFTS AND DONATIONS

Act 346, effective August 1, 2023, amended La. Rev. Stat. Ann. §17:381 to require that School Boards enumerate the details of the contents of donations in a document made publicly available on its website. The *Donations and Gifts* policy now includes that stipulation. Many School Boards had outdated versions of this policy, so those now include additional statutory information regarding gifts.

Policies In This Issue:

- *Administrative Records*
- *Gifts And Donations*
- *School Wellness*
- *Use of Automated Defibrillator (AED) And Cardiac Emergency Plan*
- *Student Health Services*
- *Employee Probation*
- *Parent Conferences*

“Keeping Tabs on School Board Policy”

USE OF AUTOMATED DEFIBILLATOR (AED) AND CARDIAC EMERGENCY PLAN

Act 234 of the 2023 Louisiana Legislative session revised La. Rev. Stat. Ann. §40:1137.3 to require elementary and middle schools, in addition to high schools, to have AEDs on their premises. The revisions require each elementary, middle, and high school to have AEDs, and that any such school that sponsors an interscholastic event shall have an AED and a trained AED user who is trained in first aid CPR at the event. In addition, these schools shall have a “cardiac emergency response plan” to reduce death from cardiac arrest at an interscholastic athletic event. These revisions are reflected in the policy *Use of Automated Defibrillator (AED) and Cardiac Emergency Plan*.

The provisions of this Act were contingent on funding. Our understanding is that funding was provided in the general budget. The provisions are to be implemented the first school year that starts at least twelve months after the effective date of the Act, June 9, 2023.

SCHOOL WELLNESS

Act 219 enacts La. Rev. Stat. Ann. §17:17.7 and requires that each public school which includes any of the grades kindergarten through five to provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.

Although we do not believe this needs to be treated as a separate policy, we have incorporated this language as appropriate in *School Wellness* policies. This change was only necessary for Boards which specifically addressed recess or physical activity in the policy.

STUDENT HEALTH SERVICES

Act 266 enacts La. Rev. Stat. Ann. §17:392.11 and requires that the Department of Education (DOE) select a dyslexia screener and provide it at no cost to each public school. The dyslexia screener shall be administered to each student by a classroom teacher in the second half of kindergarten, or upon request of a teacher or parent or legal guardian. The provisions were subject to the appropriation of funds by the Legislature. In an email response based on an inquiry

by Forethought Consulting about aspects of the Act, the DOE acknowledged that funding was provided; however, the DOE has to enter into an RFP to select a statewide dyslexia screener, and advises systems to continue their current screening practices until a screener is selected. They also advised that Boards be proactive in adopting a revision to policy to include this new requirement.

ADDITIONAL POLICIES NOT BASED ON 2023 LOUISIANA LEGISLATION:

EMPLOYEE PROBATION

The *Probation* policy has been updated to recognize the Superintendent’s authority to dismiss school employees (those employees who are not teachers or bus operators) without going to the School Board. School employees are not entitled to a hearing before the Board. This brings the policy in line with 2012 legislation giving the Superintendent responsibility for personnel decisions.

PARENT CONFERENCES

When the discipline policies were revised in 2021 necessary changes to the disciplinary conferences information in the *Parent Conferences* policy were overlooked, and have now been updated. Also, although the term “legal guardian” had already replaced “guardian” in §17:416, the statutes regarding academic conferences still contain “guardian.” As those statutes have not been updated in years, we have taken the liberty of adding “legal” in that section as well. Additional changes remove the term “tutor” and replaces the term “pupil” with “student.”

HAPPY HOLIDAYS

ADMINISTRATIVE RECORDS

City of Baker School District records are public records and are available for inspection by any person at reasonable times during working-normal business hours. However, certain school documents, such as but not limited to pupil school health records, pupil report cards, supervisory reports on teachers, budget worksheets, and personnel folders are ~~in the category of privileged~~ considered confidential information and ~~are not therefore, exempt from~~ public records statutes. Access to or release of privileged information such as pupil or personnel records, shall be governed by appropriate regulations and procedures.

