



## **LPSB - Regular Board Meeting - Feb 12 2026 - REVISED**

Thursday, February 12, 2026 at 5:30 PM

202 Rue Iberville Lafayette, LA 70508 - Boardroom

### **ADDED:**

3.17 - RISK MANAGEMENT: Extension of Lease Term - Section 16 - Ridge

3.18 - RISK MANAGEMENT: Extension of Lease Term - Section 16 - Ridge - T. Clark LLC - Early

Page


### **1. MEETING OPENINGS**

- 1.1 Pledge of Allegiance to the Flag of the United States of America
- 1.2 Moment of Silence
- 1.3 Opening Comments - Superintendent

### **2. INFORMATION ITEMS**

- 2.1 BOARD: Broussard Middle - Middle School District Champions - Girls Basketball - Jeffers/LeBlanc
- 2.2 BOARD: Broussard Middle - Middle School District Champions - Boys Basketball - Jeffers/LeBlanc

### **3. CONSENT AGENDA**

- 3.1 ACADEMICS: Discussion and/or action concerning Magnet Academy Procedure Changes - Richard/Gardner/Broussard Updates and changes to the Magnet Academy Procedures [Magnet Academy Procedures Revised 2\\_5\\_26.pdf](#) 

8 - 15


That the Board approve updates and changes to Lafayette Parish School System Magnet Academy Procedures.

- 3.2 BOARD: Discussion and/or action concerning Resolution 02-026-2157 Black History Month - Touchet


16

[RESOLUTION 02-026-2157 Black History Month.docx.pdf](#) 


That the Board adopt Resolution 02-026-2157 recognizing Black History Month attached to this agenda item.

- 3.3 BOARD: Discussion and/or action concerning Resolution 02-026-2158 National Teen Dating Violence Awareness and Prevention Month, February 2026 - Latiolais 17  
[National Teen Dating Violence Awareness & Prevention Month - Resolution 02-026-2158.pdf](#) 


That the Board adopt Resolution 02-026-2158 National Teen Dating Violence Awareness and Prevention Month attached to this agenda item.

- 3.4 BOARD: Discussion and/or action concerning Resolution 02-026-2161 National School Resource Officer Appreciation Day - Touchet/Gardner 18  
[National School Resource Officer Appreciation - Resolution 2.12.26.pdf](#) 

That the Board adopt Resolution 02-026-2161 National School Resource Officer Appreciation Day as attached to this agenda item.








- 3.5 BOARD: Discussion and/or action concerning Resolution 02-026-2159 School Board Member Training - Touchet 19  
[2025 School Board Member LSBA Training Resolution \(1\).docx.pdf](#) 

That the Board adopt Resolution 02-026-2159 School Board Member Training as attached to this agenda item.





- 3.6 FACILITIES: Discussion and/or action to transfer \$550,000 from the Capital Improvement Fund Committed for HVAC Equipment Replacement Projects account to fund the parish wide Energy, HVAC, & Controls Assessment Contract within the General Fund - Rabalais/Touchet 20  
[ADG HVAC & Energy Services Priority Planning Assessments 1-13-26 \(2\). - LPSS - HVAC.docx](#) 

That the Board approve the transfer of \$550,000 from the Capital Improvement Fund Committed for HVAC Equipment Replacement Projects account to fund the parish wide Energy, HVAC, & Controls Assessment Contract within the


















General Fund.

- 3.7 FACILITIES: Discussion and/or action concerning a Construction Manager at Risk (CMAR) for the New Wing Additions at Westside and Milton - Rabalais/Touchet  
That the Board approve the recommendation of The Lemoine Company as the Construction Manager at Risk (CMAR) for the new wing additions at Westside Elementary and Milton Elementary/Middle.
- 3.8 FACILITIES: Discussion and/or action concerning Hand Dryer Installation at Multiple Schools for \$225,000 from Self-Funded Construction Fund Contingency - Rabalais/Touchet Action  
That the Board approve the recommendation to transfer funds in the amount of \$225,000 from Self-Funded Construction Fund (Fund 45) Contingency to a new account within the Self-Funded Construction Fund (Fund 45) for hand dryer installation at multiple schools.
- 3.9 FINANCE: Discussion and/or action concerning the February Budget-to-Actual/Revisions for FY 25-26 - Mouton/LeBlanc 21 - 30  
[FY26 Capital Improvement Fund BTA-Revision #7.pdf](#)   
[FY26 Self-Funded Construction Fund BTA-Revision #7.pdf](#)   
[FY26 2025 Bond Construction Fund BTA-Revision #2.pdf](#)   
[FY26 Special Revenue Budget Federal & State BR#2.pdf](#)   
[FY26 State and Local Funding Funds \(20 & 87\) Revision #4.pdf](#)   
[FY26 General Fund BTA - Revision #8.pdf](#)   
That the Board approve the February Budget-to-Actual/Revisions for FY 25-26 as attached to this agenda item.
- 3.10 FINANCE: Resolution 02-026-2163 Amend 2002 1/2% Sales and Use Tax Ordinance - Mouton 31 - 36  
[Lafayette Parish Resolution and Ordinance Amendment 2002 - 0.5% - Repairs Exemption.pdf](#)   
That the Lafayette Parish School Board amend the Lafayette Parish School Board's 1/2% Sales and Use Tax Ordinance - 12-

01-1362 effective January 1, 2002 as declared in Resolution 02-026-2163 that is attached above in the agenda item description.

- 3.11 FINANCE: Discussion and/or action concerning Resolution 02-026-2164 to Amend the Lafayette Parish School Board's 1/2% Sales and Use Tax Ordinance - 12-01-1362 Effective 1965 - Mouton 37 - 41  
[Lafayette Parish Resolution and Ordinance Amendment 1965 - 1.0% - Repairs Exemption.pdf](#) 
- That the Lafayette Parish School Board amend the Lafayette Parish School Board's 1/2% Sales and Use Tax Ordinance - 12-01-1362 effective 1965 as declared in Resolution 02-026-2164 attached above in the agenda item description.
- 3.12 FINANCE: Resolution 02-026-2165 Amend 1988 1/2% Sales and Use Tax Ordinance - Mouton 42 - 46  
[Lafayette Parish Resolution and Ordinance Amendment 1988 - 0.5% - Repairs Exemption.pdf](#) 
- That the Lafayette Parish School Board amend the Lafayette Parish School Board's 1/2% Sales and Use Tax Ordinance - 12-01-1362 effective March 1, 1988 as declared in Resolution 02-026-2165 attached above in the agenda item description
- 3.13 INSURANCE: Discussion and/or action concerning Resolution 02-026-2162 Directing the Superintendent to Amend the Medical and Pharmacy Plan Document that results in neither an increase or decrease in benefits compared to prior plan years - Gardner/LeBouef 47  
[2.12.26 LPSB Resolution 02.026.2162 Plan Document.pdf](#) 
- That the Board adopt Resolution 02-026-2162 Directing the Superintendent to Amend the Medical and Pharmacy Plan Document that results in neither an increase or decrease in benefits compared to prior plan years.
- 3.14 RISK MANAGEMENT: Discussion and/or action concerning Policy BBC, School Board Committees - Early 48 - 51  
This policy is being revised as a result of actions taken by the Lafayette Parish School Board.[FILE BBC.revised.pdf](#) 
- That the Board approve the proposed revision to Policy BBC,

School Board Committees, as shown in the document attached to this agenda item.

