

City of Baker School Board
Board Meeting Agenda
Tuesday, July 11, 2023, 6:00 P.M.
School Board Office

Joyce Burges, President – Presiding

“We have a powerful potential in our youth, and we must have the courage to change old ideas and practices so that we may direct their power toward good ends.” — Mary McLeod Bethune

A. Meeting Commencement

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

B. Welcome of Visitors

C. Recognitions

1. David Grisby

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. Consideration and Approval of Minutes from the School Board Meeting of June 6, 2023.
2. Consideration and Acceptance of Monthly Financial Report including Budget to Actual Comparisons for the Period Ending May 31, 2023
3. Consideration and Approval of the following Memorandums of Understanding (MOU's) for the 2023-2024 school year:
 - a. Consideration and Approval of MOU with Southern University for Nursing program and Teacher Education Program.
 - b. Consideration and Approval of MOU with iTeach Louisiana to assist in Recruitment, Identification, and Development of Pool of Potential Effective Teachers
 - c. Consideration and Approval of MOU with Restorative Outreach Center (ROC) for school-based therapy and conflict resolution classes.
4. Consideration and Approval of Compensation Policies.
5. Consideration and Approval to solicit bids for lawn care.
6. Consideration and Approval of Human Resources Supervisor Job Description
7. Consideration and Approval of Borden Dairy's Bid for Milk and Milk Products, Pon Food Corporation's for Frozen Foods and Processed Foods, and Economical Janitorial & Paper Supplies' and Interboro Packaging for Supplies for the Period July 1, 2023 - June 30, 2024
8. Consideration and Approval of Health Care and Supplemental Insurance Packages for 2023-2024 Enrollment Plan Year
9. Consideration and Approval to Renew Policy Updating Service with Forethought Consulting Inc. for July 2023 to June 2024
10. Consideration and Approval of Property Insurance, Liability Insurance and Workers Compensation Packages for 2023-2024 Plan Year
11. Consideration and Approval to Elect Uninsured/Underinsured Motorist Bodily Coverage with a \$250,000 Limit to the Automobile Policy, and Further Move to Authorize Mr. James T. Stroder, Interim-Superintendent, to Sign on Behalf of the City of Baker School Board to Elect Uninsured/Underinsured Motorist Bodily Coverage to the Automobile Policy
12. Consideration and Approval to Designate The Advocate as the Official Journal of the City of Baker School Board for the Period Beginning July 1, 2023, and Ending June 30, 2024
13. Consideration and Approval of a Superintendent Search Firm.

F. Information Items

1. Superintendent's Report on Personnel
2. North Baton Rouge Chamber of Commerce

G. Announcements

1. Date of Next Meeting – August 1, 2023

H. Superintendent's Report

1. Steamsational-Bailey

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, July 11, 2023

Type of Item: Action

Agenda Item: Consideration and Approval of Minutes

Background Information:

The Board needs to accept the approve the minutes from the June Board Meeting

Attached Items: June 6, 2023 Minutes

Possible Motion: Move to approve the minutes from the School Board Meeting of June 6, 2023.



City of Baker School Board Meeting June 6, 2023

MINUTES

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

Roll call was taken by President Burges:

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

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

Silent Meditation was led by Mrs. Burges followed by the Pledge of Allegiance led by Ms. Butler.

President Burges referred to the quote at the top of the agenda by Marva Collins, "Once children learn how to learn, nothing is going to narrow their mind. The essence of teaching is to make learning contagious, to have one idea spark another."

President Burges welcomed all visitors to the meeting.

Recognitions:

1. President Burges asked City of Baker School System nurses: Nurse Muriel Miller and Nurse April Taplin to stand so they could be recognized for the outstanding service they are providing to the students and staff of the school system.
2. President Burges acknowledged Board Member Profit for the delicious food she provided prior to the meeting and asked for a round of applause.
3. Dr. Smothers, Supervisor of Accountability, Assessment, and Evaluation announced that, as mentioned at the last school board meeting, three students were registered to take the College Level Education Program (CLEP) Assessment for Spanish 1. These three students have now taken the assessment and passed, so they will receive six hours of college credit.
4. Ms. Kelly Haynes and Mr. Roland Stewart from Baker High School informed the Board and audience that they had recently participated in the school's accreditation engagement review along with Principal Candance Russell, which is conducted every four years. Ms. Haynes was happy to report that Baker High School has again been granted accreditation.

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

Action Items:

1. Board Member Perkins commented: "In reference to the last meeting about the security at Park Ridge, Mr. Stroder had sent me a response and I would like that included in the May 2, 2023 minutes."

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve the minutes from the City of Baker School Board Meetings of May 2, 2023 and May 26, 2023 including Mrs. Perkins' comments about security at Park Ridge. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

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 April 30, 2023, as presented by Mrs. Sidney Stewart, Business Manager. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.
3. Acting Superintendent Stroder, and Mr. Scott Lazarone, with Faulk & Winkler, LLC explained to the Board and audience the way the proposed salary schedule would work. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the changes in salary schedules. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.
4. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve obtaining a credit card for District use when purchase orders and checks are not accepted. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.
5. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to table the consideration of soliciting bids for lawn care until the next meeting. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.
6. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve an extension of the contract with Ross Bus and Equipment Sales, Inc. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.
7. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve Juneteenth as a paid District holiday. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

8. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve a contract with Jensine T. Speed, MSSA, LCSW to work with Park Ridge Academic Magnet School's (PRAMS) Steamsational Summer Academy. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.
9. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve the amended operating budget for 2022-2023. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

Information Items:

1. Superintendent's Report on Personnel – A list of the Superintendent's personnel actions was given to the Board.

Announcements:

1. Date of Next Meeting: July 11, 2023

Superintendent's Report:

1. Acting Superintendent Stroder asked all District employees in attendance to stand. He said this past school year had been long and hard, and everyone had done a good job and he felt they should be recognized.
2. Our summer 4-day work week schedule has begun. Employees will be working 10-hour days Monday through Thursday, with the office closed on Friday.
3. Mrs. Candace Bailey, Federal Programs Supervisor and Administrator of the District's Steamsational Summer Academy, gave a report on the first day of the Academy. The K-8th grade program located at PRAMS had 245 students today, the 9th-12th grade program located at Baker High School had 21 students. All in all, this year's enrollment is almost double the number of students enrolled last year. The 9th-12th grade program is from 7:30 a.m until 3:00 p.m., and the K-8th grade program is from 8:30 a.m. until 3:30 p.m. with before- and after-care provided. The Academy has gotten off to a great start, and we are very excited to have so many students involved.
4. We just received word that the District was awarded the "Stronger Connections" grant we recently applied for.

There being no further business, on motion of Ms. Butler seconded by Mrs. Profit, the Board voted to adjourn at 7:22 p.m. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

Submitted by J.T. Stroder, Acting Secretary.

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

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 May 31, 2023.

Attached Items: May 31, 2023 Monthly Financial Report

Possible Motion: Move to approve the financial report for the period ending May 31, 2023

City of Baker School Board



Financial Report Summaries Including Budget to Actual Comparisons for Period Ending May 31, 2023

City of Baker School Board
 General Fund Financial Report Summaries Including Budget to Actual Comparisons for Period Ending May 31, 2023

GENERAL FUND			
Description	2022-2023 APPROVED Revenues/ Expenditures	2022-2023 YTD Revenues/ Expenditures	Percentage Uncollected/ Unexpended
REVENUES			
Local Sources			
Ad Valorem	2,537,454	2,436,025.29	-4.0%
Sales and Use	4,535,205	3,965,453.14	-12.6%
1% Collections by Sherriff and Pension Fund	62,350	0.00	-100.0%
Interest Earnings	1,500	16,050.44	970.0%
Donations	0	8,100.00	100.0%
Dr. Carpenter Scholarship Fund	0	2,000.00	100.0%
Other Local	150,500	189,598.93	26.0%
State Sources			
Minimum Foundation Program	7,677,499	4,137,368.00	-46.1%
Professional Improvement Program	9,360	9,968.00	6.5%
Revenue Sharing	44,500	44,033.82	-1.0%
Supplemental Choice Allocation Funds (SCA)	37,870	19,039.00	-49.7%
Career Development Funds (CDF)	31,631	33,713.25	6.6%
Federal			
ERATE	12,000	0.00	-100.0%
Indirect Costs	171,112	178,038.00	4.0%
TOTAL REVENUES	15,270,981	11,039,387.87	-27.7%
EXPENDITURES			
Instruction:			
Regular Programs	3,614,332	2,514,533.78	-30.4%
Special Education Programs	987,559	724,833.39	-26.6%
Vocational Programs	286,628	139,928.72	-51.2%
Other Instructional Programs	471,877	370,919.11	-21.4%
Special Programs	131,346	72,150.10	-45.1%
Total Instruction	5,491,742	3,822,365.10	-30.4%
Support Services:			
Pupil Support Services	587,680	462,269.76	-21.3%
Instructional Staff Support	560,149	452,436.65	-19.2%
General Administration	955,182	726,910.18	-23.9%
School Administration	1,061,274	902,994.31	-14.9%
Business Services	304,906	307,468.74	0.8%
Plant Services	1,487,552	1,616,885.36	8.7%
Student Transportation Services	832,424	621,056.88	-25.4%
Central Services	203,812	138,549.22	-32.0%
Total Support Services	5,992,979	5,228,571.10	0.7%
CAPITAL OUTLAY/DEBT SERVICES			
Building Improvements (Plant Services)	74,907	48,882.09	-34.7%
Architectural/Project Management Services	250,000	250,000.00	0.0%
Debt Service	527,571	525,873.88	-0.3%
TOTAL CAPITAL OUTLAY/DEBT SERVICES	852,478	824,755.97	
TOTAL EXPENDITURES	12,337,199	9,875,692.17	7.3%
EXCESS/DEFICIENCY of REVENUES OVER EXPENDITURES	2,933,782	1,163,695.70	
TRANSFERS OUT			
USDA SFS Match Transfer	12,114	0.00	-100.0%
Local Revenue Charter School Transfers	2,779,501	0.00	-100.0%
TOTAL OPERATING TRANSFERS OUT	2,791,615.00	0.00	
FUND BALANCES			
BEGINNING FUND BALANCE	3,530,156	2,672,322.63	
Reserve Fund Assigned to Baker High Restoration	(1,000,000)	0.00	
ENDING UNASSIGNED FUND BALANCE	2,672,323	3,836,018.33	

CITY OF BAKER SCHOOL BOARD

Baker, Louisiana

General Fund Financial Report Summaries Including Budget to Actual Comparisons for Period Ending May 31, 2023

CAPITAL PROJECTS			
Description	2022-2023 APPROVED Revenues/ Expenditures	2022-2023 YTD Revenues/ Expenditures	Percentage Uncollected/ Unexpended
Disaster Recovery Baker High School Restoration Project			
REVENUE SOURCES			
FEMA REVENUE	6,266,855.00	0.00	-100.0%
Community Development Block Grant 10% Match (CDBG)	696,317.00	0.00	-100.0%
ESSER FUNDS	1,245,000.00	0.00	-100.0%
BOND REVENUE - LOAN	8,200,000.00	5,847,457.77	-28.7%
TOTAL REVENUE FOR CONSTRUCTION	16,408,172.00	5,847,457.77	-64.4%
CONTENTS (FURNITURE AND FIXTURES)			
FEMA REVENUE - CONTENTS	1,190,584.00	0.00	-100.0%
Community Development Block Grant 10% Match (CDBG)	132,288.00	0.00	-100.0%
TOTAL REVENUE FOR CONTENTS	1,322,872.00	0.00	-100.0%
Revenues	17,731,044.00	5,847,457.77	-67.0%
Reserve Funds Transferred In From General Funds	3,901,176.00	3,901,176.00	
TOTAL REVENUES FOR PROJECT	21,632,220.00	9,748,633.77	
EXPENDITURES			
Architectural and Professional Services	165,569.00	10,477.76	-93.7%
Construction & Restoration	20,143,779.00	6,707,618.68	-66.7%
Furniture and Fixtures	1,322,872.00	0.00	-100.0%
TOTAL EXPENDITURES	21,632,220.00	6,718,096.44	-68.9%
Excess of Revenues Over Expenditures	0.00	3,030,537.33	

City of Baker School Board

Special Revenue Funds Financial Report Summaries Including Budget to Actual Comparisons for Period Ending May 31, 2023

SPECIAL REVENUE FUNDS									
FEDERAL AND STATE GRANTS	2022-2023 APPROVED BUDGET	2022-2023 YTD Revenues	2022-2023 YTD Exp.	2022-2023 Excess/Deficiency	RECEIVABLES AS OF 07/06/2023	ADJ Excess/Deficiency			
Account Title									
CARL PERKINS	30,654.00	703.00	1,274.73	(571.73)	572.00	0.27			
FOOD SERVICE	834,409.00	655,976.48	678,823.14	(22,846.66)	79,860.01	57,013.35			
SUMMER SCHOOL FOOD SERVICE	8,790.00	21,368.56	3,856.84	17,511.72	0.00	17,511.72			
SCA/SFS SUPPLY CHAIN ASSISTANCE	26,997.16	42,625.16	30,952.01	11,673.15	0.00	3,567.60			
FRESH FRUIT AND VEGETABLE GRANT	8,071.00	10,105.68	10,105.68	0.00	0.00	0.00			
IDEA PART B	232,137.00	214,779.00	265,518.55	(50,739.55)	46,520.00	(4,219.55)			
HIGH COST SERVICES	0.00	0.00	28,061.98	(28,061.98)	0.00	(28,061.98)			
SPECIAL ED - PRE-SCHOOL	6,201.00	0.00	0.00	0.00	0.00	0.00			
SPECIAL ED - SPED CAMERAS	19,039.00	0.00	0.00	0.00	0.00	0.00			
8g STUDENT ENHANCEMENT/PRE K	50,339.00	31,694.05	50,339.00	(18,644.95)	18,644.95	0.00			
TITLE I	900,354.00	900,660.00	1,126,294.66	(225,634.66)	225,285.00	(349.66)			
TITLE II	73,661.00	59,013.00	78,883.09	(19,870.09)	17,070.00	(2,800.09)			
TITLE IV	35,338.00	60,624.00	98,403.13	(37,779.13)	37,779.00	(0.13)			
DIRECT STUDENT SERVICES	0.00	27,623.00	27,685.00	(62.00)	0.00	(62.00)			
SCHOOL REDESIGN	155,587.00	47,970.00	53,041.36	(5,071.36)	0.00	(5,071.36)			
LA - 4 Cecil Picard	223,200.00	157,346.00	93,813.14	63,532.86	20,646.00	84,178.86			
ED EXCELLENCE ENHANCEMENT	0.00	30,242.00	16,793.22	13,448.78	0.00	13,448.78			
STRONG START 2020	0.00	201,020.00	158,341.16	42,678.84	0.00	42,678.84			
ESSER II - FORMULA ACHIEVE	1,225,997.00	264,903.00	837,824.31	(572,921.31)	560,040.00	(12,881.31)			
ESSER II INCENTIVE	22,779.00	0.00	0.00	0.00	0.00	0.00			
ESSER III - FORMULA ACHIEVE	6,159,828.00	1,022,247.00	1,657,792.63	(635,545.63)	619,833.53	(15,712.10)			
ESSER III (EB) - ACHIEVE - INTERVENTIONS	1,227,544.00	108,346.00	220,432.00	(112,086.00)	112,086.00	0.00			
ESSER III INCENTIVE	140,009.00	0.00	0.00	0.00	0.00	0.00			
HOMELESS ARP	37,965.00	5,798.00	5,797.53	0.47	0.00	0.47			
IDEA 611 ARP ACHV	63,108.00	0.00	4,483.85	(4,483.85)	0.00	(4,483.85)			
IDEA 619 ARP ACHV	5,186.00	0.00	3,313.41	(3,313.41)	0.00	(3,313.41)			
IDEA 611 Set Aside	35,933.00	0.00	0.00	0.00	0.00	0.00			
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD B-5	75,500.00	55,668.00	67,117.87	(11,449.87)	42,328.00	30,878.13			
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD K-5	18,870.00	0.00	0.00	0.00	0.00	0.00			
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 6-8	18,870.00	0.00	3,300.00	(3,300.00)	0.00	(3,300.00)			
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 9-12	181,760.00	0.00	16,598.90	(16,598.90)	16,599.00	0.10			
TOTAL - SPECIAL REVENUE FUNDS	11,818,126.16	3,918,711.93	5,538,847.19	(1,620,135.26)	1,797,263.49	(69,022.68)			

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: MOU's

Background Information:

The board needs to approve two MOU's with Southern University for Nursing Practicum and Teaching Prep practicums, iTeach for teacher training, and Restorative outreach Center for School-Based Therapists.

Attached Items: Southern MOU for Nursing and teacher prep
iTeach MOU
ROC MOU

MEMORANDUM OF AGREEMENT

SOUTHERN UNIVERSITY AND A&M COLLEGE SCHOOL OF NURSING

THIS CONTRACT made and entered into this **1st** day of **July 2023** by and between Southern University and A&M College, School of Nursing, domiciled in the Parish of East Baton Rouge, having its principal place of business at Swan Street, Baton Rouge, Louisiana 70813, and represented herein by Dr. Bijoy Sahoo, Executive Vice Chancellor and Provost of the Southern University Baton Rouge Campus, hereunto duly authorized,

and

City of Baker School System-Pupil Appraisal, a Louisiana corporation domiciled in the Parish of East Baton Rouge, and having its principal place of business at **14750 Plank Road, Baker, Louisiana 70714** and represented by _____ hereunto duly authorized,

I. DEFINITIONS

Southern University and A&M College, School of Nursing shall hereinafter be referred to as "School of Nursing." **City of Baker School System-Pupil Appraisal**, shall hereinafter be referred to as "**City of Baker School System-Pupil Appraisal**."

II. PURPOSE

The purpose of this agreement is to provide the terms and conditions under which the facilities of **City of Baker School System-Pupil Appraisal** shall be made available to the School of Nursing so that its students may gain clinical experience in the practice of the nursing profession, under the auspices of an approved nursing educational program.

III. RESPONSIBILITIES

City of Baker School System-Pupil Appraisal:

- A. Make its physical plant and facilities available for nursing instruction of students insofar it is consistent with ongoing hospital programs, services, and the welfare of its patients.
- B. Provide meals for students during their assigned clinical rotation which shall be paid for by the students at the same rate that is charged to **City of Baker School System-Pupil Appraisal** employees.
- C. Maintain its policy of hiring qualified supervisory and staff personnel.
- D. Grant to School of Nursing students the privilege of using materials from the Hospital Library on the premises only.
- E. Provide orientation, administrative guidelines, procedures and other support deemed

necessary by **City of Baker School System-Pupil Appraisal** to the students and faculty of the School of Nursing.

- F. To the extent that **City of Baker School System-Pupil Appraisal** may obtain information or records that could be considered a part of a Student's Educational Record, **City of Baker School System-Pupil Appraisal** agrees to collaborate with School to fully comply with the Family Education Rights and Privacy Act, as amended (FERPA). Any protected educational records obtained/retained by **City of Baker School System-Pupil Appraisal** will not be redistributed to any third-party without consent of the Student.