~~Official records of the school district shall not leave the school or district premises except for official school business. Copies of school district records may be requested at any time. The City of Baker School Board shall require any person making the request to reimburse the School Board for the actual fees and costs incurred prior to providing any document, record, or item, unless the person is exempted from providing reimbursement. Duplication of records classified as privileged information shall not be permitted.~~

The Superintendent or his/her designee shall be designated as the official custodian of records for the City of Baker School Board. Maintenance of all records shall include proper procedures to protect the safety, security, and confidentiality of records. Official records of the school district shall not leave the school or district premises except for official school business.

Any person may request in writing, a time to see such public records at a mutual, agreeable time with the office of the Superintendent and such time and place will be mutually stipulated during normal working hours. Any request to view records shall clearly state the specific records desired.

Notwithstanding any other provisions of law or rules or regulations to the contrary, ~~the School Board, upon majority vote of the total School Board membership, shall have the right to examine any or all records of the school system.~~ a School Board member and any other person authorized pursuant to written policy of the School Board shall have the right to examine any or all records of the school system except school employee records relative to evaluations, observations, formal complaints, and grievances. However, the School Board, upon majority vote of the total School Board membership, shall have the right to examine any or all records of the school system.

EMPLOYEES' SOCIAL SECURITY NUMBERS

Except as required by applicable law, regulation, or policy of the Louisiana Board of Elementary and Secondary Education (BESE), the School Board shall not use the social security number of a teacher or school employee as a means of identification for such teacher or employee. The teacher or employee shall not be required to include or provide

his/her social security number on any form or other written document unless:

1. A social security number is required by any applicable law, regulation or policy of BESE; or
2. The form or written document is required for employment, retirement, application for leave or an individualized education plan.

The School Board or any school official or employee shall not provide access to any form or document on which the social security number of a teacher or school employee appears to any person other than the following:

1. Any official or employee of the school at which the teacher or school employee works, the School Board, or the Louisiana Department of Education, when such access is necessary for the performance of the duties and responsibilities of the official or employee.
2. Any person authorized to have such access by the teacher or school employee.

PRESERVATION OF RECORDS

All persons and public bodies having custody or control of any public record, other than permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the state archivist and director of the division of archives, records management, and history of the ~~Department~~ [Louisiana Secretary](#) of State. In all instances in which a formal retention schedule has not been executed, such public records shall be preserved and maintained for a period of at least three (3) years from the date on which the public record was made. However, when copies of an original record exist, the original alone shall be kept; when only duplicate copies of a record exist, only one copy of the duplicate copies shall be required to be kept. When an appropriate form of the microphotographic process has been utilized to record, file, and otherwise preserve such public records, with microforms produced in compliance with statutory provisions, the microforms shall be deemed originals in themselves, and disposition of original documents which have been microphotographically preserved and of duplicates and other copies thereof shall proceed in accordance with state law.

All existing records or records hereafter accumulated by the School Board, which participates in federal programs or receive federal grants, may be destroyed after three (3) years from the date on which the records were made in those cases where this provision is not superseded by guidelines for the operative federal program or grant requiring longer retention periods for the records in question, provided that these records shall not be destroyed in any case where litigation with reference thereto is pending, or until the appropriate state or federal audits have been conducted.

DUPLICATION OF RECORDS

Copies of school district records may be requested at any time. The School Board shall require any person making the request to reimburse the School Board for the actual fees and costs incurred prior to providing any document, record, or item, unless the person is exempted from providing reimbursement. Duplication of records classified as *confidential information* shall not be permitted.

Persons making requests for duplication of records shall be encouraged to submit such requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be copied. Questions regarding the appropriateness of having certain pieces of information duplicated shall be referred to the Superintendent and/or his/her designees for determination, and if necessary, to the School Board's attorney.

Costs associated with duplication of records shall include not only charges for copying, but also staff time involved in locating, retrieving, and duplicating, as well as any other costs or special service charge that may be incurred in the process of duplication. Costs for duplicating records shall be paid in advance, whenever possible. A schedule of fees used to calculate costs associated with duplication of records shall be set by the School Board, and posted where it can be readily accessed by the public.

DISPOSAL OF RECORDS

Records that have met their retention periods may be disposed of. Before disposal, the Superintendent or his/her designee shall ascertain if any of the records scheduled for disposal requires further retention or are required for pending or on-going litigation. The Superintendent or designee shall consult with the School Board's attorney to determine if there are any legal holds on records that are involved in state or federal investigations and/or litigation and that would require the records to be retained for a longer duration.