- 3.15 RISK MANAGEMENT: Discussion and/or action concerning Policy BCBB-Notification of School Board Meetings; DFK-Sale of Surplus Equipment and Supplies; DJE-Purchasing; EBBC-Emergency/Crisis Management; GBC-Recruitment of Personnel; GBN-Separation of Employment; GBRA-Employee Conduct; JGCF-Behavioral Health Support for Students - Early These policies are being revised as a result of actions taken by the Louisiana Legislature in the 2025 Regular Session.[BCBB-25.pdf](#)  [BCBB-25 \(hl\).pdf](#)  [DFK-25.pdf](#)  [DFK-25 hl.pdf](#)  [DJE-25 .pdf](#)  [DJE-25 \(hl\)...pdf](#)  [EBBC final.pdf](#)  [EBBC redline.pdf](#)  [GBC-25 .pdf](#)  [GBC-25 \(hl\) .pdf](#)  [GBN-25 .pdf](#)  [GBN-25 \(hl\).pdf](#)  [GBRA-25 .pdf](#)  [GBRA-25 \(hl\).pdf](#)  [JGCF New Policy.pdf](#) 
- 52 - 107
- That the Board approve the proposed revisions to Policy BCBB-Notification of School Board Meetings; DFK-Sale of Surplus Equipment and Supplies; DJE-Purchasing; EBBC-Emergency/Crisis Management; GBC-Recruitment of Personnel; GBN-Separation of Employment; GBRA-Employee Conduct; JGCF-Behavioral Health Support for Students, as shown in the documents attached to this agenda item.
- 3.16 RISK MANAGEMENT: Discussion and/or action concerning Policy File GAMFC, Health Examinations - Clement/Gardner [Policy GAMFC Revised.pdf](#) 
- 108 - 109
- That the Board approve the proposed revision to Policy File GAMFC, Health Examinations, as shown in the document attached to this agenda item
- 3.17 RISK MANAGEMENT - Extension of Lease Term - Section 16 Ridge - Early [Amendment #2 - Lil E-Z Farm, Inc - Guy Foreman, Sr.- Extension 2027-2032.docx](#) 
- 110 - 111
- That the Board grant a five-year extension to T. Clark LLC and Lil E-Z Farm Inc. on the School Board Section 16 property in Ridge.
- 3.18 RISK MANAGEMENT - Extension of Lease Term - Section 16 - Ridge - T. Clark LLC - Early
- 112 - 126

[Amendment #2 - T. Clark.pdf](#) 

That the Board grant a five-year extension to T. Clark LLC and Lil E-Z Farm Inc. on the School Board Section 16 property in Ridge.

- 3.19 STUDENT SERVICES: Discussion and/or action concerning Resolution 02-026-2160 National School Counseling Week - Richard/Hebert/Hartley 127

[Resolution 02-026-2160 National Counseling Week.pdf](#) 

That the Board adopt Resolution 02-026-2160 recognizing National School Counseling Week as attached to this agenda item.




- 3.20 SUPERINTENDENT: Discussion and/or action to authorize the Superintendent to Implement a Reduction-In-Force (RIF) - Touchet/Rabalais/Gardner 128 - 129

When faced with circumstances which may necessitate a reduction of personnel, File: GBNA requires the School Board to authorize the Superintendent to implement the reduction in force and requires the Superintendent to implement it in accordance with Board policy. The Superintendent has notified the School Board that a reduction in force of personnel may be necessary.

[Policy GBNA - Reduction of Personnel.pdf](#) 

That the Board authorize the Superintendent to implement a Reduction-In-Force (RIF) of existing personnel, if necessary.

- 3.21 SUPERINTENDENT: Discussion and/or action concerning the Minutes of November 5, 2025, January 8, 2026 and January 16, 2026 - Touchet 130 - 144

[LPSB -Board Insurance Finance Committee Meeting \(Wednesday, November 5, 2025\) \(1\).pdf](#)  [LPSB-Regular Board Meeting \(Thursday, January 8, 2026\) .pdf](#)  [LPSB - Board Training - Jan 16 2026 - Minutes - Html](#) 

That the Board approve the minutes of November 5, 2025, January 8, 2026 and January 16, 2026 as attached to this agenda item.

- 3.22 Approval of all Action Consent Items

That the Board approve all Action Consent agenda items with the exception of items pulled.

#### **4. ADJOURN**

##### **4.1 Adjourn Meeting**

There being no further business, the meeting is adjourned.

In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of the Lafayette Parish School System, please contact the Superintendent's Office at [337-521-7015](tel:337-521-7015).

A public comment period shall be held before any vote is taken on an agenda item. Comments from the public shall occur after introduction of the item to be voted on and before any discussion by School Board members. (Policy BCBI).

Go to the following link to request remote participation: [Remote Participation Link](#)

# **Magnet Academy Procedures**

**Please read all information below before beginning the application process.**

These procedures apply to all Lafayette Parish School System Magnet Academy programs.

## **Overview**

The Lafayette Parish School System offers Magnet Academy programs at the elementary, middle, and high school levels. In addition to state required curriculum, Magnet Academies provide theme immersed programs that enhance educational opportunities.

Students residing in Lafayette Parish may apply at the appropriate grade levels. Only applicants who meet all entry criteria are eligible for invitation to enroll.

The following will result in disqualification or loss of placement:

- Intentional falsification, distortion, or misrepresentation on an application
- Failure to complete required entry components such as portfolios, interviews, or auditions

## **Entry Criteria and Points of Entry**

### **General Requirements**

- When applicable, end of year academic grades must be verified by the second Tuesday of June
- Summer school grades are not accepted
- Individual academies may have additional requirements
- No academic grade requirements for elementary or middle school academies
- High school academies may have additional academic requirements

### **Elementary Applicants**

- Completed application
- Late entry World Language Immersion applicants in grades two through five must demonstrate proficiency in English and the immersion language. Contact the LPSS Language Acquisition department for more information.