School of Nursing shall:

- A. Retain supervisory responsibility for the clinical portion of its education program.
- B. Be responsible for the education programs of its students who are assigned to **City of Baker School System-Pupil Appraisal**.
- C. Upon request, provide to **City of Baker School System-Pupil Appraisal** Employee Health Nurse evidence that its students have achieved acceptable health levels as indicated by physical examinations, reports, and current immunization records including tuberculin (PPD) and Rubella (Titer) reports and reports to identify students who do not have a history of varicella zoster, I.E., chicken pox and other necessary medical documentation.
- D. Enforce rules of ethical conduct of its students and be responsible for the ethical conduct of faculty during their tour of clinical experience at **City of Baker School System-Pupil Appraisal** and use reasonable care to ensure that its students and faculty comply with the established rules and regulations of **City of Baker School System-Pupil Appraisal**.
- E. Ensure that the competence and educational preparation of the faculty assigned to oversee its students during their tour of clinical experience meets the standards set by **City of Baker School System-Pupil Appraisal**.
- F. Provide **City of Baker School System-Pupil Appraisal Patient Plus Urgent Care** with specific learning objectives for the clinical portion of the education program conducted at **City of Baker School System-Pupil Appraisal**.
- G. Maintain a policy of non-discrimination policy toward employees, applicants for employment, or registration in a course of study that prohibits discrimination based on age, race, color, creed, sex, national origin, or handicap.

IV.

REPRESENTATIONS AND WARRANTIES OF SCHOOL OF NURSING

- A. School of Nursing represents and warrants that no person who will participate in the services which form the basis of this agreement is an excluded party as provided in 42 USCA 1320a.7. Further, School of Nursing agrees that if any individual is found to be an excluded party, he/she shall be prohibited from performing or receiving any services related to this agreement. Failure to conform to this provision shall result in immediate termination of the contract.

- B. School of Nursing further represents and warrants that all persons who will be participating in the services provided by this agreement are in compliance with all applicable rules and regulations of JCAHO or other regulatory agency, including the requirement of age-specific training.

V.

MUTUAL OBLIGATIONS

Assignment of students for patient care will be made by mutual agreement between **City of Baker School System-Pupil Appraisal** and School of Nursing.

City of Baker School System-Pupil Appraisal and the School of Nursing shall participate in a joint effort to coordinate clinical rotation of students.

Orientation to clinical areas shall be available for faculty by schedules established to reflect mutually agreed to dates and time.

An employee of **City of Baker School System-Pupil Appraisal** nursing service shall inform the patients that care will be provided by nursing students; however, it is understood that patients have the right to refuse care rendered by students; and it is further understood and agreed that no student shall render patient care until the patient has been informed and agrees to allow a student to provide a portion of his/her nursing care.

VI.

ADMINISTRATIVE AUTHORITY

It is understood and agreed that **City of Baker School System-Pupil Appraisal** primary purpose is to provide high quality medical and nursing service for its patients and that this consideration will be paramount when arranging for the instruction of students. **City of Baker School System-Pupil Appraisal** retains the ultimate responsibility for the welfare of the patients and shall be the primary authority to respond to questions that may arise regarding and under this contract, hospital rules and/or regulations.

VII.

INSURANCE

The School of Nursing shall carry general liability, professional liability, and malpractice insurance coverage on all students, faculty and staff of School of Nursing who are engaged in or designated to participate in the supervision or training of students at **City of Baker School System-Pupil Appraisal**.

The School of Nursing shall furnish **City of Baker School System-Pupil Appraisal** with a certificate of insurance for all coverage used to comply with the provisions of this section.

The general liability insurance policy shall have minimum limits of \$500,000 per occurrence. The professional liability policy shall have minimum limits of \$500,000 per occurrence. As an alternative to the professional liability policy, as described above, the School of Nursing may carry a minimum of \$100,000 in professional liability insurance provided the School of Nursing has paid the appropriate surcharge and is certified as a member of the Louisiana Patient's Compensation fund with at least a total of \$500,000 in protection.

VIII.
INDEMNIFICATION

The School of Nursing agrees to indemnify and hold harmless **City of Baker School System-Pupil Appraisal** from and against all claims, damages, losses, judgments, and expenses, including reasonable legal fees and cost, if it is necessary for **City of Baker School System-Pupil Appraisal** to defend an action arising out of any alleged acts or omissions of the School of Nursing, its students, faculty or agents, in whole or in part. **City of Baker School System-Pupil Appraisal** agrees to indemnify and hold harmless The School of Nursing through its Board of Supervisors from and against all claims, damages, losses, judgments, and expenses, including reasonable legal fees and cost, if it is necessary for The School of Nursing through its Board of Supervisors to defend an action arising out of any alleged acts or omissions of **City of Baker School System-Pupil Appraisal**, its employees, or agents.

IX.
FINANCIAL REQUIREMENTS

School of Nursing shall employ and pay in full the salaries and benefits of its faculty, staff, and agents. Said benefits shall include, but not be limited to, general and professional liability insurance, workers compensation insurance, and unemployment payments.

City of Baker School System-Pupil Appraisal shall retain its present financial obligation to its staff and employees.

X.
AMENDMENTS

Amendments may be made to this agreement provided they are in writing, dated and signed by both parties.

XI.
DURATION AND TERMINATION

This agreement shall have an initial term of one year commencing on the 26th date of September 2022 unless terminated by either party upon giving thirty (30) days written notice of the intent to terminate. *If students are placed at the site when notice of termination is received by either Party, except for extreme circumstances, the termination of this contract will occur at the end of a student's placement.* After the initial term, this Agreement will remain in effect and automatically renew for successive annual terms.

STATE OF LOUISIANA

By _____
Date

By _____
Dr. Bijoy Sahoo Date
Executive Vice Chancellor and Provost
Southern University and A&M College

By _____
Date

By _____
Dr. Sandra C. Brown Date
Dean, College of Nursing and Allied Health
Southern University and A&M College
Baton Rouge Campus

Memorandum of Understanding Between iteachLOUISIANA, LLC and City of Baker Schools for the benefit of

City of Baker Schools

PURPOSE

This Memorandum of Understanding (MOU) is made between iteachLOUISIANA, LLC and City of Baker Schools for the purpose of formalizing the understandings, terms, and conditions under which iteachLOUISIANA, LLC will provide specified educational services for the City of Baker Schools sponsored participant to achieve academic eligibility for teaching certification.

BACKGROUND

As part of its efforts to increase certified teachers in City of Baker Schools will provide funding for selected college degreed individuals to enroll in the iteachLOUISIANA, LLC alternative certification program. The tuition fee of \$4,399 for seven instructional courses and two semesters of field experience will be paid for each qualifying candidate. To remain in the program, students must maintain the requirements of the program.

Through this Memorandum of Understanding, City of Baker Schools and iteachLOUISIANA, LLC mutually agree to the following understandings, terms, and conditions:

RESPONSIBILITIES

City of Baker Schools:

- City of Baker Schools will screen City of Baker Schools applicants for eligibility, which shall fully meet the iteachLOUISIANA, LLC entrance requirements detailed below.

iteachLOUISIANA, LLC:

- iteachLOUISIANA, LLC will appropriately advise the student upon acceptance into the program concerning all program requirements and timelines.
- iteachLOUISIANA, LLC will offer the necessary coursework in proper sequence and in the methods as outlined in the iteachLOUISIANA, LLC Plan of Study requirements.
- Upon successful completion of all coursework of the program and passing of required PRAXIS exams, program completers are eligible to apply for Louisiana teacher certification.

Other Mutual Understandings:

- Participants must have met iteachLOUISIANA, LLC entrance requirements.
 - Passing Praxis content exam for desired area of certification
 - Successful completion of the classroom readiness training (80 contact hours)
- Participants will not move forward in the program with an incomplete ("I") in a course.
- Participants must complete coursework in sequence within a 12-month timeframe. Requests for an extension of the 12-month timeframe must be submitted in writing to City of Baker Schools for approval.
- Participants must meet all iteachLOUISIANA, LLC requirements, including:
 - Field Experience semesters must be consecutive.
 - Undergraduate overall GPA of 2.20 from an accredited university required for entrance into the program.

Memorandum of Understanding Between iteachLOUISIANA, LLC and City of Baker Schools Board for the benefit of

City of Baker Schools

FINANCIAL TERMS AND CONDITIONS

The parties mutually agree to the following financial terms and conditions:

The continuation of this Agreement is contingent upon the appropriation of funds by City of Baker Schools to fulfill the requirements of the Agreement. If the Board fails to appropriate sufficient monies to provide for the continuation of the Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds have been appropriated. Such termination shall be without penalty or expense to the City of Baker Schools except for payments which have been earned prior to the termination date.

The parties agree to comply with Federal and Louisiana laws and regulations which govern or pertain to the confidentiality, privacy, and security of information related to participants and to City of Baker Schools employees and students.

Neither party will discriminate against any program participant covered under this MOU because of race, color, religion, national origin, age, disability, status as a disabled veteran, or sex, nor will either party engage in such discrimination in their employment or personnel policies.

Upon determination of eligibility of a participant, City of Baker Schools will submit a \$99 enrollment fee to iteachLOUISIANA. The remaining balance will be paid in two installments of \$2,150.00 each which will be billed at the beginning of each semester for which a student is enrolled. iteachLOUISIANA, LLC will provide sufficient detail to City of Baker Schools, so that City of Baker Schools can ascertain participating students and their associated charges and completion of program requirements.

Students who do not meet semester requirements are no longer eligible to remain in the program. These students are eligible to enter into a personal agreement with iteachLOUISIANA, LLC and continue their path to state certification. Students will be responsible for paying any remaining balance required.

If an enrolled employee voluntarily or involuntarily separates employment with City of Baker Schools, City of Baker Schools will only cover tuition costs until the date of separation. The student will be directly responsible for any additional incurred costs.

City of Baker Schools will pay the iteachLOUISIANA, LLC tuition and fees invoice within 30 days of receipt of the invoice.

iteachLOUISIANA, LLC will not refund the student or City of Baker Schools for students who begin an individual semester and do not complete the semester.

Students will be required to pay all non-tuition costs, including

- Praxis exam fees
- Louisiana teacher certification fees

Memorandum of Understanding Between iteachLOUISIANA, LLC and City of Baker Schools for the benefit of

City of Baker Schools

AMENDMENT

This MOU may be amended by mutually acceptable written agreement of both parties at any time.

EFFECTIVE DATE, DURATION, AND EXPIRATION

This MOU shall be effective beginning July 1, 2023, and shall remain in effect through June 30, 2024, and may be renewed with mutual agreement between iteachLOUISIANA, LLC and the City of Baker Schools.

AUTHORIZED BY:

Brooke Fouts

Brooke Fouts, Program Director
iteachLOUISIANA, LLC

Date: July 1, 2023

Mr. J.T. Stroder, Acting Superintendent
City of Baker Schools

Date:

Mrs. Joyce Burges, Board President
City of Baker Schools

Date:



4315 Bluebonnet Blvd
Baton Rouge, LA 70809

**AGREEMENT BETWEEN
Restore Outreach Center, LLC
AND
City of Baker School System
FOR
School Behavioral Health Services**

This contract is made and entered into by and between Restore Outreach Center, LLC, hereinafter referred to as "ROC", and the below named agency, hereinafter referred to as "CONTRACTOR".

Agency Name: City of Baker School System
Address: 14750 Plank Road
Email Address: jstroder@bakerschools.org

Effective Date: [8/1/2023]

Purpose: The purpose of this agreement is to establish the terms and conditions of in-school behavioral health services rendered by Restore Outreach Center, LLC.

Period or Agreement: This agreement shall commence on [8/1/2023] and shall continue until terminated by either party upon written notice.

Responsibilities:

- I. Restore Outreach Center will be providing behavioral health services focusing on counseling and skill building for students with the following (and related) diagnoses: Attention Deficit Hyperactivity Disorder, predominantly Inattentive, Attention Deficit Hyperactivity Disorder predominantly Hyperactivity, Attention Deficit Hyperactivity Disorder combined presentation, Conduct Disorder, Intermittent Explosive Disorder, Oppositional Defiant Disorder, and Disruptive Mood Regulation.
- II. All students referred for ROC services will have an assessment completed by a licensed ROC clinician along with an individualized treatment plan that aligns with the student needs.
- III. When warranted, Restore Outreach Center will provide Community Psychiatric Supportive Treatment (CPST) and Psychosocial Rehabilitation (PSR) evidenced-based services.

- V. The first day of services will be determined by school administration. This will be a continuous agreement unless otherwise placed in writing to terminate services by either party at least thirty (30) days in advance.
- VI. All Community Psychiatric Supportive Treatment (CPST) and Psychosocial Rehabilitation (PSR) services are fully covered by the following in network Medicaid providers: United Healthcare Connections, Humana, Healthy Blue, Aetna, and AmeriHealth.
- VII. When warranted, Restore Outreach Center will facilitate an evidence-based model for conflict resolution entitled, "Ten Lessons for Teaching Conflict Resolution Skills." This model contains ten lessons, that each deliver education, interactive activities, discussions, and summary components. The entire model requires approximately 7-8 hours to facilitate, which can be presented in a single session or across multiple sessions (e.g., 2-5 days). The facilitator will administer pre-training and post-training surveys to measure learning outcomes and skill attainment of the participants. Lesson topics are listed below:
1. Introduction to Conflict and Types of Conflict
 2. Conflict Styles and Outcomes
 3. Different Points of View, Identifying Biases and Perspectives, Prejudice Awareness
 4. Steps for Solving Your Interpersonal Conflicts
 5. Nonverbal Communication Skills
 6. Communication
 7. Effective Questioning Techniques
 8. How to Handle Difficult Conversations
 9. Problem Solving and Decision Making
 10. Building Relationships, Developing a Win-Win Outcome Through Communication and Collaboration
- VIII. The CONTRACTOR will be responsible for the cost of the Conflict Resolution training services. ROC will charge a fee for each participant.
- IX. Restore Outreach Center will be responsible for all the materials needed for services. CoBSS will be responsible for providing a confidential space for the rendered service.
- X. Client notes and records shall be safely secured for a minimum of six (6) years and will not be shared unless ordered to do so by the court or an approved request form has been completed. The failure of either party to enforce any provisions of this agreement shall be construed as a waiver or limitation of the party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

- XI. The consultant under the code of the Internal Revenue Services (IRS), is an independent contractor and neither Restore Outreach Center's employees or contract personnel are/or shall be deemed employees of CoBSS. In its capacity as an independent contractor the Behavioral Health Specialist (BHS) agrees and represents:
- a. The BHS/BHP has the sole right to control, direct, performance methods by which services required under this agreement will be performed. The BHS/BHP will take the routes taken, starting, and ending times, days of work, and any other work performed.
 - b. CoBSS will not be responsible for training. Restore Outreach Center will provide training for the professional skills necessary to perform the treatment services required by this agreement.
- XII. Restore Outreach Center represents and warrants that all BHS/BHP shall comply with federal, state, and local laws shall have a background check, any required licenses, and certificates necessary to perform under this contract, in accordance to state policy.
- XIII. The agency acknowledges that it will be necessary for the client to disclose certain confidential and proprietary information to the agency in order to perform the duties under this contract. The agency acknowledges that disclosure to a third (3rd) party or misuse of this proprietary or commercial information would irreparably harm the client. Accordingly, the agency will not disclose or use, either during or after the term of this contract. Any proprietary or confidential information of the client without the client's prior written permission except to the extent necessary to perform the services on the client's behalf.
- Proprietary or confidential information includes, but not limited to:
- a. The written, printed, graphic, or electronically recorded material furnished by the client for agency use.
 - b. Any written or tangible information stamped "confidential", "proprietary" or any information that the agency makes reasonable efforts to maintain the secrecy of the client.
- XIV. This agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that such a provision or section is invalid or unenforceable.

Confidentiality: ROC and the Contractor shall maintain the confidentiality of all patient/student information and clinic-related business and shall not disclose any such information without written consent.

Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g., financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties.

Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.

Governing Law: This agreement shall be governed by and construed in accordance with the laws of the [State of Louisiana].

AMENDMENT OF CONTRACT TERMS

Any alterations, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, duly signed, and attached to the original of this agreement.

CONTRACT MANAGEMENT

The contact for each of the parties shall be the contact person for all communications regarding the performance of this contract. Notice in writing must be provided within seventy-two (72) hours to the other party if this information changes.

Contract for CONTRACTOR is:	Contract Manager for ROC is:
Name JT Stroder	
Address 14750 Plank Road	
Phone (225) 774-5795	
Email jstroder@bakersschools.org	

INDEMNIFICATION

CONTRACTOR agrees to save and hold harmless, protect, indemnify, defend, and hold ROC, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, employees, and volunteers, from and against any and all claims, damages, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of any act or omission of the CONTRACTOR, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the CONTRACTOR as a result of any claims, demands, suits or/and causes of action. The CONTRACTOR agrees to timely investigate, handle, respond to, provide defense for, and defend any such claims,

demands, or suits or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false, or fraudulent.

CODE OF ETHICS

The Contractor acknowledges the State’s Code of Governmental Ethics applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.

ACCREDITATION

Contractor will abide by all laws, regulations, rules, or policies that are required by ROC in obtaining or maintaining any accreditation from any accrediting organization.

INTELLECTUAL PROPERTIES

ROC will retain all rights in and to its copyrights and copyrightable works (including, but not limited to, research) and registrations and applications therefor, including any software, firmware, or source code, trade secrets, know-how, database rights, drawings, and all other forms of intellectual property (collectively, Intellectual Property) created, developed, or conceived prior to and during the duration the Effective Date. ROC reserves the exclusive rights over all Intellectual Property and any use must be authorized through writing only.

Each party, without the prior written consent of the other party, shall have no right to use any of the other party's trademarks, trade names, corporate slogans or logos, or product designations for any purpose, including, but not limited to, use in the sale, lease, or advertising of any Product or on any Product, Product container, advertising, or promotional materials. Each party shall acquire no rights under this Agreement in any trademark, trade name or logo of the other party. During the term of this Agreement and thereafter, each party will not knowingly do anything that will in any way materially infringe, impeach, or lessen the value of the patents, trademarks, or trade names.

This contract is executed by the persons signing below, who warrant they have the authority to execute the contract.

CONTRACTOR/RESPONSIBLE PARTY RESTORE OUTREACH CENTER, LLC

**Contractor
Authorized Signatory**

**Martin Knightshead
Owner/ Executive Director
Restore Outreach Center, LLC
Authorized Signatory**

DATE

DATE

Signed:

[Director's Signature]

[Clinic Representative's Signature]

**Memorandum of Understanding
Between
Southern University School of Education
and
Baker School District
For a Residency Teacher Education Program**

This Agreement is entered into on **July 5, 2023**, between **Baker School District** (hereinafter "District") and **Southern University School of Education** (hereinafter "School of Education") for the joint exercise of their powers.

RECITALS:

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Purpose.

The purpose of this Agreement is to allow Southern University School of Education to implement a Residency Teacher Education Program in the District.

2. Definitions.

2.1. Full Year Residency Student Teacher Education Program is defined as collaboration between schools, colleges or departments of education, PreK-12 schools, and school districts.

2.2. Full Year Residency Student Teacher District - a school district contracting with the School of Education to implement a Full Year Residency Student Teacher Education Program.

2.3. Mentor Teacher - a certified teacher that models good teaching and wise counseling; primarily responsible for supervising the work and activities of the student teachers.

2.4. Student Teacher - a School of Education student in his/her final year of the teacher education program.

2.5. Course Instructor - either a School of Education faculty member or a faculty associate hired by the School of Education to provide instruction in the Full Year Residency Student Teacher Education program.