Once disposal has been determined, the School Board shall dispose of records in a manner acceptable to the level of confidentiality the record requires.

The Superintendent or his/her designee shall develop and maintain regulations and procedures for the management of electronic records, such as e-mail, software, and microfilm, to include the retention, access, and disposition requirements.

Revised: October, 2001
Revised: September, 2004
Revised: October, 2023

Ref: La. Rev. Stat. Ann. "13:5112.1, 17:81, 17:93, 17:196, 17:230, 17:232, 17:415, 17:440, 44:1, 44:4, 44:31, 44:32, 44:36.

GIFTS AND ~~BEQUESTS~~ DONATIONS

No public servant shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such person:

1. Has or is seeking to obtain contractual or other business or financial relationships with the public servant's agency, or
2. Is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.

No public employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public employee knows or reasonably should know that such person:

1. Conducts operations or activities which are regulated by the public employee's agency.
2. Has substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duty.

DONATIONS

The City of Baker School Board shall encourage community groups, organizations, and individuals to assist the Board in providing materials and financial resources to the Board which otherwise might not be available.

The School Board may accept and administer any donation that may be made to it for educational or literary purposes and shall enumerate details of the contents of such donations in a document made publicly available on its website. If accepted, the School Board as donee shall administer the property entrusted to them in conformity with the directives contained in the act of donation and for that purpose the School Board is vested with all the necessary powers of administration. The School Board reserves the right, however, to examine the provisions of any and all prospective donations to a school, the School Board, or a School Board-related entity to ascertain the propriety of the donation.

Unrestricted donations may be accepted by the School Board, or any school, subject to approval guidelines of the School Board. Items donated to schools may be retained by the receiving school under the ownership of the City of Baker School Board. The School Board shall retain the discretion to remove, repair, or modify any item which it considers obsolete, worn-out, or unsafe. Principals shall be required to keep a permanent record of donations received by the school from community groups, organizations, or individuals,

[exclusive of funds raised by the school or funds provided by students for special activities, such as field trips.](#)

Donations and contributions from citizens and businesses shall be formally submitted to the City of Baker School Board for their acknowledgement and acceptance. The School Board must recognize in the official minutes the donee or contributor, the amount and the purpose for which the money was donated. It is not permissible for a contribution or donation to be receipted by a local school. The Central Office shall receipt the donation once it has been acknowledged and accepted by the School Board.

All property donated to the District shall become part of the District property.

[GIFTS AND AWARDS](#) ~~SCHOOL FUND EXPENDITURES~~

School funds shall not be used to provide any form of gift to an employee, and no employee shall accept such gift, except that which is dedicated for that specific purpose. [No cash gifts shall be given to School Board employees, whether in appreciation, as a "bonus," or for any other reason. For purposes of this policy, gift certificates for merchandise shall be considered cash and shall not be given as a gift. This includes payment from athletic booster clubs or other organizations to coaches, sponsors, or employees.](#)

Revised: March, 2009

Approved: September 1, 2009

Revised: October, 2023

Ref: La. Rev. Stat. Ann. "17:381, 17:382, 17:383, 42:1115, [42:1123](#); Board minutes, 1-6-09, 9-1-09.

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN

The City of Baker School Board directs that each elementary, middle and high school shall have an Automated External Defibrillator (AED) on its premises in an easily accessible location. Each ~~high~~ school shall have the authority to accept donations of AEDs or funds to acquire AEDs.

~~In schools which have an AED on site,~~ Any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

INTERSCHOLASTIC ATHLETIC EVENTS

Any elementary, middle, or high school that sponsors an interscholastic athletic event shall have an AED and a trained AED user who is also trained in first-aid CPR at the event.

Each elementary, middle, and high school shall have a "cardiac emergency response plan". For purposes of this Subparagraph, a "cardiac emergency response plan" means a written document that establishes the specific steps to reduce death from cardiac arrest at an interscholastic athletic event.