## **Middle School Applicants**

- Completed application
- Successful completion of required interview, essay, audition, or work samples
- Discipline requirements:
  - For all grade levels, students cannot have a recommendation for long-term suspension or a recommendation for expulsion
  - Student may not attend a disciplinary alternative school
- Eligible students may appeal discipline ineligibility up to seven days prior to the initial lottery

## **High School Applicants**

- Completed application
- Successful completion of required interview, essay, audition, or work samples
- Discipline requirements:
  - No Level three or Level four discipline steps
  - No Level three discipline resulting in recommended long-term suspension
  - No Level four discipline infractions
  - No recommendation for expulsion due to three out of school suspensions
  - Student may not attend a disciplinary alternative school
- Students with Level three discipline infractions may appeal up to seven days prior to the initial lottery

## **Continuing Enrollment**

- Current Magnet Academy students are automatically reenrolled for the next school year if all criteria are met
- LPSS assumes natural grade progression unless notified of exit before the new school year
- Attendance for one day at the start of the school year constitutes acceptance of placement
- Once a student accepts a seat in an academy, that student is not eligible to apply for another academy within the same school year
- Students must remain enrolled for the full year unless extenuating circumstances exist
- For extenuating circumstances, an Exit Request Form must be submitted to the Magnet Academy Office

Discipline steps are defined in the LPSS Student Parent Handbook.

## **Lottery Process**

- Selection is conducted through a computerized random lottery
- A third-party audit occurs annually
- Students may apply to no more than two academies
- Placement is based on seat availability and entrance criteria
- Applicants not selected are placed on a numbered waitlist

Additional provisions:

- Invitations with grade requirements are provisional until grades are verified
- Students retained for academic deficiencies may lose placement
- Applicants must respond within seven business days
- After the second Wednesday of July, applicants have forty-eight hours to accept or decline placement once they have been electronically notified
- Failure to respond results in automatic decline
- Late entry applicants may be placed first come first served if seats are available
- If no seats are available, applicants are placed at the bottom of the waitlist

## **Waitlist Procedures**

- Applicants may choose whether to remain on a waitlist
- Vacant seats are offered in numerical order
- Applicants with multiple applications must accept the first invitation received within seven business days
- Once a seat is accepted, the student will be removed from all other waitlist

## **Language Immersion Applicants**

- Applicants whose primary home language is not English must be screened by the LPSS ESL Department
- Students who would benefit from for EL services will have their application considered on a year-to-year basis

## **Special Needs Applicants**

LPSS provides equal educational opportunities for all students.

- IEP or Section 504 teams determine whether the program can meet student needs
- The Magnet Academies Office enforces the final determination
- Appeals must be submitted to the applicant's Magnet Academy office

## **Priority Consideration**

Priority is applied only after all eligibility criteria are met.

### **Sibling Priority**

- Sibling is defined as two or more children having one or both parents in common; a brother or sister residing at the same or different addresses; and/or adopted child(ren)
- Sibling priority is marked after the birth certificate is submitted
- A sibling must be enrolled when the application process begins and when the applicant begins school at the same site
- Priority applies only if the application is submitted prior to the lottery and a seat in the academy is available
- Multiple birth siblings applying to the same academy are linked together upon verification. If one is selected, the other student/students will be placed as well.

### **Pathway Priority**

- Applies to students continuing from an aligned lower level academy
- Students must complete all curriculum requirements
- Application during the lottery period is required

## **Magnet Academy Appeal Process**

### **Lottery Eligibility Appeals**

- Appeals submitted at least seven days prior to the lottery enter the initial lottery if approved
- Appeals submitted later enter the second-round lottery if approved

## Appeal Steps

1. Academy identifies ineligible students
2. Academy submits list to the Magnet Academy Director
3. Academy notifies parents of ineligibility and explains the appeal process
4. Parents submit appeal documentation to the Magnet Academy office

### Level One Appeal

- Reviewed by the Magnet Academies Appeals Committee
- Approved appeals enter the lottery
- Appeals must be submitted within seven business days

### Level Two Appeal

- Submitted to the Superintendent after committee denial
- Must include all prior correspondence and documentation
- Appeals must be submitted within seven business days

\*All appeals will be handled through the Magnet Academy Office

## Enrollment

- Enrollment is a commitment for the duration of the academy program
- Parents must contact the academy administrator to complete enrollment
- Students must comply with all LPSS policies and the Parent Student Handbook
- Entry is permitted through the last Friday of August for grades kindergarten through 12<sup>th</sup> grade if seats are available
- **Exceptions:** Students may be placed throughout the school year as seats become available at the following schools:
  - Elementary: L Leo Judice Elementary, J Wallace James Elementary, and Cpl. Middlebrook Elementary
  - Middle School: Carencro Middle School, David Thibodaux STEM Magnet Academy Middle School

## **Expectations and Accountability**

### **Academic Expectations**

- Elementary grades three through five must maintain a C or better in academy courses
- Grades six through twelve must maintain an overall C or better GPA in all courses
- Students must remain enrolled in academy electives and maintain C or better
- Academies may set higher standards

### **Discipline Expectations**

- Students must follow LPSS and academy specific discipline policies
- Additional requirements may apply for labs, internships, or JROTC

### **Attendance**

- Students must comply with LPSS attendance policies
- Attendance issues may result in removal

### **Participation**

- Participation in all academy activities is required
- Fees and dues must be satisfied
- Failure to participate violates the Magnet Academies Commitment Form

## **Due Process and Probation**

- First violation of an enrollment expectation
  - Meeting with student and Academy Director/Principal
  - Documentation of meeting and deficiency resolution plan and mailed to parent
- Second violation of an enrollment expectation
  - Meeting with student, parent, and Academy Director/Principal
  - Documentation of meeting and deficiency resolution plan; copy of plan given to parent
- Third violation of an enrollment expectation
  - Meeting with student, parent, and Academy Director/Principal, and Administrator/Counselor
  - Documentation of meeting and deficiency resolution plan; copy of plan given to parent
  - Student placed on probation
  - Magnet Academy office notified and sent all prior violation documentation
- Fourth violation of an enrollment expectation
  - Meeting with student, parent, and Academy Director/Principal

- o Academy Director/Principal will submit a recommendation for removal from the academy to the Magnet Academy office

## **Removal from an Academy**

- Removal recommendations originate from the principal
- Review is conducted by the District Magnet Academies Review Committee
- Parents will receive appeal form with the recommendation for removal letter
  - o If first appeal is denied, parents may appeal to the Superintendent within seven school days by submitting appeal form to the Magnet Academy office
- Students remain enrolled in the academy during the appeal process
- Students sent to disciplinary alternative sites are removed from the academy and must attend their home zoned school upon competition of alternative site. An appeal to return to the academy may be requested by parent or school administration.
- Students removed from the academy during the school year must start the next school year at their home zoned school per LPSS policy JBCC. An appeal to return to the academy may be requested by parent or school administration

## **Voluntary Withdrawal**

- End of year withdrawals require submission of a summer exit request form
- Newly accepted students declining placement must notify the Magnet Academies Office
- If extenuating circumstances occur, mid-year withdrawals require a Letter of Appeal or Exit Request Form submitted to the Magnet Academy Office
- Withdrawn students return to their zoned school
- Students leaving the district may withdraw at any time after submitting an exit request