2.6. School of Education Clinical Instructor - a School of Education faculty member housed (on a full-time basis) within the district to administer and evaluate Student Teachers, teach courses, and assist sites in the professional development of in-service staff.

2.7. Teacher Education Program - a professional preparation program for the Certificate according to the standards of the State Board of Education.

2.8. Professional Development (in-service) - activities designed to improve Mentor Teachers' effectiveness and increase their students' learning and achievement.

2.9. District Articulation Committee - a district-level leadership and oversight committee made up of the Superintendent of the district or designee, the site principals, the School of Education Clinical Instructor for the cooperating district, and the Program Director.

2.11. Professional Improvement Plan (PIP) - a detailed improvement and accountability plan of action developed for School of Education Student Teachers identified as falling far below the college's academic and/or professional standards.

3. School District Obligations.

Pursuant to the terms of this agreement, in regard to the district-based teacher education program, the District shall:

- 3.1. Provide high quality Mentor Teachers sufficient in numbers for a cohort.
- 3.2. Provide a classroom solely for conducting teacher education courses, seminars, and student counseling.
- 3.3. Provide office space at a Site for the School of Education Clinical Instructor that is secure and adequate for administrative duties and for individual conferences with Student Teachers.
- 3.4. Share and analyze student achievement/benchmark data with School of Education for the purpose of improving student learning and for program improvement.
- 3.5. Actively supervise, mentor and evaluate Student Teachers using Teachers College processes and performance assessment tools.
- 3.6. Actively participate in program evaluation to support PreK-12th grade student achievement and in- service and pre-service teacher education program effectiveness.
 - (a). Support School of Education in distribution of program/graduate effectiveness surveys to District personal.
 - (b). Support Student Teachers in distribution of PK-12 student surveys for the purposes of professional learning.
- 3.7. Provide Compensation, as allowed by the District, for mentor teachers to attend professional development and mentoring meetings provided by the University.
 - Provide recertification credit as allowed by the District and/or the State Department of Education, for Mentor Teachers.
- 3.8. Provide opportunities for the Student Teachers to attend district-level and school-level professional development.

Pursuant to the terms of this agreement, in regard to technology support in the "Classroom" for the district-based teacher education program:

- 3.9 The District will actively maintain an instructor computer, including subsequent software installation, software updates, imaging, and basic troubleshooting. The District will hold administrative rights to the computer and be responsible for:
- Protecting the computer from hackers and user abuse to the extent reasonably practicable.
 - Updating the computer on a yearly basis to meet the latest plug-in, players, software updates, OS updates and removal of any incompatible software.
 - Setting up monitor refreshes at a minimum of 75 MHz if a CTR screen is being used and to the recommended refresh if an LCD screen is being used, in order to minimize any eye damage to Student Teachers.
 - Temporarily removing Internet filtering on the computer if the Internet filtering is prohibiting the Student Teachers from achieving their academic research or work or data input into Tk20.
 - Fixing any software problems that might occur with the computer. If an incompatibility exists, the school district will offer an alternative solution.
 - Troubleshooting any hardware issues with the computers.
 - Providing Internet and network connectivity to the computer.
 - Providing the proper climate and environment for the computer: cooling and dust control.
 - Providing janitorial services for the classroom room and the instructor computer.
 - Installing Smartboard, projectors, printer, and wireless hub (if needed)
- 3.10. School of Education and its Student Teachers are expected to comply with the local school district network standards and policies. School of Education will follow the school district technology standards for antivirus, operating system setup, and software installation protocols and rules.
- 3.11. School of Education agrees to be subject to the school district Internet filtering system and use policy to the extent it uses the school district computers.
- 3.12. The technology equipment placed in the classroom by the District will remain there as long as the district is under this agreement with the School of Education as a cooperating district.
- 3.13. The district will record and report to Southern University School of Education information related to district resources spent to support the mentor teachers and others related to implementing this program within the district. These reports will include salaries paid to mentor teachers, related benefits, and other costs directly attributed to the support of the student teachers. These reports will be completed annually with dates determined by Southern University School of Education to meet federal reporting requirements.

4. School of Education Obligations.

Pursuant to this Agreement, School of Education shall

- 4.1 Provide a full-time district based Clinical Instructor employed by the School of Education.
- 4.2 Consistent with School of Education hiring processes, utilize the cooperating district Articulation Committee to provide recommendations to the Director regarding potential School of Education Clinical Instructors and Course Instructors for the Residency Teacher Education Program.
- 4.3 Support programming that helps Clinical Teacher Education Program graduates meet state and federal guidelines for quality teacher preparation.

- 4.4 Ensure that prior to a Course Instructor's, Clinical Instructor's or Student Teacher's initial interaction with District students at a District site under this Agreement, that such person holds a valid fingerprint clearance card.
- 4.5 To the extent not in conflict with Southern University School of Education policies and procedures, comply with School District policies and procedures that are made known to School of Education and ensure that all Course Instructors, Clinical Instructors and Student Teachers are aware of these policies.
- 4.6 Provide upfront and ongoing training to mentor teachers.

5. Mutual Obligations.

Pursuant to this Agreement, the parties shall each in good faith:

- 5.1 Collaboratively recruit prospective future-teachers to the teacher preparation program
- 5.2 Given the increasing number of university students using personal laptop computers with wireless capability, the School of Education and the district will collaborate to find ways to provide wireless access in a manner that is mutually acceptable to School of Education and the District.
- 5.3 Encourage District staff and School of Education staff to jointly conduct and disseminate research.
- 5.4 Actively participate in shared governance for the collaboration by attending District Articulation Meetings twice per semester
- 5.1 Direct employees under the parties control to perform the obligations under this Agreement.

6. Term.

This Agreement will be effective from the last date of signing through 5 years from effective date.

7. Termination.

Except as otherwise provided, this Agreement may only be terminated by written notification of either party at least six months prior to the termination date. The parties agree to use their best efforts to allow sufficient opportunity for students enrolled in the teacher education program to graduate prior to the effective date of termination. Upon termination, unless otherwise expressly provided, any property purchased in furtherance of this Agreement shall remain the property of the party that purchased such property.

This Agreement will be effective from the last date of signing through 5 years from effective date.

Notices.

	Date: _____
Superintendent of Schools	
	Date: _____
President of School Board	
<i>Verjanis Peoples</i>	Date: <u>7/5/2023</u>
Director of the School of Education	
<i>Verjanis Peoples</i>	Date: <u>7/5/2023</u>
Chair of Curriculum and Instruction	
<i>Jean Dyer</i>	Date: <u>7/5/2023</u>
Director of Residency Program	

City of Baker School System
School Board Meeting
Tuesday, June 6, 2023

Type of Item: Action

Agenda Item: Compensation Policies

Background Information:

The board needs to consider updating our compensation policy to match the single land salary schedule approved in the June board meeting.

Attached Items: Compensation Policies

COMPENSATION

SALARY SCHEDULES

Upon the recommendation of the Superintendent, the City of Baker School Board shall establish salary schedules that shall be used to determine the salaries to be paid to teachers and all other school employees. Salaries of all teachers shall be set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule; provided, however, that salaries may be stated in and controlled by an employment contract. **The Administrative Procedures have been set forth to establish initial placement on the Single Lane Salary Schedule.**

The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.
2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
3. Experience.

No teacher or administrator who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the teacher/administrator received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to:

1. The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding;
2. The reduction of any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained;

3. An employee who has been promoted and subsequently demoted to a lower position. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted; or
4. The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.

Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

Experience Credit

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience shall be granted for a period inclusive of twelve (12) consecutive calendar months. All experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next school semester after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee. **The increase in salary shall be pro-rated based on the number of contract days left in the fiscal year based upon the date of the advanced degree placed by the Louisiana Department of Education of the higher degree on the educator's licensure. Any advanced degree obtained between one school year and another school year shall take effect during the upcoming school year.**

Retirees

The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is reemployed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

School Employees

Compensation for all school employees shall be based on applicable salary schedules or hourly rates established by the City of Baker School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *school employee* shall mean any employee of the School Board who is not required to hold a teacher's certificate as a condition of employment, including, but not limited to, bus operator, food service worker, paraeducator, custodian, and maintenance personnel. **For the purposes of determination of initial salaries of new School Employees, the City of Baker School System shall have the flexibility to use up to 50% of the total number of years of comparable and/or related service/experience in a private setting/agency; however, all verifiable public school full time experience will be given.**

Revised: October, 2001 Combined with F-10.1 September 2006 Revised: June, 2012, May 3, 2016, and July 25, 2018

Ref: [29 USC 201](#) et seq. (*Fair Labor Standards Act of 1938, as amended*) [29 CFR 778](#) (*Overtime Compensation*)

La. Rev. Stat. Ann.

§§ [11:710](#), [17:81](#), [17:83](#), [17:84](#), [17:84.1](#), [17:411](#), [17:413](#), [17:414](#), [17:418](#), [17:419.2](#), [17:421.4](#), [17:422.6](#), [17:442](#), [17:444](#), [17:491](#), [17:492](#), [17:496](#), [17:496.1](#), [17:497](#), [17:497.1](#), [17:498](#), [17:1203](#), [17:3881](#), [17:3882](#), [17:3883](#), [17:3884](#), [17:3901](#), [17:3902](#), [17:3903](#), [17:3904](#)

[Harrah Independent School District v. Martin](#), 99 S.Ct. 1062 (1979)

[Garcia v. San Antonio Metropolitan Transit Authority et al.](#), 105 S.Ct. 1005 (February 1985)

[Wright v. Caldwell Parish School Board](#), 30.448 (La. App. 2 Cir. 6/16/99)

Board minutes, 3-8-00, 5-3-16, 7-25-18 City of Baker School Board

DRAFT

Administrative Procedures to Salary Schedule Placement to the Single Lane Teacher Salary Schedule for the 2023-24 School Year

To determine an educator's initial salary placement, all uncertified teachers start at Step 0 where they remain until they become certified. All certified teachers start at Step 1 of the Single Lane Salary Schedule to begin to determine placement:

Step One: Identify the educator's "Education Enhancement" Increment Level

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level, identify the educator's degree attainment from an accredited university

- | | |
|---------------------------------------|--------------------------|
| • Bachelor's Degree | Not Applicable |
| • Master's Degree | Move + 1 Increment Level |
| • Master's Degree + 30 semester hours | Move + 1 Increment Level |
| • Education Specialist | Move + 1 Increment Level |
| • Doctorate Degree | Move + 1 Increment Level |

Example: A newly hired Certified educator has a Master's Degree with four years experience.

How to Derive at Step One Education Enhancement: Step 1 would then be to start at Step 1 and now move two places down to Step 3 (Master's Degree one and then Master's Plus 30 move an additional one). and four years of experience would be placed on Increment Level 0

Step Two: Add previous contracted AND Standard (Level 1,2,3, Type C,B,A, Out-of-State World Language Certificate, Practitioner License 1, 2, or 3, Extended Endorsement License, Standard Certificate for Teachers in Non-Public Schools, and Career and Technical & Industrial Education) Louisiana or out-of-state licensed work experience from an accredited school system, up to fifteen (15) years, each year equating to an Increment Level. However, for teacher retirees who are re-employed, RS: 17:110 of 2022 and F-9.2 Compensation Policy states "*The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience.*"

How to Derive at Step Two of the Initial Placement Process: Now at Step 3, with four years of experience out of fifteen possible years, move down four (Step 4, Step 5, Step 6, and Step 7). The Initial Placement Decision for this teacher example is Step 7.

NOTE: In order to further determine Step Additional Placement of the Single Salary Schedule for 10 month (202 days) 11 month (222 days), and 12 month (260 days) teacher salary schedule employees, the # of days between 9 month to 10 month at the daily rate is 20 days, the # of days between 09 month and 11 month is 40 days, and the # of days between 09 month and 12 month is 78 days.

Salary Schedule Rules of Execution

1. All applicable increases resulting from the Louisiana State Legislature are applicable upon the appropriate effective date
2. The base contract (182 days, 202 days, 222 days, or 260 days) is pro-rated based upon the number of days remaining in the contract
3. Educators with National Board Certification will be paid a stipend of \$3,000 in addition to their Base Contract and each full time Professional Improvement Program (PIP) participant will be paid the individual's frozen amount or pro-rated frozen amount.
4. It shall be understood that any approved voluntary movement back to 09 month teacher by anyone paid on the 10, 11, or 12 month teacher salary schedule shall constitute reverting to the correct step on the 09 month single lane schedule.
5. The Superintendent, may in writing, grant up to a maximum of five additional steps based upon effectiveness, demand, and experience, inclusive of but not limited to educational levels and years of experience, changing responsibilities, and other factors pertinent to the position.

CLARITY OF CLASSROOM TEACHER DESIGNATIONS

Certified Classroom Teachers

A Certified Teacher, including any 9, 10, 11, or 12 month full time employee on the teacher salary schedule, who has obtained his/her standard license (Level 1/Type C, Level 2/Type B, Level 3/Type A), practitioner license (Practitioner 1, 2, or 3), Career and Technical Trade and Industrial Education (C.T.T.I.E) license, or Louisiana Out-of-State license, at the time of hire, shall be considered a certified teacher. Consequently, he/she shall be placed at the appropriate step on the appropriate teacher salary schedule. If verifiable evidence can be presented, at the time of hire, of pending licensure issuance, the designation of Certified Teacher can be made on a conditional basis.

A Certified Teacher, who assumes the responsibilities as the "Teacher of Record," must demonstrate effective component performance levels of the Louisiana teaching domains of planning, management, instruction, and professional responsibilities. Certified Teachers (Value Added and Non-Value Added) are evaluated in the COMPASS Information System (C.I.S.) using the Standards of Effectiveness for classroom teachers that have been approved in the Local Personnel Evaluation/Accountability Plan in accordance with *Bulletin 130*. Any changes made in Standards of Effectiveness shall be the governing standards even if the change(s) have/has not been formally adopted by the City of Baker School System.

A Certified Teacher is expected to demonstrate the professional responsibilities and traits found in the job description of a Classroom Teacher and the approved Louisiana Department of Education teacher rubric for classroom teachers adopted by the Board of Elementary and Secondary Education (B.E.S.E.).

Ancillary Teachers

An Ancillary Teacher is one who holds an Ancillary Certificate (including, but not limited to: Math for Professionals Certificate or Artist or Talented Certificate) who has been hired as a full time employee.

An Ancillary Teacher shall be placed in Step 1 on his/her designated teacher salary schedule where he or she shall remain until a standard teaching license has been obtained. There shall not be any retroactive pay for the duration of time that the Ancillary classroom teacher does not have a standard license (Level 1/Type C, Level 2/Type B, Level 3/Type A), practitioner license (Practitioner 1, 2, or 3), Career and Technical Trade and Industrial Education (C.T.T.I.E.) license, or Louisiana Out-of-State license, rather a higher salary, if applicable, shall start from the effective date of licensure, going forward.

Any Ancillary Teacher employed with the City of Baker School System by the last day of the 2022-2023 School Year, shall be placed at the frozen Step 1 on the Single Lane Salary Schedule as long as he or she is employed in the District as an Ancillary Teacher.

An Ancillary Teacher 1) is not entitled to any step increase, and 2) must demonstrate at least four PRAXIS content test attempts per fiscal year and at least three PRAXIS pedagogical attempts per fiscal year, seek successful admissions in a credible alternative certification program, and/or demonstrate reasonable matriculation towards successful completion of such an alternative certification program.

An Ancillary Teacher who assumes the responsibilities as the "Teacher of Record," must demonstrate effective component performance levels of the Louisiana teaching domains of planning, management, instruction, and professional responsibilities. Provisional and/or Ancillary Teachers (Value Added and Non-Value Added) are evaluated in the COMPASS Information System (C.I.S.) using the Standards of Effectiveness for classroom teachers that have been approved in the Local Personnel Evaluation/Accountability Plan in accordance with *Bulletin 130*. Any changes made in Standards of Effectiveness shall be the governing standards even if the change(s) have/has not been formally adopted by the City of Baker School System.

Provisional Teachers

A Provisional Teacher, including any 9, 10, 11, or 12 month full time employee on the teacher salary schedule, is a classroom teacher who a) has not obtained her/his teaching licensure at the time of hire, b) has met all the requirements to obtain a Non-Standard Teaching License (including, but not limited to: Temporary Authority to Teach and Out-of-Field Authority To Teach) and c) who has been hired as a full time employee.

A Provisional Teacher shall be placed in Step 0 on his/her designated teacher salary schedule where he or she shall remain until a standard teaching license has been obtained. There shall not be any retroactive pay for the duration of time that the uncertified Provisional classroom teacher does not have a standard license (Level 1/Type C, Level 2/Type B, Level 3/Type A), practitioner license (Practitioner 1, 2, or 3), Career and Technical Trade and Industrial Education (C.T.T.I.E.) license, or Louisiana Out-of-State license, rather a higher salary, if applicable, shall start from the effective date of licensure, going forward.

No Provisional Teacher employed with the City of Baker School System by the end of the 2022-2023 School Year shall receive any previous teaching experience because he or she shall be placed at Step Zero (0) until such time that Standard Certification has been obtained. The change in step must occur only at the start of the 2nd semester in January or the employee must wait until the new next school year.

A Provisional Teacher 1) is not entitled to any step increase, 2) are appointed on an interim, at-will basis in one year appointments, and 3) must demonstrate at least four PRAXIS content test attempts per fiscal year and at least three PRAXIS pedagogical attempts per fiscal year, seek successful admissions in a credible alternative certification program, and/or demonstrate reasonable matriculation towards successful completion of such an alternative certification program.

A Provisional Teacher who assumes the responsibilities as the “Teacher of Record,” must demonstrate effective component performance levels of the Louisiana teaching domains of planning, management, instruction, and professional responsibilities. Provisional and/or Ancillary Teachers (Value Added and Non-Value Added) are evaluated in the COMPASS Information System (C.I.S.) using the Standards of Effectiveness for classroom teachers that have been approved in the Local Personnel Evaluation/Accountability Plan in accordance with *Bulletin 130*. Any changes made in Standards of Effectiveness shall be the governing standards even if the change(s) have/has not been formally adopted by the City of Baker School System.

Long-Term Substitute Teachers (Degreed or Non-Degreed)

A Long-term Substitute Teacher, who can be non-certified or certified, is an ‘at will employee’ who supervises students in the same classroom for at least four weeks (20 working days).

As the designee who assumes the responsibilities provided by the “Teacher of Record” or as the “Teachers of Record,” a long-term substitute teacher must demonstrate effective component performance levels of the Louisiana teaching domains of management, instruction, and professional responsibilities. Long-Term Substitute Teachers are to be observed and evaluated using the equivalent process for Professional Practice component of the evaluation system; however, the data cannot be entered in the Compass Information System.

A Long-Term Substitute Teacher is expected to demonstrate the professional responsibilities and traits found in the job description of a Classroom Teacher and the approved Louisiana Department of Education rubric for classroom teachers adopted by the Board of Elementary and Secondary Education (B.E.S.E.).

Lastly, in accordance with *Act 634 of 2018*, any substitute teacher hired on or after July 1, 2018, must possess a Louisiana Department of Education issued teaching authorization in order to serve as a substitute teacher.