A school cardiac emergency response plan shall be prepared by each principal jointly with local emergency responders. The plan, which shall focus on preventing the loss of life, shall integrate at a minimum the following guidelines:

1. Establishing a cardiac emergency response team.

2. Activating the team in response to a sudden cardiac arrest.
3. Implementing AED placement and routine maintenance within the school.
4. Maintaining ongoing staff training in CPR and AED use.
5. Practicing using drills.
6. Integrating local EMS with the plan.
7. Annually reviewing and evaluating the plan.

COMPLIANCE

Schools shall be in compliance with all regulations for training, use and maintenance of AEDs as established by the Louisiana Department of Health.

New policy: May 3, 2016
Revised: July 25, 2018
Revised: August, 2023

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, 40:1236.12, 40:1236.13; Board minutes, 5-3-16, 7-25-18.

TITLE VII EMPLOYEE SEXUAL HARASSMENT

It is the policy of the City of Baker School Board to provide an employment environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment under federal and state laws, regulations, and guidelines. The City of Baker Parish School Board shall not tolerate sexual harassment by any student, employee, non-employee volunteer, or School Board member toward any individual.

All managerial and supervisory personnel shall be responsible for enforcing City of Baker School Board's sexual harassment policy. Failure to enforce this policy in a prompt and strict manner may subject such personnel to disciplinary action.

DEFINITION

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment on the basis of sex, race, color, national origin, and religion.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them. Harassment may depend not only upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who believe they have been the victim of sexual harassment from co-workers or others should make it clear that such behavior is offensive to them by saying so to the offender.

REPORTING PROCEDURE

Any person who believes he or she has been the victim of sexual harassment by an employee or non-employee volunteer of the City of Baker School Board, or any person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the employee's immediate supervisor who, in turn, shall submit it to the Superintendent or his/her designee. If the alleged acts were committed by the employee's immediate supervisor, the complaint should be directed to the human resources manager. If criminal activity is involved, the victim should also report the incident to local law enforcement. The person to whom the complaint is given shall promptly prepare a written report and forward it to the Superintendent or his/her designee.

INVESTIGATION AND RECOMMENDATION

The School Board shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment, and take corrective or disciplinary action when the conduct has occurred.

Upon receipt of a report or complaint alleging sexual harassment by an employee or non-employee volunteer, such a complaint shall be immediately investigated by personnel designated by the Superintendent to conduct such investigation utilizing the procedures outlined in policy *F-12.3, Investigations*. In addition, the investigation shall include personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, as well as a review of related charges, if any, personnel files, work records and other pertinent information.

In determining whether alleged conduct constitutes sexual harassment, the Superintendent or designee should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

A report shall be made to the Superintendent upon completion of the investigation involving an employee or non-employee volunteer. The report may include a finding that the complaint was unfounded, informally resolved, or recommended to the Superintendent for disciplinary action. No record of an unfounded or unsubstantiated complaint shall be filed in an employee's personnel file.

RESULTS OF INVESTIGATION

Upon receipt of a recommendation that a complaint is valid, the Superintendent shall take such action as appropriate based on the results of the investigation, which may include but not be limited to, suspension with or without pay, demotion, or termination.

If, based on the results of the investigation, the claim of sexual harassment is found to be intentionally false, the Superintendent shall take such action as appropriate, which may include but not be limited to, suspension with or without pay, demotion, or termination.

Any employee shall have the right to pursue a claim of sexual harassment under state or federal law, regardless of the outcome of the School Board's investigation.

RETALIATION PROHIBITED

It is strictly forbidden for any employee having authority over another to use any form of retaliation against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation shall include, but not be limited to, intimidation, reprisal, unjust assignments or ridiculing at any time.

NON-HARASSMENT

The School Board recognizes that not every advance or conduct of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. Deliberate false accusations of sexual harassment can have a serious detrimental effect on innocent parties and subject the accuser to disciplinary actions.

SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY

Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel become *mandatory reporters* and shall comply with *Article 609(A)* of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to local law enforcement.

NOTIFICATION/TRAINING

Copies of this policy shall be circulated to all schools and departments of the City of Baker School Board and placed on the School Board's website. ~~Training sessions on the provisions of this policy and the prevention of sexual harassment will be held in all schools on an annual basis. Training sessions for new non-teaching employees must be conducted annually.~~ Each employee and School Board member shall receive a minimum of one hour of education and training on preventing sexual harassment and the provisions of this policy during each full calendar year of his/her public employment or term of office.