## **Transportation**

- Transportation is provided using designated satellite stops
- Requests must be submitted to the school during enrollment
- Parents should verify bus assignment prior to the first day of school

## **Athletics and Extracurricular Activities**

- Participation is permitted if eligibility requirements are met
- High school athletics must comply with LHSAA guidelines
- Participation may be limited by governing organizations

**Addendum A**

Magnet Academy Entry and Continuation Requirements

**At Lafayette Magnet Academies, Hope is not up for debate**

The most current policies and procedures are available at [www.lpssmagnet.com](http://www.lpssmagnet.com)



**LAFAYETTE PARISH SCHOOL BOARD  
Lafayette, Louisiana**

**RESOLUTION**

**02-025-2158**

**NATIONAL TEEN DATING VIOLENCE  
AWARENESS AND PREVENTION MONTH,  
FEBRUARY 2026**

**WHEREAS**, VOICES of Acadiana supports **NATIONAL TEEN DATING VIOLENCE AWARENESS AND PREVENTION MONTH, 2026** to bring attention to and advocate for teen victims of domestic violence;

**WHEREAS**, VOICES of Acadiana wants to take a stand and remind our local communities that the 26% of women and 15% of men who were victims of contact sexual violence, physical violence, and/or stalking by an intimate partner in their lifetime first experienced these or other forms of violence by that partner before age 18;

**WHEREAS**, VOICES of Acadiana and our communities shall not stop until society has zero-tolerance for domestic violence and until all victims and survivors can be heard;

**THEREFORE, BE IT DULY RESOLVED** that the Lafayette Parish School Board does hereby designate the month of February as "NATIONAL TEEN DATING VIOLENCE AWARENESS AND PREVENTION MONTH, 2026".

**CERTIFICATE**

I, the undersigned Secretary-Treasurer of the Lafayette Parish School Board, do hereby certify that the above and foregoing is a true copy of a resolution adopted at its Regular Board Meeting of February 12, 2026, at which time a quorum was present and that same is in full force and effect.

Dated at Lafayette, Louisiana,  
this 12th day of February, 2026.

/s/Francis Touchet, Jr.  
Francis Touchet, Jr., Secretary-Treasurer  
LAFAYETTE PARISH SCHOOL BOARD



**Lafayette Parish School Board  
Lafayette, Louisiana**

**School Board Member Training Resolution  
Resolution 02-026-2159**

**WHEREAS**, each member of a city and parish school board shall receive a minimum of six hours of training and instruction, as required by ACT 705 of the 2011 Louisiana Legislature; and

**WHEREAS**, this training and instruction shall consist of school laws of this state, laws governing the powers, duties, and responsibilities of city and parish school boards, educational trends, research and policy; and

**WHEREAS**, such instruction may be received from an institution of higher education in this state, from instruction sponsored by the State Department of Education, or by an in-service training program conducted by a city or parish school board central office or the Louisiana School Boards Association, or training provided at the national level; and

**WHEREAS**, each member of a city and parish board shall receive one hour of ethics training, per year, of their tenure as board member;

**NOW THEREFORE, BE IT RESOLVED**, that it become public record that David LeJeune, Chad Desormeaux, Joshua Edmond, Amy Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason and Jeremy Hidalgo, members of the Lafayette Parish School Board, have successfully received and exceeded the six hours of required training as mandated by the Legislature of Louisiana and all board members have fulfilled the mandate of one hour of ethics training for the year 2025.

**CERTIFICATE**

I, the undersigned Superintendent of Lafayette Parish, do hereby certify that the above and foregoing is a true copy of a resolution adopted at its Regular School Board Meeting on February 12, 2026.

/s/ Francis Touchet, Jr.

\_\_\_\_\_  
Francis Touchet, Jr., Superintendent  
Lafayette Parish



**Mr. Joshua Fontenot**  
Supervisor of Construction and Maintenance  
Lafayette Parish School System

**January 13, 2026**

**RE: LPSS Energy, HVAC, & Control Assessments**

Dear Mr. Fontenot,

ADG Energy Services, in collaboration with ADG Engineering, proposes consolidated HVAC Equipment Planning, Controls Planning, and Energy Audits for 41 LPSS facilities (4.4M sq ft). By performing these assessments simultaneously, we can significantly reduce fees while providing proactive budgeting based on equipment life expectancy, priority, condition, and energy cost effectiveness.

Our assessments will identify opportunities for annual energy cost savings estimated **\$1.5M-\$2.5M (20-30%)** and an effective 5-year capital budgeting roadmap.

**SCOPE & INVESTMENT**

Assessment #1: \$325,000 – Energy Performance Assessments  
Assessment #2: \$165,000 – HVAC Equipment Planning & Prioritization  
Assessment #3: \$125,000 – HVAC Controls Inventory & Planning

(See stand-alone proposals for detailed scope)

**If awarded simultaneously: \$550,000** (\$65,000 savings through streamlined mobilization)

**DELIVERABLES – WHAT LPSS GETS**

- High-Risk/Cost HVAC Equipment Budgeting & Prioritization
- Per-School Energy & Controls Assessments
- 5-Year Integrated Roadmap with Capital Budgets

**NEXT STEPS**

- ✓ LPSS authorizes assessments & ADG begins work
- ✓ ADG completes assessments and presents to LPSS leadership
- ✓ Board approves capital budgets for prioritized equipment/controls
- ✓ Board considers Ongoing Commissioning and other Energy Efficiency Measures for savings

These services will proactively create an HVAC and energy roadmap for LPSS while identifying cost reductions to fund future upgrades.

Best regards,

*John Ferguson*

**John Ferguson, PE, CEM, EMP**  
ADG Energy Services, LLC - Managing Principal  
[jferguson@adgenenergy.org](mailto:jferguson@adgenenergy.org) | (337) 207-9881 Mobile

Lafayette Parish School System  
**LPSS Capital Improvement Fund**  
 Budget-To-Actual/Revision #7  
 FY 2025-2026