Day-by-Day Substitute Teachers

A Day-by-Day Substitute Teacher, an ‘at will employee,’ is not the ‘Teacher of Record;’ however, he/she assumes the responsibilities provided by the ‘Teacher of Record’ with the primary responsibility being the supervision of students. In addition, Day-by-Day Substitute Teacher is expected to initiate and implement the lesson plans left by the “Teacher of Record,” to manage classroom behavior and to deliver reasonable instruction. Lastly, a Day-by-Day Substitute Teacher is expected to demonstrate the professional responsibilities and traits found in the job description of a Classroom Teacher.

Lastly, in accordance with *Act 634 of 2018*, any substitute teacher hired on or after July 1, 2018, must possess a Louisiana Department of Education issued teaching authorization in order to serve as a substitute teacher.

Single Lane Salary Schedule

0

50000

1	52000		
2	52600	•Uncertified will be placed at step 0 until licensed	
3	53200		
4	53800		
5	54400		
			Education
6	55000	Additional levels will be awarded for the based on credits earned from an	
7	55600	accredited university based on the following:	
8	56200	•Master's Degree	+ 1 level
9	56800	•Master's +30 Degree	+ 1 level
10	57400	•Ed Specialist	+ 1 level
11	58000	•Doctorate Degree	+ 1 level
12	58600	•National Board Certification	+ 1 level
13	59200		
14	59800		
			Performance
15	60400		
16	61000	•70% of students at Mastery on LEAP	+ 1 level
17	61600	•100% Attendance	\$500 Bonus each semester
18	62200	•Less than two days missed in Attendance	\$250 Bonus each semester
19	62800		
20	63400		
21	64000		
22	64600		
23	65200		
24	65800		
25	66400		
26	67000		
27	67600		
28	68200		
29	68800		
30	69400		
31	70000		
32	70600		
33	71200		
34	71800		
35	72400		
36	73000		
37	73600		
38	74200		
39	74800		
40	75400		

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: Lawn Care Bids

Background Information:

The district needs to renew a contract for lawn care maintenance for the 2023-2024 school year. The board needs to call for bids for this service.

Attached Items:

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: HR Job Description

Background Information:

With Mr. Grisby's retirement now s the time to review the job description for HR Supervisor and update it accordingly.

Attached Items: HR Supervisor Job Description Current
HR Supervisor Job Description Proposed

City of Baker School Board Position Description

TITLE: Supervisor of Human Resources

QUALIFICATIONS: In accordance with Bulletin 746

REPORTS TO: Superintendent

SUPERVISES: N/A

JOB GOAL: To plan, coordinate, and supervise the operation of the Human Resources Office

JOB RESPONSIBILITIES:

1. Recruit and assist with the staffing of elementary and secondary schools and the placement of certified personnel in accordance with policies and procedures.
2. Consult with and advise teachers on matters concerning retirement, insurance, teacher absences, sick leave, and certification change.
3. Enter and maintain JPAMS files on all school board employees.
4. Request the evaluation results for job applicants and provide other school agencies with evaluation results of persons they wish to hire.
5. Verify all experience and qualifications of applicants.
6. Prepare and maintain statistical information on all personnel and submit necessary reports to the State Department of Education.
7. Keep a continuous record of teacher absences.
8. Document efforts to recruit certified personnel for all positions.
9. Assist in computing salaries for all school system employees.
10. Check the annual reports from each school.
11. Serve as Title IX Coordinator.
12. Serve as PIP Program Coordinator.
13. Serve as Retirement Benefits Coordinator
14. Prepare school calendar and twelve-month employee calendar.
15. Maintain a register of qualified substitute teachers.
16. Direct the implementation of the system's drug testing program.
17. Serve as Workman's Compensation Administrator.
18. Supervise the preparation of teacher contracts and letters of assurance.
19. Provide support/interventions on personnel matters.
20. Prepare and disseminate correspondence to employees as required.
21. Review recommendations for termination of employees and gather necessary information for dismissal proceedings.
22. Supervise dismissal procedures leading up to a recommendation and subsequent approval by the Superintendent.
23. Accept and process requests for transfers in accordance with the transfer policy of the school system.
24. Conduct self-evaluation annually.
25. Plan for professional self-development.
26. Perform other duties assigned by the proper authority.

Employee's Signature

Date: _____

JOB DESCRIPTION
City of Baker School System

Title: Supervisor of Human Resources

Reports To: Superintendent

Job Goal: To support the implementation of a progressive Human Resource Department.

MINIMUM QUALIFICATIONS

1. Baccalaureate degree in the academic subject area, public administration, or business management preferred.
2. 3+ years' Experience in human resources
3. Degree in the academic subject area, public administration, or business management preferred

REQUIRED SKILLS:

1. Ability to understand information in human resource management, including legal documents
2. Ability to calculate, analyze and use and present data
3. Ability to use databases, spreadsheets, internet, and word-processing programs
4. Ability to manage and organize personnel information to comply with the law and contracts
5. Ability to work with staff on personnel-related issues
6. Ability to lead other administrators
7. Ability to evaluate staff.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

1. Recruit and assist with the staffing of elementary and secondary schools and the placement of certified personnel in accordance with policies and procedures.
2. Consult with and advise teachers on matters concerning retirement, insurance, teacher absences, sick leave, and certification change.
3. Enter and maintain JPAMS files on all school board employees.
4. Request the evaluation results for job applicants and provide other school agencies with evaluation results of persons they wish to hire.
5. Verify all experience and qualifications of applicants.
6. Prepare and maintain statistical information on all personnel and submit necessary reports to the State Department of Education.
7. Keep a continuous record of teacher absences.
8. Document efforts to recruit certified personnel for all positions.
9. Assist in computing salaries for all school system employees.
10. Check the annual reports from each school.
11. Serve as Title IX Coordinator.
12. Serve as PIP Program Coordinator.
13. Serve as Retirement Benefits Coordinator
14. Serve as Workman's Compensation Administrator.
15. Prepare school calendar and twelve-month employee calendar.
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19. Provide support/interventions on personnel matters.

20. Prepare and disseminate correspondence to employees as required.
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22. Supervise dismissal procedures leading up to a recommendation and subsequent approval by the Superintendent.
23. Accept and process requests for transfers in accordance with the transfer policy of the school system.
24. Conduct self-evaluation annually.
25. Plan for professional self-development
26. Perform other duties assigned by the proper authority.

Employee's Signature

Date

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: Bid wards

Background Information:

Borden Dairy's Bid for Milk and Milk Products, Pon Food Corporation's for Frozen Foods and Processed Foods, and Economical Janitorial & Paper Supplies' and Interboro Packaging for Supplies for the Period July 1, 2023 - June 30, 2024

Attached Items: Milk Products Bid award
Frozen Foods and Food Products Bid Award
Janitorial Supplies Bid Award

CITY OF BAKER SCHOOL SYSTEM

“Empowering Excellence”

14750 Plank Road, Baker, Louisiana 70714 P.O. Box 680, Baker, Louisiana 70704-0680 Phone (225) 778-2378, Fax (225) 774-5798



July 11, 2023

BID AWARD SUMMARY

BID TITLE: MILK AND MILK PRODUCTS

Board Members

Linda Perkins
District 1

Alteen Profit,
District 2

Joyce M. Burges
District 3

Monique Butler
District 4

Clara Joseph
District 5

BID NUMBER: BID No. 15 23-24

CONTRACT TERM: July 01, 2023 through June 30, 2024

BID OPENING: May 31, 2023
City of Baker School Board
14750 Plank Road
Baker, Louisiana 70714

CONTRACT TERM: Date of Award July 01, 2023 through June 30, 2024

BUDGET MILK PRODUCTS: \$33,150.00

FUNDING SOURCE: 2200310080000700 76310

BOARD MEETING DATE: July 11, 2023 at 6:00 p.m.

RECOMMENDATION: Listed below is the responsive responsible bidder(s)

AWARDED VENDOR (S):

BORDENS DAIRY
1308 Bertrand Dr.
Lafayette, LA 70506

PARTICIPATING BIDDERS

Kleinpeter Farms Dairy, LLC
East Side Jersey Dairy/Prairie Farms

Explanations:

Award of this contract will enable the City of Baker School Board System and its purchasing department to milk and milk products during the contract term.

The City of Baker School System reserves the right to reject or waive any bid irregularities or informalities in the Bid Award.

Purchasing Department
Alisa Sibley,
City of Baker School System

CITY OF BAKER SCHOOL SYSTEM

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14750 Plank Road, Baker, Louisiana 70714 P.O. Box 680, Baker, Louisiana 70704-0680 Phone (225) 778-2378, Fax (225) 774-5798



July 11, 2023

BID AWARD SUMMARY

**BID TITLE: FROZEN & REFRIGERATED FOOD BID
PROCESSED, CANNED & DRY FOOD BID**

Board Members

Linda Perkins
District 1

Alteen Profit,
District 2

Joyce M. Burges
District 3

Monique Butler
District 4

Clara Joseph
District 5

BID NUMBER: BID No. 15 23-24

CONTRACT TERM: July 01, 2023 through June 30, 2024

BID OPENING: May 31, 2023
City of Baker School Board
14750 Plank Road
Baker, Louisiana 70714

CONTRACT TERM: Date of Award July 01, 2023 through June 30, 2024

BUDGET FOOD PRODUCT: \$283,078.00

FUNDING SOURCE: 2200310080000700 76310

BOARD MEETING DATE: July 11, 2023 at 6:00 p.m.

RECOMMENDATION: Listed below is the responsive responsible bidder(s)

AWARDED VENDOR (S): FROZEN AND PROCESSED FOODS BIDS

PON FOOD CORPORATION

101 Industrial Parkway
Ponchatoula, LA 70454

PARTICIPATING BIDDERS

Frozen Foods Bid - None

Processed Foods Bid Only - ForeComm Solutions

Explanations:

Award of this contract will enable the City of Baker School Board System and its purchasing department to purchase food products during the contract term.

The City of Baker School System reserves the right to reject or waive any bid irregularities or informalities in the Bid Award.

Purchasing Department
Alisa Sibley,
City of Baker School System

CITY OF BAKER SCHOOL SYSTEM

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July 11, 2023

BID AWARD SUMMARY

BID TITLE: JANITORIAL PAPER & CHEMICAL SUPPLIES

BID NUMBER: 18-2023/2024

BID OPENING: May 30, 2023
City of Baker School Board
14750 Plank Road
Baker, Louisiana 70714

CONTRACT TERM: Date of Award July 01, 2023 through June 30, 2024

FUNDING SOURCE: 1000262080000700 76100

BOARD MEETING DATE: July 11, 2023 at 6:00 p.m.

RECOMMENDATION: Listed below are the responsive responsible bidder(s)
on a line by line item basis.

AWARDED VENDOR (S):

Economical Paper and Janitorial Supply - 78 Items
1420 Sams Ave F,
Elmwood, Louisiana

Interboro Packaging Corporation – 2 Items
114 Bracken Road
Montgomery NY, 12549

Explanations: Award of this contract will enable the City of Baker School Board System and its purchasing department to purchase Janitorial and related Supplies during the contract term.

The City of Baker School System reserves the right to reject or waive any bid irregularities or informalities in the Bid Award.

Purchasing Department
Alisa Sibley,
City of Baker School System

See attached form for list of descriptive awarded items.

Board Members

Linda Perkins
District 1

Alteen Profit
District 2

Joyce M. Burges
District 3

Monique Butler
District 4

Clara Joseph
District 5

AWARDED VENDOR (S) DESCRIPTIVE ITEMS

ECONOMICAL

78 LINE ITEMS

WASTER RECEPTACLES	WASTE BASKETS 15X19	BROOMS PARLOR	TOILET BOWL BRUSH
MOP HEADS 24OZ	MOP HEADS (FINISH)	MOP HEAD 64OZ	CLIP ON MOP HANDLE
MOP HANDLE SCREW ON	DUST PANS	FLOOR FINISH	FLOOR CLEANER
FLOOR STRIPPER	JANITORIAL CART	BROOM ANGLER	TOILET BOWL CLEANER
WASP SPRAY	SINGLE FOLD TOWELS	TOILET TISSUE	MARK REMOVER
AIR FRESHNER	LITTER PICKUP STICK	MOP BUCKET	DETERGENT
SPRAY BUFF	DUSTERS	DISINFECTANT	JUMBO BATH DISPENSER
AIR FRESHNER DISINFECTANT	RAT TRAPS	BOARD CLEANER	ODOR ELIMINATOR
JUMBO TOILET TISSUE	WET FLOOR SIGNS	GLASS CLEANER	SCOTCH BRITE DISC PAD
PADS-STRIPPING 20"	PADS -BEIGE 20"	PADS-GREEN 20"	LIQUID BLEACH
	FLOOR SEALER	TOWEL DISPENSER	DAMP ROOM MOP
DAMP MOP HANDLE	DAMP MOP PAD 18"	PRESS RING BUCKET	WORK GLOVES
SCRAPPER	LONG SCRAPPER	DUST MASK	VACUUM BAGS
BRAVO STRIPPER	SANITIZING WIPES	REPLACEMENT BLADE	GEN PURPOSE CLEANER
SPRAY BOTTLE W TRIGGER	FLOOR SQUEEGEE	ROLL TOWEL WHITE	LIQUID HAND SOAP
CTR PULL TOWELS	FOAM SOAP	HAND SOAP (DIAL)	SEAT DISPENSERS
WINDOW SQUEEGEE	REPLACEMENT SQUEEGEE	CLIP DUST MOP HANDLE	SOAP DISPENSER
LATEX GLOVES	TOILET SEAT COVERS	HUCK TOWELS	TOWEL BOWL MOP
TOWEL BOWL PLUNGER	DUST MOP HEAD 48X5	DUST MOP HEAD 24X5	JANITOR CART BAGS
SANITARY NAPKIN DISPENSOR	SCOURING HAND PAD 6X9		

INTERBORO PACKAGING CORPORATION

2 LINE ITEMS

CAN LINERS 24X33
COMMERCIAL CAN LINERS

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July 11, 2023

BID AWARD SUMMARY

BID TITLE: FOOD SERVICE SUPPLIES BID

Board Members

Linda Perkins
District 1

Alteen Profit,
District 2

Joyce M. Burges
District 3

Monique Butler
District 4

Clara Joseph
District 5

BID NUMBER: BID No. 15 23-24

CONTRACT TERM: July 01, 2023 through June 30, 2024

BID OPENING: May 30, 2023
City of Baker School Board
14750 Plank Road
Baker, Louisiana 70714

CONTRACT TERM: Date of Award July 01, 2023 through June 30, 2024

BUDGET FOOD SERVICE SUPPLIES: \$59,174.00

FUNDING SOURCE: 2200310080000700 76100

BOARD MEETING DATE: July 11, 2023 at 6:00 p.m.

RECOMMENDATION: Listed below is the responsive responsible bidder(s)

AWARDED VENDOR (S):

ECONOMICAL JANITORIAL & PAPER SUPPLIES
1420 Sams Ave F.
Elmwood, LA 70123

PARTICIPATING BIDDERS

None

Explanations:

Award of this contract will enable the City of Baker School Board System and its purchasing department to supply products during the contract term.

The City of Baker School System reserves the right to reject or waive any bid irregularities or informalities in the Bid Award.

Purchasing Department
Alisa Sibley,
City of Baker School System

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: Insurance Package

Background Information:

The board will need to approve the Insurance Package for the district for 2023-2024.

Attached Items: Insurance Information



2023 Renewal Presentation City of Baker School System

6 | 27 | 2023



- ✓ Renewal History and 2023 Renewal Recap
- ✓ Plan Performance
- ✓ RFP Marketing Results
- ✓ Employer Budget
- ✓ Renewal and Renewal Options
- ✓ Contribution Strategy
- ✓ Recommendations
- ✓ 2023 Timeline



Renewal History and 2023 Renewal Recap

Plan	Renewal Details
Medical / Rx (BCBS of LA)	<ul style="list-style-type: none">▪ 2019: 5.9% Renewal (Plan Changes)▪ 2020: 1.5% Revised Renewal (Premier Blue Plan Change to \$1,500 Ded Plan resulted -1.5% Decrease in PB Plan Premiums)▪ 2021: 2.1% Revised Renewal▪ 2022: 10.8% Renewal▪ 2023: 14.4% Renewal <p>Average over 5 years = 6.9%</p>
Dental (Delta Dental)	<ul style="list-style-type: none">▪ 2019: 0% Renewal and No Plan Changes▪ 2020: 0% Renewal and No Plan Changes▪ 2021: 0% Renewal and No Plan Changes▪ 2022: 0% Renewal and No Plan Changes▪ 2023: 15% Revised Renewal <p>Average over 5 years = 3%</p>
Vision (Ameritas)	<ul style="list-style-type: none">▪ 2019: 0% Renewal and No Plan Changes▪ 2020: 0% Renewal and No Plan Changes▪ 2021: 0% Renewal and No Plan Changes▪ 2022: 0% Renewal and No Plan Changes▪ 2023: 0% Renewal and No Plan Changes <p>Average over 5 years = 0%</p>



Plan Performance – Premium vs Claims



Plan	Renewal Details
Medical / Rx (BCBS of LA)	<ul style="list-style-type: none">▪ Current Rolling 12 Months of Premium vs Claims = 106%▪ Prior Rolling 12 Months of Premium vs Claims = 113%▪ Plan Year-To-Date Premium vs Claims = 103%



RFP Marketing Results



Carrier	Results
BCBS	Renewal: 14.4% Increase Requested Rate Relief – BCBS will review June claims as soon as they become available.
United Healthcare	+19.78% Above Current
Aetna	Declined to Quote
Cigna	Declined to Quote



2023 Renewal – Medical/RX Budget



Option	Total Annual \$	Annual \$ Change from Current	Annual Employer Budget Change
BCBS of LA Current	\$1,214,737.80	N/A	N/A
BCBS of LA Renewal	\$1,389,663.60	\$174,925.80	\$130,808.04
Keeping the ER/EE Contribution % the Same	\$1,368,896.88	\$174,925.80	\$130,808.04
Employer Budget Increase of 7.20%	\$1,368,896.88	\$174,925.80	\$87,462.90