Supervisors and other persons designated to accept or investigate complaints of sexual harassment in the workplace will receive additional education and training.

Employees shall be apprised of applicable federal and state law on sexual harassment, including the right of the complainant to pursue a claim under state or federal law, regardless of the outcome of the investigation.

MANDATORY REPORTS

The Superintendent shall compile an annual report by February first of each year containing information from the previous calendar year regarding School Board compliance with statutory requirements including the number and percentage of employees who have completed the training requirements, the number of sexual harassment complaints received by the School Board, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and the amount of time it took to resolve each complaint. These reports shall be public record and available to the public in the manner provided by the Public Records Law.

Revised: December, 2018

Revised: March 3, 2020

Revised: August 4, 2020

Revised: January, 2024

Ref: 42 USC 2000e et seq. (*Civil Rights Act of 1964*); 29 CFR 1604.11 (*Guidelines on Discrimination Because of Sex*); La. Rev. Stat. Ann. §§23:301, 23:302, 23:303, 23:332, 23:967, 42:341, 42:342, 42:343, 42:344, 42:345; La. Civil Code, Art. 2315; Board minutes, 3-3-20, 8-4-20.

PROBATION

TEACHERS

Upon initial employment [with the City of Baker School Board](#), teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure with the school system. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefor and an opportunity to respond within seven (7) days.

CONTRACT APPOINTEES

Employees hired under a promotional or performance contract shall not be entitled to any probationary period.

BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the City of Baker School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefor.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified in writing by the School Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the City of Baker School Board. A school bus operator hired on or after July 1, 2012 shall not be eligible to become a regular and permanent operator.

SCHOOL EMPLOYEES

All newly employed school employees (those employees who are not teachers or bus operators) employed on a probationary basis of six (6) months or as required by law or as may be stipulated by the School Board for the particular position.

Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees are hired on an *at-will employment basis* and subject to dismissal by the ~~School Board upon the written recommendation of the Superintendent~~, [and shall not be entitled to a hearing before the School Board](#).

Combined with F-10.7: September, 2006
Revised: May 3, 2016

Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§[17:81.5](#), 17:441, 17:442, 17:492; Board minutes, 5-3-16.

PARENT CONFERENCES

The City of Baker School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

ACADEMIC CONFERENCES

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or [legal](#) guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or [legal](#) guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or [legal](#) guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or [legal](#) guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/[legal](#) guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/[legal](#) guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/principal/school counselor under the following circumstances:

1. When a ~~pupil~~ [student](#) is removed from a classroom by the teacher, the teacher or the principal or his/her designee may require that the parent, ~~tutor~~, or legal guardian of the ~~pupil~~ [student](#) have a conference with the teacher ~~in the presence~~

~~of or~~ the principal or his/her designee ~~before the pupil is readmitted to the classroom.~~ Such conference may be in person or by telephone or other virtual means.

2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the ~~pupil's~~ student's parent, ~~tutor,~~ or legal guardian ~~shall~~ may be required prior to the ~~pupil~~ student being readmitted to the classroom. Such conference may be in person or by telephone or other virtual means. If such conferences is required by the school, the school shall give written notice to the parent.
3. In any case where a teacher, principal, or other school employee requires the parent, ~~tutor,~~ or legal guardian of a ~~pupil~~ student under eighteen (18) to attend a conference or meeting regarding the ~~pupil's~~ student's behavior, and, after notice, the parent, ~~tutor,~~ or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.
34. ~~Subsequent to the~~ In each case of out-of-school suspension, assignment to alternative placement, or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, ~~tutor,~~ or legal guardian and the principal or his/her designee, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, electronic communication, or in certain cases, including the case of expulsion, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. If the parent or legal guardian fails to attend the required conference within five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective.

On not more than one occasion each school year when the parent, ~~tutor,~~ or legal guardian refuses to respond, the principal may determine whether readmitting the ~~pupil~~ student is in the best interest of the student. On any subsequent occasions in the same school year, the ~~pupil~~ student shall not be readmitted unless the parent, ~~tutor,~~ legal guardian, court, or other appointed representative responds.