	Year-To-Date Actual as of 1/21/26	%	Current Budget	Changes +/-	Revised Budget	
Projected Fund Balance @ 6/30/2025	-		29,452,069	-	29,452,069	
<b>Revenue:</b>						
<u>Current Year Revenue</u>						
Sales Tax Revenue	997,014	40%	2,500,000	-	2,500,000	
Interest Income	609,805	1220%	50,000	-	50,000	
Transfer In Self-Funded Construction Fund	5,000	100%	5,000	-	5,000	
Transfer In General Fund	190,081	91%	190,081	18,999	209,080	2
<b>Total Current Year Revenue</b>	<b>1,801,900</b>		<b>\$ 2,745,081</b>	<b>\$ 18,999</b>	<b>\$ 2,764,080</b>	
<b>Total Fund Balance and Revenue</b>	<b>1,801,900</b>		<b>\$ 32,197,150</b>	<b>\$ 18,999</b>	<b>\$ 32,216,149</b>	
<b>Expenditures:</b>						
<u>Current Expenditures</u>						
<b>Construction/Capital Projects</b>						
Contingency Allowance (to fund budget shortfalls on approved projects only)	-	0%	535,514	(8,047)	527,467	1,3
Superintendent Special Projects	425,452	59%	761,157	(40,118)	721,039	4
Classroom Setup Furniture	-	0%	124,700	-	124,700	
Relocate / Setup / Remove Portables	64,616	22%	300,000	-	300,000	
Acadian Middle HVAC Replace Condenser - Bldg. 38	6,988	100%	6,988	-	6,988	
Acadian Middle HVAC Replace Control Board - East Chiller	4,388	100%	4,388	-	4,388	
Acadian High HVAC Air Handling Unit - Rm 321	7,871	100%	7,871	-	7,871	
Alice Boucher Elem Whiteboards	9,818	98%	10,000	-	10,000	
Comeaux HVAC Replace Condenser - Cafeteria Unit	6,547	100%	6,547	-	6,547	
Comeaux HVAC Replace Line Set - Coach's Office Unit	6,750	100%	6,750	-	6,750	
Evangeline Elem. HVAC Replace Control Boards - Chiller Yard	-	0%	-	3,980	3,980	5
GT Lindon HVAC Replace Compressor & Control Boards (2) - Admin Unit	8,404	100%	8,404	-	8,404	
JW Faulk HVAC Replace Condenser - Chiller Yard	13,813	100%	13,813	-	13,813	
Judice Middle HVAC Replace Control Board - East Chiller	4,388	100%	4,388	-	4,388	
K Drexel HVAC Replace Control Boards (2) - Chiller Yard	8,220	100%	8,220	-	8,220	
L Leo Judice HVAC Replace Control Boards & Condenser Unit	27,280	100%	27,280	-	27,280	
Paul Breaux HVAC Replace Condenser - Cafeteria Unit	7,130	100%	7,130	-	7,130	
Middlebrook Digital Sign Replacement	(6,000)	-32%	-	18,999	18,999	2
Milton Girls Gym Lockers	24,990	100%	24,990	-	24,990	
Northside High HVAC Chiller Coils	62,656	100%	62,656	-	62,656	
Northside High Office Furniture	15,253	100%	15,253	-	15,253	
Scott Middle School HVAC Replace Sensor - South Chiller	-	0%	-	4,990	4,990	5
Southside High HVAC Clean Cooling Tower	34,303	100%	34,303	-	34,303	
Southside High HVAC Replace Oil Pump - Chiller 2	-	0%	-	27,920	27,920	5
WD Career Center HVAC Replace Control Board - South Chiller	4,388	100%	4,388	-	4,388	
<b>School Food Service</b>						
CNS Replace Walk-in Cooler - Broussard Middle	-	0%	200,000	-	200,000	
<b>Technology</b>						
Transportation - SPED Buses	190,675	78%	242,927	-	242,927	
<b>Transportation</b>						
Technology Access Points	-	0%	100,000	-	100,000	
<b>Administrative</b>						
Audit Fees	-	0%	45,695	-	45,695	
<b>Total Current Expenditures</b>	<b>927,929</b>		<b>2,563,362</b>	<b>7,724</b>	<b>2,571,086</b>	
<u>Special Purpose Expenditures</u>						
<b>Safety Assessment:</b>						
Districtwide Safety Assessment Projects	-	0%	29,443	-	29,443	
C. Burke Elem. Cell Boosters	23,710	100%	23,710	-	23,710	
Middlebrook Cell Boosters	13,995	100%	13,995	-	13,995	
Middlebrook Door Upgrades	37,050	29%	125,993	-	125,993	
Milton Elem/Middle Car Rider Safety Improvements	3,970	17%	22,820	-	22,820	
Northside High Fence Repairs	7,650	100%	7,650	-	7,650	
Westside Access Control Replacement	-	0%	64,323	-	64,323	
<b>Superintendent Small Projects Under \$75k:</b>						
Superintendent Small Projects Under \$75k	-	0%	82	-	82	
L Leo Judice Mesh Fence Covering	1,300	FY25 16%	7,895	-	7,895	
Southside High Golf Cart	7,445	100%	7,445	-	7,445	
<b>Total Special Purpose Expenditures</b>	<b>95,120</b>		<b>303,356</b>	<b>-</b>	<b>303,356</b>	
<u>Carryforward Projects Expenditures</u>						
Carencro High Marquee	-	FY25 0%	75,000	-	75,000	
Carencro Middle HVAC Replacement of Pipes	189,634	FY24 37%	501,509	5,700	507,209	1
Lafayette High Stadium Cleanup & Pressure Washing	42,449	FY25 85%	50,000	-	50,000	
Live Oak Replace Chiller Compressor	44,832	FY25 100%	44,832	-	44,832	
Middlebrook Arts Academy Setup	131,377	FY25 55%	236,731	-	236,731	
Northside High Repl. Football Field House Storage Bldg.	(170,786)	FY22 -339%	50,425	-	50,425	
Annual Facility Needs	269,700	FY26 96%	281,232	-	281,232	
Annual Gym Floor Screen and Recoat	30,184	FY26 80%	37,752	-	37,752	

	Year-To-Date Actual as of 1/21/26		%	Current Budget	Changes +/-	Revised Budget	
Facility Pressure Washing	-	FY25	0%	6,000	(6,000)	-	3
Knox Boxes at Remaining Schools	-	FY24	0%	18,634	-	18,634	
CNS Cooler/Freezer Replace and Enlarge Both Units - Comeaux High	82,847	FY24	70%	119,010	-	119,010	
CNS Work Truck	37,347	FY22	100%	29,000	8,347	37,347	1
CNS Warehouse Freezer Backup Generator	-	FY22	0%	36,000	-	36,000	
CNS Cooler/Freezer Repl. & Enlarge Units - Lafayette Middle(2025: Lafayette Elem)	-	FY25	0%	200,000	-	200,000	
Business Services Timesheet Software - Payroll Dept.	125,000	FY22	50%	247,693	-	247,693	
DR-1 Air Dehumidifiers	-	FY24	0%	7,200	-	7,200	
Elect. Dept. Replace Dodge Service Truck #74	51,642	FY24	100%	51,642	-	51,642	
Technology 3 Vans: 2 Replacements and 1 Add'l	32,131	FY23	100%	32,131	-	32,131	
Technology E-Rate Purchase	-	FY25	0%	254,661	-	254,661	
Technology Wireless Access Points	25,802	FY24	100%	25,802	-	25,802	
<b>Total Carry Forward Projects Expenditures</b>	<b>892,160</b>			<b>2,305,254</b>	<b>8,047</b>	<b>2,313,302</b>	
<b>Other:</b>							
Committed for HVAC Equip. Replacement Projects	-		0%	4,507,539	(36,890)	4,470,649	5
Committed for Maintenance Vehicles & Equipment > \$5k+	-		0%	216,858	-	216,858	
Committed for Next Fiscal Year Expenditures	-		0%	2,919,531	-	2,919,531	
Departmental Set Aside	-		0%	100,000	-	100,000	
Reserve for Technology 1:1 Replacements	-		0%	10,813,630	-	10,813,630	
Transfer to General Fund	797,207		79%	967,620	40,118	1,007,738	
Transfer to Self Funded Construction	7,400,000		100%	7,400,000	-	7,400,000	
<b>Total Other</b>	<b>\$ 8,197,207</b>			<b>\$ 26,925,178</b>	<b>\$ 3,228</b>	<b>\$ 26,928,406</b>	
<b>Total Expenditures (Current &amp; Carryforward)/Reserve</b>	<b>10,112,416</b>			<b>32,097,150</b>	<b>18,999</b>	<b>32,116,149</b>	
<b>Projected Fund Balance @ 6/30/2026</b>				<b>100,000</b>	<b>-</b>	<b>100,000</b>	