BCBS of LA Medical Renewal



Effective Date: 9/1/2023		Current			Renewal		
Plan Nickname	HDHP	Copay - Buy-Up	Copay - Base	HDHP	Copay - Buy-Up	Copay - Base	
Carrier	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	
Plan Name	Blue Saver 80/60 \$3300	Premier Blue Copay 80/60 \$1500D	Community Blue Copay 50/50 \$2000D	Blue Saver 80/60 \$3300	Premier Blue Copay 80/60 \$1500D	Community Blue Copay 50/50 \$2000D	
In Network							
Deductible: Single	\$3,300	\$1,500	\$2,000	\$3,300	\$1,500	\$2,000	
Deductible: Family	\$6,600	\$4,500	\$4,000	\$6,600	\$4,500	\$4,000	
Co-Insurance	80%	80%	50%	80%	80%	50%	
Out-of-Pocket Limit: Single	\$5,500	\$5,250	\$6,350	\$5,500	\$5,250	\$6,350	
Out-of-Pocket Limit: Family	\$11,000	\$10,500	\$12,700	\$11,000	\$10,500	\$12,700	
Inpatient Facility	80% after deductible	80% after deductible	50% after deductible	80% after deductible	80% after deductible	50% after deductible	
Outpatient Surgery	80% after deductible	80% after deductible	50% after deductible	80% after deductible	80% after deductible	50% after deductible	
Copays							
PCP	80% after deductible	\$40	\$20	80% after deductible	\$40	\$20	
Specialist	80% after deductible	\$55	\$55	80% after deductible	\$55	\$55	
Urgent Care	80% after deductible	\$55	\$55	80% after deductible	\$55	\$55	
ER	80% after deductible	\$350	\$350	80% after deductible	\$350	\$350	
Other Services							
Diagnostic Lab / X-Ray	80% after deductible	No charge	No charge	80% after deductible	No charge	No charge	
MRI & CT Scan	80% after deductible	80% after deductible	50% after deductible	80% after deductible	80% after deductible	50% after deductible	
Prescription Drugs							
Prescription Deductible	Integrated	\$0	\$0	Integrated	\$0	\$0	
Rx Tiers	80%/60% after deductible	\$15/40/70/90%	\$15/40/70/90%	80%/60% after deductible	\$15/40/70/90%	\$15/40/70/90%	
Enrollment							
Employee Only	18	62	24	18	62	24	
Employee + Spouse	1	5	2	1	5	2	
Employee + Child(ren)	1	4	2	1	4	2	
Family	0	2	4	0	2	4	
Monthly Premiums							
Employee Only	\$550.66	\$747.98	\$592.68	\$629.96	\$855.69	\$678.03	
Employee + Spouse	\$1,101.36	\$1,495.99	\$1,185.38	\$1,259.96	\$1,711.41	\$1,356.08	
Employee + Child(ren)	\$1,018.68	\$1,383.64	\$1,096.38	\$1,165.37	\$1,582.89	\$1,254.26	
Family	\$1,569.29	\$2,131.58	\$1,688.99	\$1,795.27	\$2,438.53	\$1,932.21	
Monthly Premium Per Plan	\$12,031.92	\$63,652.43	\$25,543.80	\$13,764.61	\$72,818.45	\$29,222.24	
Change From Current	---	---	---	\$1,732.69 (14.40%)	\$9,166.02 (14.40%)	\$3,678.44 (14.40%)	
Monthly Premium Per Option		\$101,228.15			\$115,805.30		
Change From Current		---			\$14,577.15 (14.40%)		



BCBS of LA HDHP Renewal and Options



Effective Date: 9/1/2023	Current	Renewal	Option 1	Option 2	Option 3
Carrier	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana
Plan Name	Blue Saver 80/60 \$3300	Blue Saver 80/60 \$3300	Blue Saver 100/80 \$5000	Blue Saver 70/50 \$3300	Blue Saver 80/60 \$4000
In Network					
Deductible: Single	\$3,300	\$3,300	\$5,000	\$3,300	\$4,000
Deductible: Family	\$6,600	\$6,600	\$9,000	\$6,600	\$8,000
Co-Insurance	80%	80%	100%	70%	80%
Out-of-Pocket Limit: Single	\$5,500	\$5,500	\$5,000	\$6,350	\$6,350
Out-of-Pocket Limit: Family	\$11,000	\$11,000	\$9,000	\$12,700	\$12,700
Inpatient Facility	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Outpatient Surgery	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Copays					
PCP	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Specialist	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Urgent Care	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
ER	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Other Services					
Diagnostic Lab / X-Ray	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
MRI & CT Scan	80% after deductible	80% after deductible	100% after deductible	70% after deductible	80% after deductible
Prescription Drugs					
Prescription Deductible	Integrated	Integrated	Integrated	Integrated	Integrated
Rx Tiers	80%/60% after deductible	80%/60% after deductible	100% after deductible	70%/50% after deductible	80%/60% after deductible
Enrollment					
Employee Only	18	18	18	18	18
Employee + Spouse	1	1	1	1	1
Employee + Child(ren)	1	1	1	1	1
Family	0	0	0	0	0
Monthly Premiums					
Employee Only	\$550.66	\$629.96	\$608.48	\$601.61	\$590.52
Employee + Spouse	\$1,101.36	\$1,259.96	\$1,217.00	\$1,203.26	\$1,181.09
Employee + Child(ren)	\$1,018.68	\$1,165.37	\$1,125.63	\$1,112.93	\$1,092.42
Family	\$1,569.29	\$1,795.27	\$1,734.05	\$1,714.48	\$1,682.89
Monthly Premium Per Plan	\$12,031.92	\$13,764.61	\$13,295.27	\$13,145.17	\$12,902.87
Change From Current	---	\$1,732.69 (14.40%)	\$1,263.35 (10.50%)	\$1,113.25 (9.25%)	\$870.95 (7.24%)



BCBS of LA Premier Blue Renewal and Options



Effective Date: 9/1/2023	Current	Renewal	Option 1	Option 2	Option 3
Carrier	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana
Plan Name	Premier Blue Copay 80/60 \$1500D	Premier Blue Copay 80/60 \$1500D	Group Care Copay 80/60 \$1500D	Group Care Copay 80/60 \$1500J	Group Care Copay 70/50 \$2000D
In Network					
Deductible: Single	\$1,500	\$1,500	\$1,500	\$1,500	\$2,000
Deductible: Family	\$4,500	\$4,500	\$4,500	\$4,500	\$6,000
Co-Insurance	80%	80%	80%	80%	70%
Out-of-Pocket Limit: Single	\$5,250	\$5,250	\$4,750	\$6,350	\$6,250
Out-of-Pocket Limit: Family	\$10,500	\$10,500	\$9,500	\$12,700	\$12,500
Inpatient Facility	80% after deductible	80% after deductible	80% after deductible	80% after deductible	70% after deductible
Outpatient Surgery	80% after deductible	80% after deductible	80% after deductible	80% after deductible	70% after deductible
Copays					
PCP	\$40	\$40	\$40	\$40	\$40
Specialist	\$55	\$55	\$55	\$55	\$55
Urgent Care	\$55	\$55	\$55	\$55	\$55
ER	\$350	\$350	80% after deductible	80% after deductible	70% after deductible
Other Services					
Diagnostic Lab / X-Ray	No charge	No charge	No charge	No charge	No charge
MRI & CT Scan	80% after deductible	80% after deductible	80% after deductible	80% after deductible	70% after deductible
Prescription Drugs					
Prescription Deductible	\$0	\$0	\$0	\$0	\$0
Rx Tiers	\$15/40/70/90%	\$15/40/70/90%	\$15/40/70/90%	\$15/40/70/90%	\$15/40/70/90%
Enrollment					
Employee Only	62	62	62	62	62
Employee + Spouse	5	5	5	5	5
Employee + Child(ren)	4	4	4	4	4
Family	2	2	2	2	2
Monthly Premiums					
Employee Only	\$747.98	\$855.69	\$835.58	\$814.36	\$775.51
Employee + Spouse	\$1,495.99	\$1,711.41	\$1,671.19	\$1,628.75	\$1,551.05
Employee + Child(ren)	\$1,383.64	\$1,582.89	\$1,545.69	\$1,506.44	\$1,434.57
Family	\$2,131.58	\$2,438.53	\$2,381.22	\$2,320.75	\$2,210.04
Monthly Premium Per Plan	\$63,652.43	\$72,818.45	\$71,107.11	\$69,301.33	\$65,995.23
Change From Current	---	\$9,166.02 (14.40%)	\$7,454.68 (11.71%)	\$5,648.90 (8.87%)	\$2,342.80 (3.68%)



BCBS of LA Community Blue Renewal and Options



Effective Date: 9/1/2023	Current	Renewal	Option 1	Option 2	Option 3
Carrier	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana	Blue Cross Blue Shield of Louisiana
Plan Name	Community Blue Copay 50/50 \$2000D	Community Blue Copay 50/50 \$2000D	Community Blue Copay 70/50 \$3,500	Community Blue Copay 50/50 \$4,500D	Community Blue Copay 50/50 \$4,500F
In Network					
Deductible: Single	\$2,000	\$2,000	\$3,500	\$4,500	\$4,500
Deductible: Family	\$4,000	\$4,000	\$10,500	\$12,700	\$12,700
Co-Insurance	50%	50%	70%	50%	50%
Out-of-Pocket Limit: Single	\$6,350	\$6,350	\$6,850	\$7,900	\$7,900
Out-of-Pocket Limit: Family	\$12,700	\$12,700	\$13,700	\$15,800	\$15,800
Inpatient Facility	50% after deductible	50% after deductible	70% after deductible	50% after deductible	50% after deductible
Outpatient Surgery	50% after deductible	50% after deductible	70% after deductible	50% after deductible	50% after deductible
Copays					
PCP	\$20	\$20	\$20	\$20	\$20
Specialist	\$55	\$55	\$55	\$55	\$55
Urgent Care	\$55	\$55	\$55	\$55	\$55
ER	\$350	\$350	\$350	\$350	\$350
Other Services					
Diagnostic Lab / X-Ray	No charge	No charge	No charge	No charge	No charge
MRI & CT Scan	50% after deductible	50% after deductible	70% after deductible	50% after deductible	50% after deductible
Prescription Drugs					
Prescription Deductible	\$0	\$0	\$0	\$0	\$250
Rx Tiers	\$15/40/70/90%	\$15/40/70/90%	\$15/40/70/90%	\$15/40/70/90%	\$15/40/70/90% after deductible
Enrollment					
Employee Only	24	24	24	24	24
Employee + Spouse	2	2	2	2	2
Employee + Child(ren)	2	2	2	2	2
Family	4	4	4	4	4
Monthly Premiums					
Employee Only	\$592.68	\$678.03	\$662.50	\$636.26	\$600.67
Employee + Spouse	\$1,185.38	\$1,356.08	\$1,325.03	\$1,272.55	\$1,201.35
Employee + Child(ren)	\$1,096.38	\$1,254.26	\$1,225.54	\$1,177.00	\$1,111.15
Family	\$1,688.99	\$1,932.21	\$1,887.96	\$1,813.19	\$1,711.74
Monthly Premium Per Plan	\$25,543.80	\$29,222.24	\$28,552.98	\$27,422.10	\$25,888.04
Change From Current	---	\$3,678.44 (14.40%)	\$3,009.18 (11.78%)	\$1,878.30 (7.35%)	\$344.24 (1.35%)



Dental Renewal and Options



Effective Date: 9/1/2023	Current	Renewal	Option 1	Option 2	Option 3
Carrier	Delta Dental	Delta Dental	Ameritas Life Insurance Company	Bright Benefits	Beam
Rate Guarantee	12 months	12 months	24 months	12 months	12 months
Participation Requirements	Maintain current %	Maintain current %	Greater of 60% or 3 lives	3 employees	2 employees
In Network					
Deductible: Single	\$50	\$50	\$50	\$50	\$50
Deductible: Family	\$150	\$150	\$150	\$150	\$150
Preventative / Basic / Major	100%/80%/50%	100%/80%/50%	100%/80%/50%	100%/80%/50%	100%/80%/50%
Annual Maximum	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Major Waiting Period	None	None	None	None	None
Endodontic Oral Surgery	Major	Major	Major	Major	Major
Periodontic Oral Surgery	Major	Major	Major	Major	Major
Ortho Coinsurance	50%	50%	50%	50%	50%
Ortho Waiting Period	None	None	None	None	None
Ortho Lifetime Max	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Rollover	-	-	-	Included	-
Out of Network					
Out of Network Reimbursement	90th	90th	90th	90th	90th
Enrollment					
Employee Only	93	93	93	93	93
Employee + Spouse	25	25	25	25	25
Family	12	12	12	12	12
Monthly Premiums					
Employee Only	\$27.72	\$31.88	\$28.69	\$28.58	\$30.82
Employee + Spouse	\$52.92	\$60.86	\$54.77	\$57.26	\$61.35
Family	\$92.23	\$106.06	\$95.45	\$103.43	\$108.18
Monthly Premium Per Plan	\$5,007.72	\$5,759.06	\$5,182.82	\$5,330.60	\$5,698.17
Change From Current	---	\$751.34 (15.00%)	\$175.10 (3.50%)	\$322.88 (6.45%)	\$690.45 (13.79%)



Contribution Strategy – ER/EE Contribution % the Same



2022 Community Blue		2022 Community Blue				
		September 1, 2022 - August 31, 2023				
		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2022 Community Blue	32					
Employee Only	24	\$592.68	\$495.23	84%	\$97.45	16%
Employee + Spouse	2	\$1,185.38	\$823.88	70%	\$361.50	30%
Employee + Child(ren)	2	\$1,096.38	\$774.62	71%	\$321.76	29%
Employee + Family	4	\$1,688.99	\$1,102.24	65%	\$586.75	35%
Monthly Costs:		\$25,543.80	\$19,491.48		\$6,052.32	
Annual Costs:		\$306,525.60	\$233,897.76		\$72,627.84	

2022 Premier Blue		2022 Premier Blue				
		September 1, 2022 - August 31, 2023				
		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2022 Premier Blue	73					
Employee Only	62	\$747.98	\$552.93	74%	\$195.05	26%
Employee + Spouse	5	\$1,495.99	\$930.00	62%	\$565.99	38%
Employee + Child(ren)	4	\$1,383.64	\$872.39	63%	\$511.25	37%
Employee + Family	2	\$2,131.58	\$1,249.76	59%	\$881.82	41%
Monthly Costs:		\$63,652.43	\$44,920.74		\$18,731.69	
Annual Costs:		\$763,829.16	\$539,048.88		\$224,780.28	

2022 BlueSaver		2022 BlueSaver				
		September 1, 2022 - August 31, 2023				
		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2022 BlueSaver	20					
Employee Only	18	\$550.66	\$482.51	88%	\$68.15	12%
Employee + Spouse	1	\$1,101.36	\$807.34	73%	\$294.02	27%
Employee + Child(ren)	1	\$1,018.68	\$758.44	74%	\$260.24	26%
Employee + Family	0	\$1,569.29	\$1,082.38	69%	\$486.91	31%
Monthly Costs:		\$12,031.92	\$10,250.96		\$1,780.96	
Annual Costs:		\$144,383.04	\$123,011.52		\$21,371.52	

2023 Community Blue		2023 Community Blue				
		September 1, 2023 - August 31, 2024				
		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2023 Community Blue	32					
Employee Only	24	\$678.03	\$569.55	84%	\$108.48	16%
Employee + Spouse	2	\$1,356.08	\$949.26	70%	\$406.82	30%
Employee + Child(ren)	2	\$1,254.26	\$890.52	71%	\$363.74	29%
Employee + Family	4	\$1,932.21	\$1,255.94	65%	\$676.27	35%
Monthly Costs:		\$29,222.24	\$22,372.52		\$6,849.72	
Annual Costs:		\$350,666.88	\$268,470.24		\$82,196.64	

2023 Premier Blue		2023 Premier Blue				
		September 1, 2023 - August 31, 2024				
		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2023 Premier Blue	73					
Employee Only	62	\$855.69	\$633.21	74%	\$222.48	26%
Employee + Spouse	5	\$1,711.41	\$1,061.07	62%	\$650.34	38%
Employee + Child(ren)	4	\$1,582.89	\$997.22	63%	\$585.67	37%
Employee + Family	2	\$2,438.53	\$1,438.73	59%	\$999.80	41%
Monthly Costs:		\$72,818.45	\$51,430.71		\$21,387.74	
Annual Costs:		\$873,821.40	\$617,168.52		\$256,652.88	

2023 BlueSaver		2023 BlueSaver				
		September 1, 2023 - August 31, 2024				
		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2023 BlueSaver	20					
Employee Only	18	\$629.96	\$554.36	88%	\$75.60	12%
Employee + Spouse	1	\$1,259.96	\$919.77	73%	\$340.19	27%
Employee + Child(ren)	1	\$1,165.37	\$862.37	74%	\$303.00	26%
Employee + Family	0	\$1,785.27	\$1,231.84	69%	\$553.43	31%
Monthly Costs:		\$13,764.61	\$11,760.62		\$2,003.99	
Annual Costs:		\$165,175.32	\$141,127.44		\$24,047.88	

Combined Plans - Monthly Cost Difference: Baker \$10,900.67
 Combined Plans - Monthly Cost Difference: Employee \$3,676.48
 Combined Plans - Total Monthly Difference \$14,577.15

Combined Plans - Annual Cost Difference: Baker \$130,808.04
 Combined Plans - Annual Cost Difference: Employee \$44,117.76
 Combined Plans - Total Annual Difference \$174,925.80



Contribution Strategy – ER Budget Increase of 7.20%



		2022 Community Blue				
		September 1, 2022 - August 31, 2023				
2022 Community Blue		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2022 Community Blue	32					
Employee Only	24	\$592.68	\$495.23	84%	\$97.45	16%
Employee + Spouse	2	\$1,185.38	\$823.88	70%	\$361.50	30%
Employee + Child(ren)	2	\$1,096.38	\$774.62	71%	\$321.76	29%
Employee + Family	4	\$1,688.99	\$1,102.24	65%	\$586.75	35%
Monthly Costs:		\$25,543.80	\$19,491.48		\$6,052.32	
Annual Costs:		\$306,525.60	\$233,897.76		\$72,627.84	

		2022 Premier Blue				
		September 1, 2022 - August 31, 2023				
2022 Premier Blue		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2022 Premier Blue	73					
Employee Only	62	\$747.98	\$552.93	74%	\$195.05	26%
Employee + Spouse	5	\$1,495.99	\$930.00	62%	\$565.99	38%
Employee + Child(ren)	4	\$1,383.64	\$872.39	63%	\$511.25	37%
Employee + Family	2	\$2,131.58	\$1,249.76	59%	\$881.82	41%
Monthly Costs:		\$63,652.43	\$44,920.74		\$18,731.69	
Annual Costs:		\$763,823.16	\$539,048.88		\$224,780.28	

		2022 BlueSaver				
		September 1, 2022 - August 31, 2023				
2022 BlueSaver		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %
2022 BlueSaver	20					
Employee Only	18	\$550.66	\$482.51	88%	\$68.15	12%
Employee + Spouse	1	\$1,101.36	\$807.34	73%	\$294.02	27%
Employee + Child(ren)	1	\$1,018.68	\$758.44	74%	\$260.24	26%
Employee + Family	0	\$1,669.79	\$1,082.38	69%	\$587.41	31%
Monthly Costs:		\$12,031.92	\$10,250.96		\$1,780.96	
Annual Costs:		\$144,383.04	\$123,011.52		\$21,371.52	

		2023 Community Blue					Payroll Deduction (24 Pay Periods)
		September 1, 2023 - August 31, 2024					
2023 Community Blue		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %	
2023 Community Blue	32						
Employee Only	24	\$678.03	\$537.91	79%	\$140.13	21%	\$70.06
Employee + Spouse	2	\$1,356.08	\$909.23	67%	\$446.85	33%	\$223.43
Employee + Child(ren)	2	\$1,254.26	\$853.56	68%	\$400.70	32%	\$200.35
Employee + Family	4	\$1,932.21	\$1,223.85	63%	\$708.36	37%	\$354.18
Monthly Costs:		\$29,222.24	\$21,330.70		\$7,891.54		
Annual Costs:		\$350,666.88	\$255,968.40		\$94,698.48		

		2023 Premier Blue					Payroll Deduction (24 Pay Periods)
		September 1, 2023 - August 31, 2024					
2023 Premier Blue		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %	
2023 Premier Blue	73						
Employee Only	62	\$855.69	\$606.79	71%	\$248.91	29%	\$124.45
Employee + Spouse	5	\$1,711.41	\$1,037.71	61%	\$673.70	39%	\$336.85
Employee + Child(ren)	4	\$1,582.89	\$972.02	61%	\$610.88	39%	\$305.44
Employee + Family	2	\$2,438.53	\$1,403.24	58%	\$1,035.30	42%	\$517.65
Monthly Costs:		\$72,818.45	\$49,503.75		\$23,314.70		
Annual Costs:		\$873,821.40	\$594,045.00		\$279,776.40		

		2023 BlueSaver					Payroll Deduction (24 Pay Periods)
		September 1, 2023 - August 31, 2024					
2023 BlueSaver		Total Monthly Premium	Employer Monthly Premium	Employer Contribution %	Employee Monthly Premium	Employee Contribution %	
2023 BlueSaver	20						
Employee Only	18	\$629.96	\$522.16	83%	\$107.80	17%	\$53.90
Employee + Spouse	1	\$1,259.96	\$886.64	70%	\$373.32	30%	\$186.66
Employee + Child(ren)	1	\$1,165.37	\$831.79	71%	\$333.59	29%	\$166.79
Employee + Family	0	\$1,795.27	\$1,195.37	67%	\$599.90	33%	\$299.95
Monthly Costs:		\$13,764.61	\$11,117.31		\$2,647.31		
Annual Costs:		\$165,175.32	\$133,407.66		\$31,767.66		

Combined Plans - Monthly Cost Difference: Baker	\$7,288.58
Combined Plans - Monthly Cost Difference: Employee	\$7,288.58
Combined Plans - Total Monthly Difference	\$14,577.15
Combined Plans - Annual Cost Difference: Baker	\$87,462.90
Combined Plans - Annual Cost Difference: Employee	\$87,462.90
Combined Plans - Total Annual Difference	\$174,925.80



Recommendations



Recommendations	
Medical (BCBS of LA)	Renew as is with no plan changes. Split medical increase between City of Baker School System and the Employees (7.20% increase for Employer and Employee)
Dental	Move to Ameritas for 3.5% increase versus 15% renewal increase with Delta Dental.
Vision (Ameritas)	Renew as is with no plan or rate changes.