45. When a ~~pupil~~ student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, ~~pupil~~ student, and the school counselor if a counselor is assigned or available to that school. If no school counselor is ~~available~~ assigned at that school, the principal may require a conference between the parent, ~~pupil~~ student and all the ~~pupil's~~ student's teachers and the principal or other administrator.
56. ~~Upon~~ On or before a student's *third* unexcused absence or unexcused occurrence of being tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. This notification shall include information relative to the parent or legal guardian's

legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: September, 2008
Revised: May 3, 2016
Revised: March 3, 2020

Revised: February 1, 2022
Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§17:233, 17.406.7, 17:406.9, 17:416; La. Children's Code, Art. 730, Art. 731; Board minutes, 1-20-09, 5-3-16, 3-3-20, 2-1-22.

STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the City of Baker School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education, have been signed, returned to school, and have been filed in the clinic.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every student found to have any defect of sight or hearing.

EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

Testing for Dyslexia

A dyslexia screener selected by the Louisiana Department of Education shall be administered to each student in the second half of kindergarten, or upon the request of a teacher or parent or legal guardian ~~student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing.~~ The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.

2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. The health care services the student may receive at school or while participating in a school activity.
2. Evaluation of the student's ability to manage and understand his/her seizure disorder.
3. Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete,

under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: August, 2003
 Revised: November 7, 2006
 Revised: September 1, 2009
 Revised: May, 2013
 Revised: May 3, 2016

Revised: July 25, 2018
 Revised: November 18, 2020
 Revised: December 6, 2022
 Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:436.4, 17:2112, 40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 11-7-06, 9-2-09, 5-3-16, 7-25-18, 11-18-20, 12-6-22.

SCHOOL WELLNESS

The City of Baker School Board is committed to the optimal development of every student. The School Board believes that for students to have the opportunity to achieve personal, academic, developmental and social success, the School Board shall strive to ensure positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

It is the School Board's desire to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the School Board shall establish goals and procedures to ensure that:

- Students in the City of Baker public schools have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School Board in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School Board establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The School Board shall establish a *School Health Advisory Council* (SHAC) to advise the School Board on physical activity for students, physical and health education, nutrition, and overall student health. The council members shall be appointed by the School Board and shall include parents of students and individuals representing the community, as well as school health and food service professionals. The *School Health Advisory Council* shall assist in implementation, periodic review, and updating of the *School Wellness* policy.

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee shall oversee compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

IMPLEMENTATION

The School Board shall develop and maintain a plan for implementation to manage and coordinate the execution of the *School Wellness* policy. The plan shall delineate roles, responsibilities, actions and timelines specific to each school; and include information about persons responsible for making changes; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This *School Wellness* policy and any progress reports shall be maintained on the School Board's website.

TRIENNIAL PROGRESS ASSESSMENTS

At least once every three (3) years, the School Board shall evaluate compliance with the *School Wellness* policy to assess the implementation of the policy and document the assessment for each school under its jurisdiction. The *School Wellness* policy shall be assessed and updated as indicated at least every three (3) years, following the triennial assessment.

RECORDKEEPING

The School Board shall retain records to document compliance with the requirements of the *School Wellness* policy at the City of Baker School Board central office. Documentation maintained in this location shall include, but not be limited to:

- The written *School Wellness* policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the *School Wellness* policy; including an indication of who is involved in the update and methods the School Board uses to make stakeholders aware of their ability to participate on the *School Health Advisory Council*;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the *School Wellness* policy;
- Documentation demonstrating the most recent assessment on the implementation of the *School Wellness* policy has been made available to the public.

COMMUNITY INVOLVEMENT, OUTREACH AND COMMUNICATIONS

The School Board is committed to being responsive to community input, which begins with awareness of the *School Wellness* policy. The School Board shall inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and application procedures, and a description of and compliance with nutrition standards. The School Board shall use electronic mechanisms, such as e-mail or displaying notices on the School Board's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the *School Wellness* policy, as well as how to get involved and support the *School Wellness* policy and activities/initiatives. The School Board shall ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School Board and individual schools are communicating important school information with parents.