(1) Project budget adjustments to reflect current spending needs.

(2) Approved at the January 08, 2026 Board Meeting.

(3) Closeout of completed current and/or prior year projects. Budget balance is being moved to Contingency.

(4) Transfer from Capital Improvement Fund to General Fund for Superintendent Special Project purchases that do not qualify as capital items.

(5) Approved by the Superintendent & Associate Superintendent to move funds from Committed for HVAC Equip. Replacements into HVAC projects for authorized work outside of the scope of the current HVAC agreement with Star Service, Inc.

**Lafayette Parish School System**  
**Self-Funded Construction Fund**  
 Budget-To-Actual/Revision #7  
 FY 2025-2026

	Year-To-Date Actual as of 1/21/26	%	Current Budget	Changes +/-	Revised Budget	
Projected Fund Balance @ 6/30/2025	-		113,335,480	(3,081,012)	110,254,468	4
<b>Revenue:</b>						
<u>Current Year Revenue</u>						
Sales Tax Revenue	997,014	22%	4,500,000	-	4,500,000	
Interest Income	2,005,624	4011%	50,000	-	50,000	
Transfers In - Gen. Fund (Asbestos)	250,000	100%	250,000	-	250,000	
Transfers In - Gen. Fund	12,829	0%	12,829	-	12,829	
Transfers In - CIP	7,400,000	100%	7,400,000	-	7,400,000	
<b>Total Current Year Revenue</b>	<b>10,665,467</b>		<b>12,212,829</b>	<b>\$ -</b>	<b>12,212,829</b>	
<b>Total Fund Balance and Revenue</b>	<b>10,665,467</b>		<b>\$ 125,548,309</b>	<b>\$ (3,081,012)</b>	<b>\$ 122,467,297</b>	
<b>Expenditures:</b>						
<u>Current Expenditures</u>						
<b>General &amp; Administrative</b>						
Salaries						
Director of Construction, Facilities and Maintenance (Funded at 50%)	-	0%	8,494	-	8,494	
Building Inspector (Funded at 50%)	13,656	33%	41,550	-	41,550	
Project Inspector	40,971	59%	70,028	-	70,028	
Accountant II (Dedicated to Dept. of Planning & Facilities)	47,649	58%	82,652	-	82,652	
Financial Support Specialist (Funded at 67%)	11,816	35%	33,647	-	33,647	
Secretary II	15,191	39%	38,750	-	38,750	
Office/Clerical Overtime	-	0%	954	-	954	
Sub Wages	-	0%	10,000	-	10,000	
Employee Benefits						
Group Insurance	14,618	43%	33,918	-	33,918	
Life Insurance	28	48%	59	-	59	
LTRS	27,085	47%	57,838	-	57,838	
FICA	-	0%	620	-	620	
Medicare	1,724	42%	4,148	-	4,148	
Worker's Comp	-	0%	6,317	-	6,317	
Other Costs						
Training/Seminars/Conference Fees	-	0%	2,811	-	2,811	
Audit Fees	-	0%	45,050	-	45,050	
Postage	-	0%	50	-	50	
Telephone	72	4%	1,850	-	1,850	
In State Travel	-	0%	850	-	850	
Office Supplies	344	17%	2,000	-	2,000	
Tech. - Office Supplies	655	23%	2,800	-	2,800	
Printing and Binding	-	0%	600	-	600	
Dues and Subscriptions	-	0%	860	-	860	
<b>General Administration Sub-Total</b>	<b>\$ 173,809</b>		<b>\$ 445,846</b>	<b>\$ -</b>	<b>\$ 445,846</b>	
<b>Construction Projects</b>						
Administrative Project Contingency	-	0%	893,535	(45,491)	848,043	1,2,3,4,5
Billeaud Elem. Sidewalks	-	0%	150,000	-	150,000	
Broadmoor Elem Classroom Additions	-	0%	8,400,000	-	8,400,000	
David Thibodeaux Competition Gym	264,793	5%	5,000,000	-	5,000,000	
Gallet Wing Addition	-	0%	5,100,000	-	5,100,000	
Lafayette Elementary Building Renovations & Reroof Replacement	-	0%	3,000,000	-	3,000,000	
Milton Elem/Middle Collaborative Activity Room	6,630	0%	2,200,000	-	2,200,000	
Southside High Additional Parking	3,000	0%	1,000,000	-	1,000,000	
Westside Classroom Additions	-	0%	6,000,000	-	6,000,000	
Youngsville Middle Replace Gym Floors & Bleachers	-	0%	500,000	-	500,000	
Replace Carpet & Wallpaper (JW James, Gallet, Ossun, Live Oak)	-	0%	3,200,000	-	3,200,000	
<b>Construction Expenditures Sub-Total</b>	<b>\$ 274,423</b>		<b>\$ 35,443,535</b>	<b>\$ (45,491)</b>	<b>\$ 35,398,043</b>	
<b>Asbestos:</b>						
Asbestos	125,798	50%	250,000	-	250,000	
<b>Asbestos Funds Sub-Total</b>	<b>\$ 125,798</b>		<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	
<b>Matching Projects</b>						
Matching Program	-	0%	23,500	-	23,500	
Acadiana High Baseball Lockers - Matching Funds	-	0%	25,000	-	25,000	
Comeaux High Concession / Foyer Remodel - Matching Funds	24,869	99%	25,000	-	25,000	
LJ Alleman Cafetorium Lighting - Matching Funds	14,969	100%	15,000	-	15,000	
LJ Alleman Utility Trailer - Matching Funds	7,495	100%	7,500	-	7,500	
Lafayette High Portable Stage - Matching Funds	4,747	95%	5,000	-	5,000	
Live Oak Courtyard Tables, Umbrellas, Bench, etc. - Matching Funds	(7,971)	-100%	8,000	-	8,000	