2023 Timeline



Annual Timeline				
Task	Team	Target	Completion	Comments
Pre-Renewal Meeting	City of Baker School System + Cadence Insurance	May 2023	05 03 2023	
Data Request	Cadence Insurance	May 2023	05 25 2023	Employee Navigator Census Pulled; RAQ Forms Signed
Renewals Expected	BCBS, Delta and Ameritas	June 2023	05 25 2023	
RFP Marketing Results Review / Renewal Meeting	City of Baker School System + Cadence Insurance	June 2023	06 27 2023	
Board Working Session	City of Baker School System + Cadence Insurance	July 11, 2023		
Board Meeting	City of Baker School System + Cadence Insurance	July 11, 2023		
Finalize Renewal & OE Decisions	City of Baker School System	July 2023		
Open Enrollment	Cadence Insurance	August 2023		
Carrier Submission	Cadence Insurance	August 2023		

Effective Date of Coverage: September 1st



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Not a deposit • Not FDIC insured • Not insured by any federal government agency • Not guaranteed by the bank • May go down in value.
Cadence Insurance is an insurance agent and not an insurance carrier. Always read your policy for coverage terms and conditions.

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: Forethought Consulting

Background Information:

The board's annual renewal with Forethought Consulting for board policies is up for renewal.

Attached Items: Forethought Contract

FORETHOUGHT

CONSULTING, INC.

May 1, 2023

Mr. J. T. Stroder, Interim, Superintendent
City of Baker School Board
Post Office Box 680
Baker, Louisiana 70704-0680

RECEIVED

MAY 05 2023

Superintendent's Office

Dear Mr. Stroder:


At the end of June, 2023, the *Policy Updating Service* for the City of Baker School Board shall expire. We have enclosed an invoice for the renewal of the Updating Service.

The *Policy Updating Service* strives to maintain your manual's accuracy while at the same time keeping the manual as current as possible by reviewing Board minutes, selected state and federal court cases, pertinent legislation and attorney general's opinions to determine their effects on your policy manual.

As your policy consultants, we will be at your disposal to assist you with any policy or related management problems or concerns you may have. Such assistance shall include the provision of drafting requested policy statements or forwarding sample statements for your review. We also periodically will send you and your Board members the **POLICYALERT** newsletter, containing useful information on various subjects of interest. By retaining **Forethought Consulting, Inc.** to perform these services, it is hoped that the Updating Service will become an additional management tool upon which you will increasingly rely.

We sincerely appreciate having had the opportunity to provide this convenient and extremely useful service to your school system. We look forward to continued friendship in providing this service to the City of Baker School Board.

Sincerely,



James Prescott, Jr.

JP/nhp
enclosure

2223 Quail Run Drive Suite C-1
Baton Rouge, Louisiana 70808-9063
Phone 225 767 2200 Fax 225-767-6757
forethoughtconsulting@cox.net

FORETHOUGHT

CONSULTING, INC.

INVOICE

Tax I.D. # 72-1271858

TO: Mr. J. T. Stroder, Interim Superintendent
City of Baker School Board
Post Office Box 680
Baker, Louisiana 70704-0680

DATE: 05-1-23

FOR: Policy Updating Service – July, 2023 through June, 2024

\$ 4,300.00

Total Due upon Receipt of Invoice

THANK YOU!

2223 Quail Run Drive Suite C-1
Baton Rouge, Louisiana 70808-9063
Phone 225 767 2200 Fax 225-767-6757
forethoughtconsulting@cox.net

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: Official Journal

Background Information:

The board is required to designate an official journal of the board for legal advertisements yearly.

Attached Items:

City of Baker School System
School Board Meeting
Tuesday, July 11, 2023

Type of Item: Action

Agenda Item: Search Firms

Background Information:

The board has received four bids from superintendent search firm companies.

Attached Items:

RESUME

Michael W. Faulk
2713 Indian Mound Blvd
Monroe, La. 71201
225-229-6021 (cell)

PERSONAL INFORMATION

Date of Birth: September 4, 1947
Place of Birth: Abbeville, La.
Marital Status: Married to the former Peggy Hardcastle for 49 years
Children: Jarrad William (40 years old)
Mandi Lourrain (38 years old)
Grandchildren: Jo Leigh Morgan Faulk (14 years old)
Corban Michael Faulk (13 years old)
Amelia Grace Faulk (11 years old)
Christian Scott Faulk (10 years old)
Preston Joseph Marbury (9 years old)
Jude William Faulk (7 years old)
Blair Lourrain Marbury (7 years old)
Aubrey Lemaire (3 years old)

EDUCATION

High School: New Iberia Senior High (1965)
Colleges: Northeast Louisiana State College –
B. S. Degree (1970)
University of Southwestern Louisiana
M. ED. Administration and Supervision (1980)

TEACHING EXPERIENCE

1970-1977 New Iberia Senior High (Social Studies)
1977-1980 Loreauville High School (Social Studies)

ADMINISTRATIVE EXPERIENCE

1980-1984 Supervisor of Transportation and Related Instruction
1984-1989 Principal of Magnolia Elementary School
1989-2002 Superintendent of Morehouse Parish School System
2003- June 2006 Principal of Shepherd High School

March 2007-2017 Superintendent of Central Community School System since
it began in 2007 until December 2017
January 2018-present Executive Director Louisiana Association of School
Superintendents

OTHER WORK EXPERIENCE

2002-2003 Sales Rep for Howard Computers
December 2020-May 2021 Consultant for Baker City Schools
Superintendent Search

CIVIC CLUBS AND ORGANIZATIONS (Former and present Memberships)

New Iberia Jaycees
Kiwanis Club of Bastrop
Rotary Club of Bastrop
Board of Directors 1990-1993
Club President 1992-1993 and 1993-1994
Morehouse Parish United Givers Fund
Board of Directors 1992 and 1993
Vice President 1993
Bastrop – Morehouse Chamber of Commerce
Member of Education Committee
Dixie Boys 11 and 12 year old coach 1993
Dixie Boys 13 and 14 year old coach 1994-1995
Dixie Boys 15 and 16 year old coach 1995-1996
Kiwanis Club of Central
City of Central Chamber

PROFESSIONAL ORGANIZATIONS

Louisiana Association of Educators
Iberia Association of Educators
National Education Association
Louisiana High School Athletic Association
Louisiana Association of School Transportation Officials
Louisiana Association of School Executives (current member)
Louisiana Association of Principals
Acadiana Association of Principals
Iberia Principals Association
National Association of Elementary School Principals

Louisiana Association of School Superintendents

Legislative Position Paper 1992-1994
Board of Directors 1990-1991 and 1993-1994
Secretary/Treasurer 1998-1999
Vice President 1999-2000
President 2000-2001, 2001-2002, 2011-2012, 2012-2013
Legislative Liaison 2013-2014, 2014-2015, 2015-2016, 2016-2017

District V Superintendents Association

President 1990-1991, 1993-1994

District II Superintendents Association

President 2011-2012, 2012-2013

American Association of School Administrators

AASA Governing Board

AASA Executive Directors

Council of Educational Facility Planners, International

National School Boards Association Direct Affiliate

Minimum Foundation Commission

Executive Committee Member 1990-2002

Minimum Foundation Study Committee Member 1994-2002

MFP Task Force 2013-2017

School Finance Commission Member 1999-2000

School Accountability Commission Member 2000-2002

ATPE (Association of Texas Professional Educators)

Member High School Redesign Commission 2008

Member Parish Superintendent's Advisory Council 2009-2016

Restore Louisiana Task Force (2016-2017)

Governor's ESSA Task Force (2016-2017)

Dual Enrollment Task Force (2019 – present)

College and Career Ready Commission (present time)

RELIGIOUS AFFILIATIONS

Gideons International

First Baptist Church, West Monroe, La.

AWARDS

2013 Louisiana Superintendent of the Year

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

CONTRACT FOR PROFESSIONAL SERVICES

BE IT KNOWN THAT this agreement is entered into in the above identified Parish by and between The City of Baker School System, located at 14750 Plank Road, Baker, Louisiana 70714, (hereinafter sometimes simply referred to as “COBSS”), and Mr. Michael W. Faulk, and whose mailing address 2713 Indian Mound Boulevard, Monroe, Louisiana 71201, (hereinafter sometimes simply referred to as “Contractor”).

1.

Contractor hereby agrees to furnish the following:

- **Leading the superintendent search process on behalf of the City of Baker School Board with integrity, confidentiality, and transparency utilizing your professional opinion and reference frame on the qualifications and fitness of qualified candidates**
- **Preparing at least one, but not limited to, one vacancy announcement and/or position announcement**
- **Preparing ads to run in the official Board journal, the *Baton Rouge Morning Advocate*, in accordance with law and policy**
- **Preparing ads to the State’s major newspapers (Shreveport, Monroe, Alexandria, New Orleans, Houma/Thibodaux, Lafayette, and Lake Charles), at least one time**
- **Preparing and placing notice(s) to be sent to national, state, and local professional and educational organizations, including, but not limited to the, Louisiana School Superintendent’s Association, Louisiana School Board’s Association, Louisiana School Executive’s Association, Louisiana School Personnel Administrators’ Association, Teach Louisiana, Indeed, and City of Baker School System website**
- **Adhering to all actions needed to meet the City of Baker School System timeline for completion, by the established date for such, including, but not limited to the dates for: public advertising, one public forum, application deadline, soliciting, identifying, & vetting qualified Superintendent candidates according to law and BESE policy in *Bulletin 746*, voting on the interview process, setting first round interviews, selecting a voting date, and establishing a contract start date**
- **Performing any other function needed to carry out the intent of the Superintendent search**

These services are to be provided under the immediate supervision of the duly elected President of the

City of Baker School Board.

2.

In consideration of the services described hereinabove, COBSS hereby agrees to pay Contractor \$50.00 (fifty dollars) per hour, not to exceed 100 (one-hundred) hours. (If travel expenses are included, please estimate costs. Reimbursement will be based on actual costs under The City of Baker School System guidelines.)

3.

(Only use if applicable) The contractor will provide an invoice to Mrs. Sidney W. Stewart, Business Manager, P.O. Box 680, Baker, LA 70704-0680, each month equal to the number of hours that were worked during the month at a rate of \$50.00 per hour. Time sheets verifying hours/days worked must be attached to each invoice. Invoices

should be received no later than the last day of the month following the period during which the hours were accrued. The East Baton Rouge Parish School Board will issue a check to the contractor no later than 20 days after invoice is received.

4.

This contract for professional services is with Mr. Michael W. Faulk, and it is expected that the work will be performed personally by Mr. Michael W. Faulk.

5.

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract shall be said Contractor's obligation and identified under a Federal tax identification number.

6.

The Legislative Auditor the State of Louisiana and/or Office of the Governor may audit all financial and suit records of Contractor which relate to this contract.

7.

This contract is in effect for the period commencing from _____ **to** _____ . The termination date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the other party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or any extension thereof. If either party informs the other that any extension of this contract is deemed necessary, an amendment may be prepared by the COBSS and forwarded to Contractor for appropriate action by Contractor, and said amendment is to be returned to the COBSS with appropriate information and signatures not less than fifteen (15) days prior to termination date. The amendment when received will be forwarded to the necessary authorities for their approval.

8.

The commencement of this contract is subject to and conditioned upon the availability and appropriation of the necessary funds, **and the COBSS will have no liability or obligation to pay contractor until this contract has been approved.**

Furthermore, the continuation of this contract is contingent upon the appropriation of funds by the City of Baker School Board. If the City of Baker School Board fails to appropriate sufficient monies to provide for the continuation of this contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated, with the sole liability of the COBSS being the amounts due and owing on the date of cancellation due to the non-appropriation of funds.

9.

Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the COBSS provided however, the claims for moneys due or to become due to Contractor from the COBSS under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent.

10.

Either party shall have the right to cancel this contract, with or without cause, by giving the other party thirty (30) days written notice forwarded to their respective address by certified mail. The COBSS has the right to cancel this contract upon less than thirty (30) days due to budgetary reductions, a change in funding priorities by the COBSS or cause. In the event the COBSS terminates this contract for cause/breach, the COBSS will pursue all remedies available to it under law.

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

If to **CoBSS:** City of Baker School System
 .ATTENTION: Superintendent Search
 14750 Plank Road
 Baker, LA 70714

If to **Contractor:** **Mr. Michael W. Faulk**
 2713 Indian Mound Boulevard
 Monroe, Louisiana 71201

All records, reports, documents and other material delivered or transmitted to Contractor by the COBSS shall remain the property of the COBSS, and shall be returned by Contractor to the COBSS at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other materials related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the COBSS, and shall, upon request, be returned to the COBSS at Contractor's expense, at termination or expiration of this contract.

11.

The COBSS and Contractor acknowledge and agree that the COBSS has the right to review all records, reports, worksheets or any other materials related to this contract. The COBSS and Contractor further agrees to furnish the COBSS, upon request, copies of any and all records, reports, worksheets, bills, statements or any other material of Contractor or the COBSS related to this contract. Consequently, Contractor agrees that all records regarding this contract shall be maintained for a period of not less than three (3) years.

12.

Any claim or controversy arising out of this contract shall be resolved according to Louisiana law.

13.

Contractor 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 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

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

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for immediate termination of this contract without notice.

14.

The contractor shall maintain the confidentiality of any and all confidential student and/or employee information.

15.

For those contracts issued by the COBSS representing services to be provided using federal funding, signing this contract certifies that the contractor and the names of officers, directors, and any and all employees of the contractor's company do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. Contractors may view the current list at <http://epls.arnet.gov/>.

16.

Contractor receiving individual awards hereby certifies that the organization and its principals are not suspended or debarred from any Federal or State program.

Mr. Michael W. Faulk, Contractor (Vendor)
2713 Indian Mound Boulevard, Monroe, LA 71201
Tax ID #/SSN

, President
City of Baker School Board

Acting Superintendent
City of Baker School System

Rena Mitchell, M.Ed./MBA

CITY of BAKER SCHOOL SYSTEM SUPERINTENDENT SEARCH

**Rena@Skipstone.com
(512)940-8904**

Renae Mitchell, M.Ed./MBA - BIO

Given my knowledge as a current board member for 8 years and President for the past 2 years coupled with my experience in education, school systems, and superintendent/executive searches/human resources, I would love the opportunity to work with the City of Baker School System to hire a well-qualified Superintendent who will be an asset to the district; successfully care for all students; and positively promote the district.

I received an M.Ed./MBA from the University of Texas @Austin from the McCombs School of Business with a concentration in Education, Human Resources, and Organizational Development Leadership. Undergraduate from Southeastern Louisiana University in Hammond, Louisiana. My three siblings and I all attended Baker Jr. High and graduated from Baker Sr. High School. My husband also attended Baker Elementary, Baker Jr., and Sr High schools. We all grow up in the Baker area with other family members and friends as well.

I have 25 years of experience leading and directing school districts and companies in areas including but not limited to superintendent/executive search/recruitment, hiring and executive coaching, strategic planning, program implementation, process improvements, and achieving legislated priorities. My executive search/recruitment experience includes positions such as School Superintendents, Independent School District cabinet/executive staff, CEO, CFO, lawyers, City Managers, Directors, etc.; and working for the City of Austin, Hi-Tech companies, and startups, etc. In my current position as President and past positions as Vice President for the Pflugerville Independent (PfISD) School Board and Vice President for the Central Texas School Board Association (CTSBA), I work with Texas school boards and Superintendents in a collaborative effort to operate more effectively and efficiently so that our students are equipped with tools to reach their full potential. CTSBA covers 60 school districts that serve over 420,000 public school students.

In my position on the board for 8 years, I oversee the management of the district which includes collaborating to adopt policies and procedures and to achieve consistent and reliable leadership/administrators. Given my Human Resources professional expertise and education experience, I work closely with the Superintendent in developing the district's strategic plan, recruitment strategies and re-engineering/reorganizing the school district. I also serve as chair of the school board's policies, legislative, and Superintendent Evaluation committees. I have been an advocate for the Public School system for over 26 years.

Just a little more about me and my accomplishments which include working with school districts and businesses to deal with growing concerns of “work-life balance” and most recently due to COVID-19 and the pandemic “student-parent-life balance;” helping all to feel valued and in knowing that they are important and how to consistently achieve high standards; motivating/coaching Superintendents, Administrators, Boards, Executives, etc. Professionally, I have dealt with the economy’s downturn and how “to do more with less.”

Conducting Superintendent and Executive searches and working with school districts and organizations to be successful in establishing and achieving their goals is a love, joy, and pleasure for me; and it is something that I am deeply passionate about.

Professional Boards, Commissions and Affiliation Served

- Leadership Texas School Board Association graduate earning the title “Master School Board Trustee”
- Past Chamber of Commerce Board Member
- Past Education Foundation Board Member
- Past Planning and Zoning Commissioner
- Past PTO President for Elementary and Middle Schools
- Past President of Athletic Booster Clubs
- Career and Technical Association of Texas 2019 Champion of the Year
- 2019 Chamber of Commerce Contributor of the Year

Superintendent Search Process

Representative: Renae Mitchell

Scope of Work

Renae will customize the Superintendency search for the City of Baker School System (CBSS) to seek candidates and finalists who will best meet the needs of CBSS and successfully care for and positively promote the district. We will guide the board through the process beginning with defining, specifying, and identifying the desired educational and administrator skills and characteristics for your next superintendent. We will work together with you to best understand your district's needs. All the information collected will assist us in identifying superintendent candidates for you to interview that meet your requirements and in addition who will be excited about working with you for your students' success. Our process will allow you, the board, to concentrate on what is most important, the interview and selection of the best Superintendent that exhibits exceptional leadership skills. You will have personal and direct contact information for Renae Mitchell.

Superintendency Search to include the following...