Annual Notification of Policy

The School Board shall actively inform families and the public each year of basic information about the *School Wellness* policy, including its content, any updates to the policy and implementation status. The School Board shall make this information available via the School Board's website and/or district-wide communications.

NUTRITION

School Meals

The City of Baker School Board is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements.

All public schools within City of Baker participate in the *United States Department of Agriculture* (USDA) child nutrition programs, including the *National School Lunch Program* (NSLP), the *School Breakfast Program* (SBP). All public schools within City of Baker shall be committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.

Water

To promote hydration, free, safe, unflavored drinking water shall be available to all students throughout the school day and throughout every school campus. The School Board shall make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The School Board is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) shall meet the nutrition standards as outlined in 7 CFR 210.11. These standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day shall meet or exceed the USDA nutrition standards. These standards shall apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Food and Beverage Marketing in Schools

It is the intent of the School Board to protect and promote student health by restricting advertising and marketing in the schools to only those foods and beverages that are permitted to be sold on campus, consistent with this *School Wellness* policy and its implementation plan.

Other Food and Beverages Provided, but not Sold, on School Campuses

The School Board has developed the following guidelines for foods and beverages which are provided, but not sold, during the school day:

1. Celebrations and parties. The School Board will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The School Board will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The School Board will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and

beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff shall receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion shall also include marketing and advertising nutritious foods and beverages to students as well as encouraging participation in school meal programs.

Nutrition Education

The School Board shall teach, model, encourage and support healthy eating by all students. Schools shall provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, and other school foods and nutrition-related community services;

PHYSICAL ACTIVITIES

Physical Education

The School Board shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum shall promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits.

All School Board elementary (K-8) students shall receive physical education for at least 30 minutes per day throughout the school year. High school students are required to

have a minimum of 1.5 Carnegie units in physical education to graduate.

The School Board physical education program shall promote student physical fitness through individualized fitness and activity assessments and shall use criterion-based reporting for each student.

Physical Activity

Students in grades K-8 are required by state law to receive at least thirty (30) minutes of physical activity per day. High school students shall be encouraged to incorporate physical activity into their day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. Such programs reflect strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement. Schools shall ensure that varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

To the extent practicable, the School Board shall ensure that its grounds and facilities are safe and that equipment is available to students to be active.

Classroom Physical Activity Breaks (Elementary and Secondary)

The School Board recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students shall be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Teachers shall be encouraged to provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three (3) days per week. Such physical activity breaks shall complement, not substitute, for physical education class, recess, and class transition periods.

[Each school that includes any of the grades kindergarten through five shall provide at least fifteen \(15\) minutes of recess, consisting of supervised, unstructured free play, each school day.](#)

The School Board shall provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are also available through USDA and other organizations which promote health and wellness.

Active Academics

Teachers shall be encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School Board shall support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers shall serve as role models by being physically active alongside the students whenever feasible.

OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The School Board shall integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The School Board shall coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Public schools in City of Baker shall be encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the School Board's curriculum experts.

All efforts related to obtaining federal, state or other organizational recognition for efforts, or grants/funding opportunities for healthy school environments shall be coordinated with and complementary of the *School Wellness* policy, including but not limited to ensuring the involvement of the *School Health Advisory Council*.

All school-sponsored events shall adhere to the *School Wellness* policy guidelines. All school-sponsored wellness events shall include physical activity and healthy eating opportunities when appropriate.

DEFINITIONS

In accordance with 7 CFR 210.11, for purposes of this policy:

School day shall be defined as beginning at midnight until thirty (30) minutes after the official school day ends.

School campus shall be defined as all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

New Policy: April, 2006
Revised: March 2, 2010
Revised: May 3, 2016
Revised: July 25, 2018
Revised: October, 2023

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004*); 42 USC 1751 et seq. (*Richard B. Russell National School Lunch Act*); 42 USC 1771 et seq. (*Child Nutrition Act of 1966*); 7 CFR 210 (*National School Lunch Program*); 7 CFR 220 (*School Breakfast Program*); La. Rev. Stat. Ann. §§17:17.1, [17:17.7](#), 17:197.1; Board minutes, 5-16-06, 3-2-10, 5-3-16, 7-25-18.