	Year-To-Date Actual as of 1/21/26	%	Current Budget	Changes +/-	Revised Budget
Milton Elem/Middle Playground Equipment	(28,235)	-88%	32,000	-	32,000
Ridge Elem. Permanent Shade Umbrellas - Matching Funds	-	0%	13,000	-	13,000
Woodvale Elem Track - Matching Funds	(45,020)	-98%	46,000	-	46,000
<b>Matching Projects Sub-Total</b>	<b>\$ (29,146)</b>		<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>Total Current Expenditures</b>	<b>544,884</b>		<b>36,339,381</b>	<b>(45,491)</b>	<b>36,293,890</b>
<b>Special Purpose Expenditures</b>					
<b>Superintendent Special Projects Under \$250k</b>					
Superintendent Special Projects Under \$250k	-	0%	-	-	-
Acadian Middle / Evangeline Elem. Renovation Site Planning	3,200	100%	3,200	-	3,200
Acadiana High Cooler - Move from SJMES	-	0%	75,000	-	75,000
Acadiana High Football Stadium Sound System	43,885	100%	43,885	-	43,885
Baranco Plumbing Repairs	6,185	100%	6,185	-	6,185
Billeaud Elem. Track - Partial to Supplement Matching Project	3,463	100%	3,463	-	3,463
C Burke Pipe Replacement	38,250	100%	38,250	-	38,250
Carencro High School Store - Partial to Supplement Matching Project	5,626	FY25 13%	43,000	-	43,000
David Thibodeaux Washout Repair	34,328	100%	34,328	-	34,328
Edgar Martin Middle Traffic Study	-	0%	6,200	-	6,200
Ernest Gallet Addition Survey	6,630	66%	10,000	-	10,000
Ernest Gallet Playground Fence	12,000	100%	12,000	-	12,000
Ernest Gallet Sidewalks & Drainage Renovation	31,000	FY25 100%	31,000	-	31,000
JW Faulk Improvement Site Investigation Work	3,962	40%	10,000	-	10,000
JW James Storage Building	-	0%	44,906	-	44,906
K Drexel Walkway Canopy	27,800	100%	27,800	-	27,800
Lerosen Prep Walking Track	24,000	FY25 100%	24,000	-	24,000
LJ Alleman Replace Catch Basin	18,285	100%	18,285	-	18,285
Middlebrook Performing Arts Stage Lighting	-	FY25 0%	32,000	-	32,000
Milton Foundation Rep. (Locker/Band Rm & Gym)	6,269	FY25 1%	200,000	300,000	500,000
Milton Storage Building	-	0%	44,906	-	44,906
Ossun Elem. Playground Drainage Improvement	31,000	100%	31,000	-	31,000
Ossun Elem. Running Track	27,000	100%	27,000	-	27,000
Paul Breaux Middle Plumbing for Bottle Filler	8,400	100%	8,400	-	8,400
Prairie Elem. Acoustic Panel Install	-	0%	38,288	-	38,288
Southside High Paint Awnings, Doors, Columns, Signs	80,163	100%	80,163	-	80,163
Truman clean, sand, & apply epoxy in Kitchen & Restroom areas	-	0%	22,657	-	22,657
Westside Elem. Addition Survey	6,630	66%	10,000	-	10,000
Woodvale Outdoor Ceiling & Door Repairs	126,822	FY25 100%	126,822	-	126,822
Woodvale Storage Building	-	0%	44,906	-	44,906
<b>Superintendent Special Projects Under \$250k Sub-Total</b>	<b>\$ 544,897</b>		<b>\$ 1,097,644</b>	<b>\$ 300,000</b>	<b>\$ 1,397,644</b>
<b>Construction Prairie, Bob Lilly , Lafayette High:</b>					
Committed School Sites Renovations/Replacements: Prairie, Bob Lilly, LHS	-	0%	1,541,151	(1,541,151)	-
Lafayette High - New Replacement	10,603,405	FY22 69%	16,904,440	(1,505,247)	15,399,193
Lafayette High - Football Stadium (Design Fees)	60,796	FY26 20%	285,000	24,000	309,000
Acadiana High Baseball Locker Room	79,294	FY25 40%	200,000	-	200,000
Ridge Car Rider Loop @ Back of Property	10,350	FY25 4%	242,689	-	242,689
Ridge Pave Staff Parking Grassy Area Near Bus Drive	-	FY25 0%	75,000	-	75,000
Ridge Add Electrical to New Storage Building	11,457	FY25 100%	11,457	-	11,457
SJ Mont. Abate/ Demo Incl. Lafayette High Baseball/Softball Site Prep & Fencing	252,259	FY25 6%	4,024,893	(8,493)	4,016,400
General & Administrative (See Schedule 1)	104,572	45%	233,639	-	233,639
<b>Construction Prairie, Carencro Heights, Lafayette High Sub-Total</b>	<b>\$ 11,122,133</b>		<b>\$ 23,518,269</b>	<b>\$ (3,030,891)</b>	<b>\$ 20,487,378</b>
<b>Renovations/Wing Addition (AHS, JMS, LJAMS)</b>					
Committed for Wing Additions (AHS, JMS, LJAMS)	-	FY25 0%	890,000	-	890,000
LJ Alleman Middle Renovations/Wing Addition	-	FY25 0%	20,000,000	-	20,000,000
<b>Renovations/Wing Addition (AHS, JMS, LJAMS) Sub-Total</b>	<b>\$ -</b>		<b>\$ 20,890,000</b>	<b>\$ -</b>	<b>\$ 20,890,000</b>
<b>New District 4 K-8 School</b>					
New District 4 K-8 School	-	0%	2,000,000	-	2,000,000
<b>New District 4 K-8 School Sub-Total</b>	<b>\$ -</b>		<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
<b>Total Special Purpose Expenditures</b>	<b>11,667,030</b>		<b>47,505,912</b>	<b>(2,730,891)</b>	<b>44,775,021</b>
<b>Carryforward Projects Expenditures</b>					
Acadiana High Pavilion	3,638	FY24 8%	45,092	-	45,092
Acadiana High Reroof Gym Area	80,894	FY25 14%	584,864	-	584,864
Acadian Middle Bathroom Renovations	91,213	FY25 21%	425,704	-	425,704
Billeaud Elem. Track/Golf Cart - Matching Funds	113,919	FY25 100%	113,919	-	113,919
Broadmoor Elem Reroof	156,288	FY25 32%	490,360	-	490,360
Broadmoor Elem. Electrical Upgrades	111,145	FY21 69%	161,423	-	161,423
Broadmoor Elem. Marquee/Track - Matching Funds	-	FY25 0%	61,160	-	61,160
C Burke Elem. Concrete at Courtyard & Entry Doors to Improve Drainage	-	FY25 0%	134,566	-	134,566
Carencro High Ag Shop	17,397	FY24 100%	54,809	(37,412)	17,397
Carencro High Expanded Front Parking Lot Include New Digital School LED Board	23,158	FY24 11%	214,406	-	214,406