- Planning discussions with the board to establish the activities for the search
- The creation of a profile (qualifications and characteristics) for the new superintendent
- Board building sessions (this includes Renae meeting with the board, collectively)
- Community Input sessions with stakeholders...
 - City Leaders including Mayor, Council Members, and/or the City Manager
 - Baker Chamber of Commerce President, Leaders, business members
 - Business Members who may not be a part of the Chamber
 - CBSS PTO and Parent groups
 - City of Baker Church Leaders
 - Any other groups the board deems necessary
- Develop job description/qualifications for advertising (board to review and approve prior to posting)
- Position Advertised and search/recruitment – including recruiting desired candidates
- Screening Applications
- Present the top 10 who meets desired qualifications (all who applied and meets qualification will be available for the board's review if desired)
- Board to select their top 5 to interview
- Assist with developing interview questions and structure
- Board to Interview Candidates
- Provide personal references checks on final candidates
- Negotiation salary and compensation plan with final candidate as identified by the board
- Name and recommend a candidate in accordance with local and state requirements
- Transition planning for the new Superintendent

Timeline

We will map out a detailed proposed timeline that meets the CBSS specification and needs.

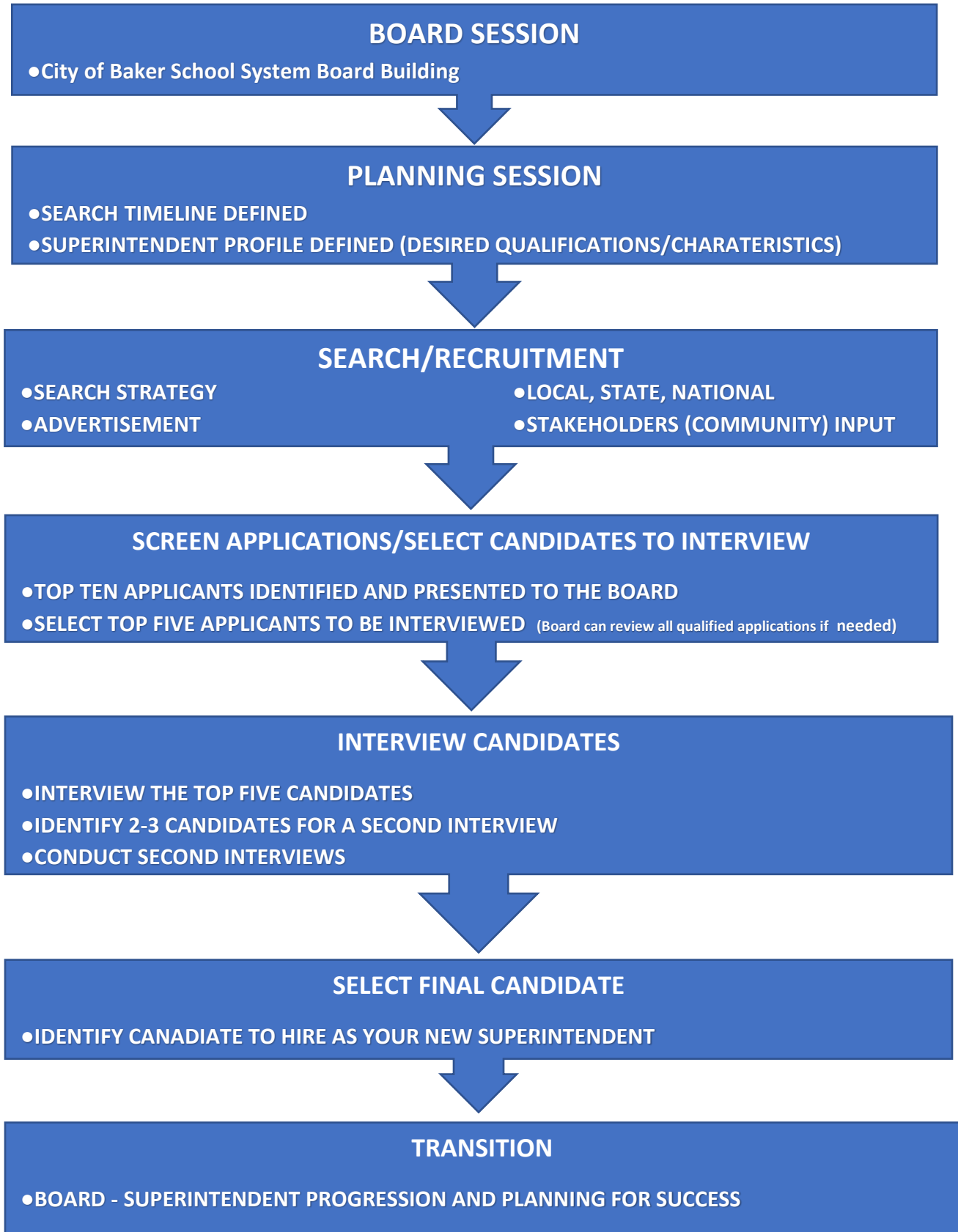
Rate

The rate includes board planning sessions, and providing board guidance throughout the entire process including the start of engagement and the onboarding for the CBSS new superintendent. I will ensure that you are set up for success with the new CBSS superintendent.

Rena Mitchell

CITY of BAKER SCHOOL SYSTEM SUPERINTENDENT SEARCH PROCESS

The information below explains MP's search process and all the work MP will do with the board's input.



Renae Superintendent Search Rates

Description of Service	Rate
Superintendent Search including initial board building session thru the onboarding of the new Superintendent Superintendent - board building session	\$6,000 Plus expenses

Renae Mitchell Additional Services

Superintendent Contract

Superintendent Performance Evaluation Plan

Superintendent Progression Planning for Success

Executive Coaching

Organization Structure Review and Design

Strategic Planning

Human Resources Solutions



City of Baker School System Superintendent Search Proposal

June 2022



9331 Bluebonnet Boulevard, Baton Rouge, Louisiana
www.consultssa.com

INTRODUCTION

Since 1970, SSA Consultants (SSA) has provided consulting, executive recruitment, and development services for a wide variety of private and publicly traded companies and federal, state, and local governmental agencies. Today, SSA is a Hudson-certified, woman-owned small business offering consulting services through a team of professionals with diverse academic credentials and complementary, real-world management experience. The expertise of this team enables SSA to provide the quality of comprehensive consulting services that help organizations improve their performance.

The City of Baker School District (CBSD) seeks to engage a firm to assist them to conduct a national search for a highly qualified Superintendent. SSA has conducted numerous successful searches for school boards and other governmental agencies in Louisiana, and we are pleased to provide this proposal to assist the CBSD to define the requirements and recruit and select a highly qualified individual for this important role.

METHODOLOGY

SSA's executive search methodology includes three basic components:

1. Define/clarify client needs and create an ideal executive profile;
2. Advertise for, network, and recruit qualified applicants; and
3. Screen applicants and develop final recommendations.

Step 1: Define/Clarify Client Needs and Create an Ideal Executive Profile

The first step in the executive search methodology is focused on understanding the organization's culture and gaining consensus regarding the organization's needs and priorities. This initial step includes work to define the ideal candidate, as well as an outline of the steps and timeline for the search process.

SSA will work closely with the CBSD to gather input and information to create a candidate profile describing the optimal candidate. The profile will be used throughout the search process – to guide SSA's advertising, networking, recruiting, and screening efforts.

An additional component in Step 1 has to do with providing opportunities for public input. SSA will work with key CBSD Board leaders to identify key stakeholders who could be included in a focus group, online surveys, and/or public meetings.

Step 2: Advertise, Network, and Recruit Qualified Applicants

This second step is focused on casting an appropriately wide net to produce a variety of qualified applicants. Utilizing the candidate profile, SSA will design and place job advertisements on relevant online sites such as education bulletin boards, Superintendent Associations, Indeed, LinkedIn, and in newspapers across the state.

Because most top candidates are not looking at advertisements for available positions, SSA will create a customized job flyer for more targeted distribution to potential applicants through available professional associations, bulletin boards, and networks. SSA employs a unique process to source highly qualified candidates who many not be currently seeking a new job but may be an excellent fit for our clients.

Step 3: Screen Applicants and Develop Final Recommendations

SSA takes an objective, team-based approach to reviewing resumes and conducting the initial screening of applicants. Through a series of screening interviews and client engagement, we identify top (best fit) candidates. SSA compares relevant personal and professional characteristics of each high-potential candidate. Utilizing a version of the Hogan Leadership Assessment, SSA then performs an overall job fit analysis on each of the final candidates utilizing client descriptions of organizational culture and expectations compared to candidate characteristics. We also conduct in-depth reference checks and provide basic due diligence designed to verify candidate legitimacy.

Finally, SSA presents the results of this analysis to our client to help guide them through their assessment of each short-listed candidate and the final selection process. Working closely with the CBSD, SSA will provide the final recommended candidate or candidates to the client for consideration.

TIMELINE

The graphic below illustrates the proposed major phases of the search process. SSA will work closely with the CBSD Board and key stakeholders to ensure that all relevant activities that are identified and will develop a realistic timeline and project plan to ensure a successful placement.



INVESTMENT

The financial investment required for this executive search is \$43,725.00. This fee includes profile development, materials for the search, mailings, job posting costs, Hogan BASIS assessments, all networking calls, reference checks, etc. Travel for candidates and extensive background checks will be handled by the CBSD, or if requested, SSA will handle these activities and invoice the CBSD for the actual cost of the items with supporting documentation.

Breakdown of Hours and Cost Per Step		
Activity	Hours	Cost
Step 1	53	\$14,575.00
Step 2	53	\$14,575.00
Step 3	53	\$14,575.00
Total	159	\$43,725.00

SSA will invoice CBSD for work completed at the end of each step as outlined in the table above.

SSA's search services are guaranteed for one year from the date of hire. If the selected candidate leaves or is terminated, SSA will conduct a new search at no additional charge (other than travel and extraordinary hard costs).

ABOUT SSA CONSULTANTS

SSA Consultants is an organizational development and management consulting firm based in Baton Rouge, Louisiana. Our consulting services are designed and delivered to meet clearly defined client needs and our clients span both the public and private sectors and range from nonprofits to Fortune 500 companies to government entities (state and local). We utilize a

OUR MISSION

We are in the business of helping our clients improve their performance.

collaborative methodology – combining our insights and expertise with those of our clients – to create straightforward consulting services and simple organizational tools with the power to create new understanding and positive change.

SSA's services include: strategic planning, executive search services, organizational design and development, operational design and planning, work process redesign, performance management and improvement, systems integration and design, cultural transformation, training and leadership development, customer service improvement, stakeholder outreach, project management, best practice research and analysis (including public policy), grant writing, facilitation/negotiation/problem-solving, compensation and benefit studies, and communications development and management.

SSA and its clients have received numerous awards as a result of their projects. Some of the more notable awards are the Better Business Bureau for South Central Louisiana's 2008 Douglas Manship Jr. Torch Award for Ethics in Business; the Press Ganey Compass Award for the most improvement in Customer Satisfaction scores in large hospitals awarded to Covenant Medical System in Texas; the Journal of Emergency Medical Services (JEMS) award for the nationally-recognized "Carpe Diem" program designed for Acadian Ambulance; and the Louisiana Quality Award for process improvement work with Rapides Regional Medical Center.

SSA Consultants has provided executive search services for numerous clients. Below is a sample of relevant Superintendent/executive level searches conducted by SSA.

- Special School District, State of Louisiana – Superintendent
- BREC – Superintendent
- East Baton Rouge Parish Department of Public Works – six positions including Directors of Environmental Services; Transportation and Drainage; Maintenance; Buildings and Grounds; Fleet Management; and Development
- Louisiana Housing Corporation – Executive Director

-
- Coastal Protection and Restoration Authority – Executive Director
 - Louisiana Emergency Response Network (LERN) – Executive Director
 - Louisiana Board of Medical Examiners – Director of Operations
 - French Market Corporation – Executive Director
 - Louisiana Cancer Research Center – Chief Administrative Officer
 - Louisiana Department of Health, Office of Public Health – COVID Coordinator and Director of the Bureau of Community Preparedness
 - Baton Rouge Area Chamber (BRAC) – President and CEO
 - The Water Institute of the Gulf – President and CEO
 - Audubon Nature Institute – Human Resources Director
 - Audubon Nature Institute – Assistant to the CEO
 - Aunt Sally’s Pralines – Chief Executive Officer
 - MidSouth Bank – Chief Operating Officer
 - Louisiana Physical Therapy Board – Executive Director
 - Louisiana Community and Technical Colleges System – Executive Assistant to CEO

“Audubon has used the services of SSA for executive searches, strategic planning, economic impact reports, and organizational structure studies to name a few. My Senior Vice President for Customer Service and Human Resources was found by SSA from 354 candidates. SSA’s work is professional, timely, reasonable in price, and effective.”

William H. Kurtz

Retired Senior Executive Vice President and Chief of Staff, Audubon Nature Institute



Christel Slaughter, PhD | Chief Executive Officer and Partner

Dr. Christel Slaughter is a partner at SSA Consultants, and for over 30 years, she has led executive searches and organizational change efforts for hundreds of clients across the United States with a concentration of this work focused in the public sector.

Some of her work includes leading the cultural organization transformation of a publicly traded community bank; designing and implementing an award-winning customer service program for a large health care institution; leading an ongoing organizational development, design, and build-out of the Louisiana Emergency Response Network; and designing integration strategies for the State of Louisiana's multibillion-dollar coastal protection and restoration efforts. Christel also worked to establish and implement Blueprint Louisiana, a statewide grassroots reform effort. She was the Project Director of the East Baton Rouge City-Parish Green Light Plan, serving as the direct link between government officials, program management team members, and the communities and stakeholders they both support.

In addition to client engagements, she is also a nationally recognized public speaker, presenting at notable conferences such as the National Association of Bar Executives, the Louisiana Association of Nonprofit Organizations, and the Diocesan Fiscal Management Conference.

Prior to embarking on her consulting career, Christel served as a faculty member at Louisiana State University for seven years as a Distinguished Alumni Professor. She holds a Bachelor of Science in Marketing and a doctorate degree in Systems Management and Organizational Design from LSU, and while preparing for her doctorate, the Academy of Management Doctoral Consortium selected Christel as one of the top 35 doctoral students in the nation.

Areas of Expertise

- Executive Searches
- Compensation and Benefit Studies
- Change Management
- Performance Improvement
- Strategic Planning
- Outreach and Education
- Training and Development
- Facilitation
- Leadership Selection and Development
- Organizational Design and Development

Representative Clients

- Special School District
- CPRA
- Louisiana Emergency Response Network
- Louisiana Department of Hospitals
- Louisiana Housing Corporation
- East Baton Rouge Parish Government
- St. Charles Parish Government

Education & Certifications

- PhD Systems Management and Organizational Design, LSU
- B.S. Marketing, LSU
- Certified Hogan Assessment Systems Leadership Consultant



Sarah Bowden | Consultant

Sarah Bowden has developed a breadth of experience and in specialized research and complex analysis for projects in both private, non-profit, and public organizations. Her experience includes developing operational designs for organizational assessment and evaluation, analyzing current practice standards, and implementing best practice research from a variety of industries and regions.

Sarah's experience includes working with the Baton Rouge Police Department to create a Compensation and Benefits Study for all sworn officers in the organization, which included the formulation of recommendations to maximize the organization's efficiencies and employee satisfaction. She has been involved in several other compensation and benefit plan studies for public entities, playing a key role in data analysis and comparable market research.

She has also worked with the Parish of Ascension in developing up-to-date job descriptions and implementing a performance-management system, to enact cultural change within the Parish. In addition, she has also assisted the Baton Rouge Area Chamber in their operational analysis of the Intern BR Program.

She has worked with the Louisiana Department of Health conducting several executive searches in order to fill multiple high-level roles within the organization, which includes conducting personality assessments to assess cultural and job fit.

She has worked with the Diocese of Baton Rouge in the reorganization of the IT, CLTV, and other internal departments, which included developing a funding plan for organizational changes.

Education & Certifications

- B.A., Economics, LSU
- Minors: Psychology, Global Diplomacy, Sociology

Areas of Expertise

- Compensation and Benefit Analysis
- Performance Management
- Executive Searches
- Employee Engagement
- Environmental Assessment

Representative Clients

- Special School District
- Ascension Parish Government
- Baton Rouge Police Department
- Capital Region Planning Commission
- Leadership Academy
- BREC
- BASF
- BRAC
- City of Baton Rouge, Parish of East Baton Rouge
- City of New Orleans
- CRPC
- East Baton Rouge Sheriff's Office
- Rapides Parish
- Baton Rouge North Economic Development District



Recruitment Services

for School Districts

Introduction

Your Recruitment and Staffing Partner

Chief of Minds Staffing, LLC is a recruitment management company with over 36 years of experience in life-cycle recruitment and talent management solutions.

Our Mission

To provide high quality, cost effective recruitment solutions that increase productivity, profitability, performance, and organizational growth for our clients.

Objective

Decuir, Clark & Adams, L.L.P. seeks to partner with a high-performing recruitment and staffing firm to recruit, screen, and assist with selecting a Superintendent for the Baker School District.

The information contained within this correspondence is CONFIDENTIAL and intended only for the use of the individual or entity named herein and is privileged and confidential and exempt from disclosure under applicable law. Any dissemination, distribution or copy of this communication other than to the person or entity named is strictly prohibited. If you have received this document in error, please notify us by telephone and destroy the original (and any copies). 225.754.9506

Our Team

Our team offers:

- A strong knowledgeable and experienced management and consulting team with the capability to deliver professional, high quality services that are fundamental to the execution of successful recruitment and HR solutions.
- 36+ years of combined human resources and recruitment experience working with nonprofit, public, and private clients.
- An approach that delivers services based on integrity, honesty, and quality execution. Our services ensure compliance with federal, state, and local laws, emerging changes, innovative technology, trends and major changes in the industry.
- Over 18 years life-cycle recruitment experience (sourcing, screening, interviewing, rubric creation, offer negotiation, and monitoring).



RECRUITING TALENT

Recruitment

Unique differentiator: We are recruitment consultants, we don't take and fill job orders.

Employees are your number one asset. That is why we take time to learn more about your organization, the position you want to hire, organizational capacity, and vision for growth. Sure, we can send three candidates the next day, however, that won't solve the problem if we don't understand your culture, expectations, and best candidate profile.

The stress of managing recruitment internally....

- Posting to numerous job boards waiting for candidates to apply
- Browsing 100s of resumes (decline in productivity)
- Scheduling and completing phone interviews with unqualified candidates
- Lack of time
- Candidates declining the job offer

We manage the recruitment process for you...

- COM Staffing attracts candidates for your vacancy
 - COM Staffing creates the candidate avatar
 - COM Staffing creates and manages job posting(s)
 - COM Staffing advertises the job posting(s) on select job boards
 - COM Staffing recruits candidates within our database and network

Retained Search Placement: The Client interviews candidates and extends an offer of employment. Once the terms are negotiated and accepted, the candidate will go directly onto the client's payroll.

Typical **Retained Search** Recruitment Process:

- Advertisement of vacancy
- COM Staffing conducts phone interviews with select candidates

- COM Staffing forwards qualified candidates for client interviews
- Client interviews qualified candidates

- COM Staffing performs background and historical checks for vetted candidate(s):
 - a. Letters of Interest
 - b. Resumes
 - c. Background Checks
 - d. Letters of Recommendation
 - e. Social Media Screening

- COM Staffing extends an offer on behalf of the client

This process may vary dependent upon the client's recruitment process.

Temporary Staff: Temporary staff arrangements are provided for a certain period of time based on the needs of the client. Temporary employees are not allowed to operate vehicles, handle cash, lift over 40lbs., or handle hazardous or dangerous (sharp, rusty, dirty, etc.) materials on any assignment.

Temp-to-Hire Placement: Temp-to-hire placements are placed on temporary assignments with the possibility of the position becoming full-time. Should the client decide that the person they have selected for a temp-to-hire arrangement is not a good fit, the client should inform COM Staffing that a replacement is needed. If this decision is made during the first three weeks of the temp-to-hire period, the new person will pick up the number of hours that their predecessor accumulated. If this decision is made after the first three weeks, the temp-to-hire's accumulation must start over. Only one replacement is allowed per temp-to-hire. COM Staffing assumes all risk and liability as the employer of record. Most clients choose 520 assignments, however, COM Staffing will adjust the time frame based on client's needs. Note that shorter assignments require higher bill rates. If the client and temp-to-hire employee determine that they would like to work together on a full time basis before the predetermined hours have been worked, a liquidation fee can be calculated and billed in lieu of the remaining temporary hours.

MINIMUM ASSIGNMENT (Temporary and Temp-to Hire): Daily assignments will be no less than four (4) hours in length. The Client will be billed a minimum of four (4) hours for each employee assigned, regardless of the actual hours worked. Should weather conditions prohibit an employee from commencing or continuing an assignment involving work out of doors, the Client will be billed a minimum of one (1) hour for each employee who

reports to work, and no less than four (4) hours per employee once the work has commenced.

Payroll (Temporary and Temp-to-Hire Positions only)

COM Staffing runs payroll on a bi-weekly basis for all services listed above. Each temporary employee is responsible for submitting their time sheet prior to the deadline (Monday at 10:00 a.m.). They must also confirm that their fax or email has been received. Should a temporary employee miss the submission deadline or fail to call to confirm that we received it, they must wait until the next bi-weekly payroll is run.

As recruitment consultants, we find innovative strategies for improving hiring quality, decreasing turnover, and increasing employee engagement.

Let's work together to identify quality, high-performing educational staff that have the right qualifications, but also fit the culture at NSBR's charter partner schools.

Your Investment

COMPENSATION



Recruitment (Direct Hire)

See services section for full description.

Retained Search Service Fee for executive level positions:

28% of gross salary (first year's compensation)

Retainer Fee: one-third (1/3) of the estimated total service fee upon execution, one third (1/3) upon presentation of short list of candidates and remaining balance due thirty (30) days after candidate presentation.

Exhibit A

EXHIBIT A

EXHIBIT A
("Services")

Consultant/Independent Contractor: Chief of Minds, LLC
Address: 4626 Sherwood Common Blvd. Suite 104 Baton Rouge, LA 70816
Telephone: 225-754-9506
Email: Irobichaux@chiefofminds.com

Client: Decuir, Clark & Adams, L.L.P.
Address: Listed in Signature section
Primary Contact Telephone: Listed in Signature section
Primary Contact: Monica Moton

Consultant shall provide the following services ("Services") to Client pursuant to this Agreement:

As listed in the "Services" section

Any work beyond the Services listed above will require further approval along with an addendum to this Agreement or additional contract.

Services Date: Upon execution of the agreement

Compensation: Client agrees to pay Consultant as listed in the "Your Investment" section.

Exhibit B

Exhibit B

Payables: Consultant will invoice Client the following fees upon execution of this agreement:

Initial Retainer Fee

Consultant will begin work after receiving payment or approval of bank draft.

Invoices will be sent and executed as outlined in the Agreement section. All payments are due as outlined in the Agreement section. Any unpaid balance owed to COM by Client will also be subject to a periodic charge of one and one-half (1 1/2) percent per calendar month (or such lesser maximum interest rate if set by applicable law at a lower rate) until paid in full. There is a \$150 charge for all NSF transactions.

SIGNATURE

Let's Partner

This proposal was developed based on the scope of services detailed above. Any work beyond the scope of this agreement will require revision and further approval.

I accept the proposal above and I have read and understood the Terms and Conditions of services provided by Chief of Minds.

IN WITNESS WHEREOF, the parties have caused this Proposal to be duly executed as of the date written and/or signed below.

SUPERINTENDENT'S REPORT
ADMINISTRATIVE, INSTRUCTIONAL, AND SUPPORT STAFF POSITIONS
TUESDAY, JULY 11, 2023, 6:00 P.M.

CERTIFICATED AND OTHER PROFESSIONAL PERSONNEL

APPOINTMENT(S):

1. Baker, Kimberlin-09 month Baker Heights Elementary School Kindergarten Teacher, effective 8/7/2023
2. Dartez, James-12 month Certified (Health & Physical Education) Baker High School Classroom Teacher with additional 'at will' duties as Athletic Director + Head Football Coach, effective 7/1/2023
3. Guy, Randall-09 month Certification (Out of State Certificate Pending Social Studies) Park Ridge Academic Middle Magnet Program; effective 8/7/2023; (pending background and drug screen results)
4. Holmes, James Earnest Sorrell-10 month + 1 month supplement Baker High School Non-Administrative Dean of Students Certified (Career and Technical Education Jobs for America's Graduates Specialist); effective 7/17/2023
5. Jackson, Justin-09 month Baker High School English Teacher; effective 8/7/2023
6. Matthews, Frelynda-09 month Certified (Pre-K to Third Grade) Park Ridge Academic Magnet Program First Grade Teacher, effective 8/7/2023
7. McHenry, Melanie Dr.-09 month Second Grade Teacher; effective 8/7/2023 (pending background and drug screen results)
8. Roach, Michael-09 month Certified (Health and Physical Education) Special Education Teacher; effective 8/7/2023 (pending background and drug screen results)
9. Sung-Jin, Kim-09 month Baker High School Certified (6th-12th Grade Mathematics) Teacher; effective 8/7/2023

CAMPUS RE-STRUCTURING AND SALARY SCHEDULE RE-APPOINTMENTS AFTER RE-APPLICATION AND RE-INTERVIEW OF NON-TENURED CERTIFIED AND NON-CERTIFIED TEACHERS (Effective Date of Appointment, 8/7/2023, the first day for nine month employees)

Baker Heights Elementary School and Park Ridge Academic K-5 Magnet Program

Baker Heights Elementary

1. Addison, Gaynell-09 month SPED Self Contained Teacher; originally hired 8/4/2016
2. Anderson, Ke'Aira, 09 month Second Grade Teacher; re-assigned from First Grade; originally hired 8/1/2021
3. Butler, Nicole-09 month Certified 1st-5th Third Grade Teacher; originally hired 10/22/2013
4. Caesar, Kenya-09 month Health & Physical Education Teacher; originally hired 8/19/2021
5. Dawson, Pamela-09 month Kindergarten Teacher; originally hired 8/3/2021
6. Ennis, Colleen-09 month Certified Music Teacher; originally hired 8/3/2017
7. Garner-Jones, Marisa-09 month Certified Pre-K Teacher; originally hired 9/16/2019
8. Glaser, Leigh-09 month Certified Pre-K Teacher; originally hired 1/26/2016
9. Harvey, Edna-09 month SPED Pre-K Non-Categorical Teacher; originally hired 8/11/2021
10. Hopkins, Monisha, 09 month Fourth + Fifth Grade Combination Teacher; re-assigned from Second Grade; originally hired 10/11/2020
11. Laphand, Barbara-09 month 1st-8th Grade Certified Fourth + Fifth Grade Combination Teacher; re-assigned from Fourth Grade Math + Science; originally hired 8/3/2022
12. Ridgley, Malachi-09 month Fourth + Fifth Grade Combination Teacher; re-assigned from Fifth Grade Social Studies and English; originally hired 8/2/2021
13. Styraneck, Carolyn-09 month SPED Teacher; re-assigned from Kindergarten; originally hired 8/3/2022
14. Walker, Tina-09 month Pre-K Teacher; originally hired 11/11/2021
15. Washington, Fraundla-09 month 1st-5th Certified Third Grade Teacher; originally hired 7/30/2019

Park Ridge Academic K-5 Magnet Program

1. Odell, Laura-09 month 1st-8th Certified Third Grade Teacher; originally hired 8/2/2021

Baker High School

1. Adams, Marjorica-09 month Certified Career Tech Ed Teacher; effective 8/7/2023; originally hired 8/3/2018
2. Ahmose, Okoye Dr.-09 month Career Tech Ed Teacher; effective 8/7/2023; originally hired 8/3/2022
3. Bailey, Dorian, Dr.-09 month Certified Science Teacher; effective 8/7/2023; originally hired 10/5/2011
4. Beathley, Cardiss-09 month Science Teacher; effective 8/7/2023; originally hired 8/15/2022
5. Bornslater, Regina "Beth"-09 month Social Studies Teacher; effective 8/7/2023; originally hired 8/3/2022
6. Bright, Armer Dr.-09 month SPED Teacher re-assigned from Social Studies; effective 8/7/2023; originally hired 8/3/2018
7. Broussard, Nia-09 month English Teacher; effective 8/7/2023; originally hired 8/2/2021
8. Kaglear, Anthony-09 month Band Teacher; originally hired 8/3/2022
9. Brown-McGee, Kenedi-09 month SPED Teacher; originally hired 8/2/2021
10. Mitchell, Kenneth-09 month Certified Social Studies Teacher; originally hired 8/7/2015
11. Nelson, Nakia-10 month Career & Technical Ed Teacher and Coordinator; originally hired 8/5/2019 and promoted to 10 month on 10/21/2022
12. Richardson, Gloria-09 month Mathematics Teacher; originally hired 8/15/2022
13. Stewart, Roland-09 month English Teacher; originally hired 8/5/2019

Baker Middle School and Park Ridge Academic 6th-8th Middle Magnet Program

1. De-Laune-Edwards, Robin-09 month Certified (Mild Moderate 1st-12th Middle School and Elementary) English Language Arts Teacher re-assigned from SPED; originally hired 7/20/2017
2. Ezebunwa, Norbert "Chris"-09 month Health & Physical Education Teacher re-assigned from Social Studies; originally hired 8/3/2022
3. Washington, Demetrius-09 month Behavior Modification Center/Computer Lab/Floating Teacher re-assigned from Health & Physical Education, originally hired 8/3/2020
4. Williams, Tamika-09 month SPED Teacher; originally hired 7/24/2019

RETIREMENT(S):

1. Grisby, David-12 month Supervisor of Human Resources, effective 7/10/2023; hired 10/8/2012 (10 $\frac{3}{4}$ years with District and 33 years in education)
2. Solomon-Perry, Matilda-09 month Baker High School Business Education Teacher, effective 08/01/2023; hired 08/07/2013 (10 years with District with 36 years in education)

RESIGNATION(S):

1. Brumfield, Janee-09 month Certified Ancillary for Math Professionals Baker High School Mathematics Teacher, Personal Reasons, effective 08/04/2023; hired 11/3/2022
2. Jarrell, Loretta-09 month Substitute Teacher, Teacher's Retirement System of Louisiana (TRSL) Procedural Retiree Yearly Refund Resignation Only, effective 5/25/2023
3. Taylor-Jones, Adrienne Dr.-09 month Certified SPED Baker High School Exceptional Student Services Severe & Profound Teacher, Teacher's Retirement System of Louisiana (TRSL) Procedural Retiree Yearly Refund Resignation Only; effective 5/25/2023; hired 8/6/2014
4. Shaffer, Amber-09 month Certified 1st-5th Grade Baker Heights Elementary School; personal reasons; effective 8/6/2023; hired 7/28/2018

120 NOTICE OF NON-RENEWAL OF JULY 2021-JUNE 2023 ADMINISTRATIVE CONTRACT(S):

1. Caine, Antonia, 12 month High School Associate Principal, effective 10/13/2023 120 days from 6/16/2023 notification; hired 7/7/2021
2. Carter, Brenda, 11 month Middle School Assistant Principal, effective 10/13/2023 120 days from 6/16/2023 notification; hired 8/2/2021

REDUCTIONS IN FORCE OF JULY 2022-JULY 2024 ADMINISTRATIVE CONTRACT(S):

1. Brock, Hamilton-12 month High School Principal, effective 10/13/2023; hired 9/24/2012
2. Lee, Vereta-12 month Supervisor of Student Support Services, effective 10/13/2023; hired 10/24/2011 and promoted 7/1/2015

TENURED TEACHERS WHO DID NOT HAVE TO RE-APPLY BASED ON HAVING THREE YEARS + ONE DAY IN THE DISTRICT BY 9/1/2012 OR FIVE/SIX HIGHLY EFFECTIVE COMPASS EVALUATION RATINGS BETWEEN 2012-2023

Baker High School

1. Hughes, Jennifer-09 month Certified P.E. Teacher (Tenured); originally hired 8/7/2003
2. Jackson, Dorothy-09 month Certified Biology 6th-12th Teacher (Tenured); originally hired 8/7/2003

Baker Middle School

3. Anthony-Grimes, Sandra-09 month Certified Computer Science and STEM Teacher (Tenured); originally hired 8/5/2024
4. Williams, Tory Jamal Turner-09 month Certified Band and STEM Teacher (Tenured); originally hired 8/6/2009

Park Ridge Academic Magnet School

5. Walls, Gertrude-09 month Certified Second Grade Teacher (Tenured); originally hired 8/7/2003

Baker Heights Elementary School

6. Barnett, Myrtle-09 month SPED Teacher (tenured); originally hired 08/05/2004

**CAMPUS RE-STRUCTURING AND SALARY SCHEDULE NON-CONTINUANCES OF EMPLOYMENT
AFTER RE-APPLICATION AND RE-INTERVIEW OF NON-TENURED CERTIFIED AND NON-
CERTIFIED TEACHERS**

Baker Middle School

1. Brown, Jeffery-09 month 4th-8th Grade Certified Mathematics Teacher; effective 7/10/2023; originally hired 7/25/2018
2. Coates, Kenya-09 month Science Teacher; effective 7/10/2023; originally hired 7/30/2019
3. Oliver, Richard-12 month Certified P.E. Teacher; effective 6/30/2023; originally hired 6/9/2021
4. Scott, Makeba-09 month English Language Arts Teacher; effective 7/10/2023; originally hired 9/16/2021
5. William, Quinteria-09 month English Language Arts Teacher; effective 7/10/2023; originally hired 8/7/2020

Park Ridge Academic Elementary Magnet Program

1. Cannon, Laron-09 month 4th + 5th Grade Social Studies and English Teacher; effective 7/10/2023; originally hired 8/16/2021
2. Snowden, Anna-09 month Second Grade Interventionist Teacher; effective 7/10/2023; originally hired 10/20/2022
3. Shropshire, Olukemi-09 month Certified (4th-8th Grade Science) Middle School Science + Social Studies Teacher; effective 7/10/2023; originally hired 8/2/2021
4. Wilson, Stephanie-09 month First Grade Teacher; effective 7/10/2023; originally hired 10/5/2022

Baker High School

1. Bradley, Tavia, Mathematics Teacher, effective 7/10/2023; hired 8/3/2018
2. Henderson, Jarrett-09 month SPED Teacher; effective 7/10/2023; hired 8/4/2021
3. Shropshire, Devon-09 month Adapted and Regular Physical Education Teacher; effective 7/10/2023; hired 8/3/2022
4. Spears, Ellis-09 month Health & Physical Education Teacher; effective 7/10/2023; hired 8/2/2021

Baker Heights Elementary School

1. Johnson, Merissa-09 month Second Grade Teacher, effective 7/10/2023; hired 8/2/2021
2. Moncriste, Brenda-09 month Certified Math Middle and High School Math Teacher; effective 7/10/2023; hired 8/20/2021
3. Poole, Melisha-09 month First Grade Teacher, effective 7/10/2023; hired 8/15/2022
4. Vance, Leora-09 month Certified SPED Self-Contained Teacher, effective 7/10/2023, hired 9/6/2005 (Retirement pending)

NON-CONTINUANCE(S) OF EMPLOYMENT:

1. Georgetown, Morgan-10 month 504 Coordinator and Behavior Interventionist Strategist, effective 6/8/2023; hired 7/19/2023
2. Henderson, Andraei-10 month Instructional Coach, effective 6/27/2023; hired 3/6/2023

NON-CERTIFICATED AND OTHER SUPPORT PERSONNEL

APPOINTMENT(S):

1. May, Daniel-09 month Baker Heights Elementary School Paraprofessional; effective 8/7/2023 (pending background and drug screen results)
2. Stewart-Norwood, Sheryl-09 month Baker Heights Elementary School SPED Paraprofessional; effective 8/7/2023
3. Stevenson, Christopher-12 month Baker High School Head Custodian; effective 7/11/2023

RESIGNATION(S):

1. Sherie Irvin-09 month School Food Service Technician IV; effective 6/28/2023; another job in another school district; hired 8/25/2016

RETIREMENT(S):

1. Franklin, Latonia-12 month Baker Heights Elementary Executive School Secretary, effective 6/30/2023; hired 8/7/2003 (20 years with the District and 21 years in education)
2. White, Larmulus-09 month School Food Service Technician, effective 6/20/2023; hired 8/7/2003 (20 years with the District and 23.15 in education)

NON-CONTINUANCE(S) OF EMPLOYMENT:

1. Williams-Brooks, Krischell-12 month Executive Secretary to Federal & State Programs, effective 9/30/2023; hired 7/26/2008
2. Clark, Iris-09 month Baker Heights Elementary School ESSER Three Academic Interventionist Support Paraprofessional, effective 5/25/2023, hired 1/6/2020
3. Crowder, Cassano-12 month Interim Baker High School Custodian; effective 6/30/2023; hired 3/20/2023
4. Dugas, Sondra-09 month Baker Heights Elementary School ESSER Three Special Education Paraprofessional, effective 5/25/2023; hired 10/1/2021
5. Emery, Shaderick-09 month Bus Operator, effective 6/27/2023; hired 12/13/2021
6. Kyer, Pearl-10 month Baker Heights Elementary School Attendance Clerk, effective 5/25/2023; hired 8/26/2021

TRANSER(S):

1. Rhody, Janet-12 month Executive School Secretary, From Baker Middle School to Baker Heights Elementary School, effective 7/1/2023; hired 1/30/2008

SUMMER STEAMSATIONAL K-12th ACADEMY, 6-12-23 to 7-13-23, 8:30 AM-3:30 PM

Substitute Coordinator

1. Coats, Jonathan, Educational Leader 2 and 6th-12th English Language Arts

STEP Teacher

1. Cage, Jerin, B.S. Criminal Justice SU-BR 5-2023

BAKER HIGH SCHOOL CREDIT RECOVERY 6-5-23 TO 6-29-23, 7:30 AM-11:30 AM

CREDIT RECOVERY TEACHERS

1. Beathley, Cardiss

BUS OPERATORS

1. Emery, Shaderick Will no longer serve as of 6/12/23
2. James, Tashiana Declined Position as reported June 2023

ESS Contracts

1. Jensine Speed (School Social Worker)
2. Brad Batiste (temporary School Social Worker during Mrs. Speed's maternity leave)
3. Speech Language Pathologist (replacing Speech Language Pathology Assistant Kelyshia Kelly):
4. Ashley Fournier (School Psychologist replacing Brittany Norwood)
5. KARE Therapy Services LLC (Occupational Therapist replacing Key Rehab)