	Year-To-Date Actual as of 1/21/26		%	Current Budget	Changes +/-	Revised Budget
Carencro High Field House	915,053	FY24	73%	1,248,589	-	1,248,589
Carencro High School Store - Matching Funds	-	FY25	0%	15,000	-	15,000
Comeaux High Keycard System for Campus Doors	-	FY24	0%	75,000	-	75,000
Edgar Martin Middle Library Addition/Renovation Hall-Incl. Abatement	-	FY24	0%	150,000	(150,000)	-
Ernest Gallet Reroof	417,129	FY25	100%	541,671	(124,542)	417,129
JW James Elem. Double Car Rider Lane	557	FY24	100%	557	-	557
K Drexel Elem. Painting	-	FY24	0%	60,000	(60,000)	-
Lafayette High Track	-	FY21	0%	125,000	-	125,000
Lafayette High Turf and Scoreboard	1,140,991	FY24	91%	1,253,382	(2,640)	1,250,742
Lafayette Middle (2025: Lafayette Elem.) Paint Walls including Stairway	124,430	FY25	100%	124,430	-	124,430
Lafayette Middle (2025: Lafayette Elem.) Replace Floors	193,229	FY25	100%	193,229	-	193,229
Lerosen Prep Walkway Canopies & Sidewalks	-	FY25	0%	100,000	-	100,000
Middlebrook Divider Wall & Restroom Renovations	149,383	FY25	100%	165,353	(15,970)	149,383
Middlebrook Electrical & Lighting Upgrades	93,235	FY25	100%	93,235	-	93,235
Milton Intercom Replacement	12,001	FY25	100%	12,001	-	12,001
Northside High Girls Restroom - Separate from Locker Room	-	FY21	0%	25,000	-	25,000
Northside High Renovations	372,009	FY25	48%	779,500	-	779,500
Northside High Replace Main Sewer	45,463	FY19	100%	45,463	-	45,463
Northside High School Roof Replacement Phase 2	13,535	FY23	3%	405,558	-	405,558
Ossun Elem. Running Track - Matching Funds	13,500	FY25	0%	13,500	-	13,500
Paul Breaux Painting	234,862	FY25	100%	234,862	-	234,862
Paul Breaux Restroom Renovations	25,000	FY25	100%	25,000	-	25,000
SOAR Relocate Pavilion to Scott Middle	109,304	FY25	62%	175,000	-	175,000
Southside High School Field House including FFE	203,167	FY25	6%	3,329,870	-	3,329,870
Southside High School Stadium	2,074,628	FY25	65%	3,197,248	-	3,197,248
Westside Elem. Reroof	132,167	FY25	42%	312,021	-	312,021
Intercoms 3 schools (Charles Burke, GT Lindon, Comeaux High)	23,011	FY24	100%	23,011	-	23,011
Safety-School Vestibules	550,207	FY25	31%	1,751,975	-	1,751,975
District Optimization Moving Expenses	104,309	FY25	95%	109,676	-	109,676
District Playground Equipment Moving Expenses	25,000	FY25	100%	9,300	-	9,300
Parish Wide Playground Safety Upgrades	201,047	FY25	65%	308,072	-	308,072
Parish Wide Roofing Strategic Analysis	-	FY25	0%	93,905	-	93,905
Central Office Elevator Repairs	-	FY23	0%	78,995	(36,290)	42,705
Insurance Deductible Claims	213,880	FY25	100%	214,380	-	214,380
Maintenance Facility Expansion	149,050	FY24	2%	8,882,907	-	8,882,907
Planning and Facilities New Bus Wash Bay - 50' x 25x Galvanized Metal Bldg. on Slab w/Oil/Water Separator, Overhead Doors, Heaters, Lights and Cameras	58,262	FY24	100%	60,580	(2,318)	58,262
<b>Total Carry Forward Projects Expenditures</b>	<b>8,176,362</b>			<b>26,519,572</b>	<b>(429,171)</b>	<b>26,090,400</b>
<b>Other Carryforward Funds</b>						
Carryforward Consulting Services	-		0%	32,382	-	32,382
Carryforward ADA Reserves	-		0%	28,215	-	28,215
Carryforward Reserve for Arbitrage	-		0%	47,580	-	47,580
<b>Other Carryforward Funds Sub-Total</b>	<b>\$ -</b>			<b>\$ 108,177</b>	<b>\$ -</b>	<b>\$ 108,177</b>
<b>Other</b>						
Transfer to General Fund	3,485,022		100%	3,485,022	-	3,485,022
Transfer to Capital Improvement Fund	5,000		100%	5,000	-	5,000
Committed for Roofing Projects	-		0%	1,100,694	124,542	1,225,236
Committed For Next School Year Projects	-		0%	3,146,873	-	3,146,873
Committed School Sites Renovations/Construction and Land/Building Acquisitions- Contiu	-		0%	2,783,859	-	2,783,859
Committed Northside High School Replacement	-		0%	2,234,701	-	2,234,701
Committed for Replacement of Intercom Systems	-		0%	1,320,999	-	1,320,999
Committed for Insurance Deductible	-		0%	898,120	-	898,120
<b>Other Sub-Total</b>	<b>\$ 3,490,022</b>			<b>\$ 14,975,267</b>	<b>\$ 124,542</b>	<b>\$ 15,099,809</b>
<b>Total Expenditures (Current &amp; Carryforward)/Reserve</b>	<b>\$ 23,878,298</b>			<b>\$ 125,448,309</b>	<b>\$ (2,651,841)</b>	<b>\$ 122,367,297</b>
<b>Projected Fund Balance @ 6/30/2026</b>				<b>100,000</b>	<b>-</b>	<b>100,000</b>

- (1) Project budget adjustments to reflect current spending needs.
- (2) Closeout of prior year project no longer needed. Project has been completed with alternate funding source.
- (3) Closeout of prior year project no longer needed due to consolidated use of campus.
- (4) Adjust projected beginning fund balance and project budgets as a result of audit adjustments to FY25 expenditures.
- (5) Closeout of completed current and prior year projects. Budget balance is being transferred to Contingency.
- (6) Closeout of completed project. Budget balance is being transferred to Committed for Roofing Projects to restore funding.

Lafayette Parish School System  
 Self-Funded Construction  
 Budget-To-Actual/Revision #7  
 General & Administrative  
 Schedule 1

	<u>Budget</u>	<u>Changes</u>	<u>Revised Budget</u>
Salaries			
Salary -Supervisor	93,664	-	93,664
Financial Support Specialist	46,247	-	46,247
Employee Benefits			
LTRS	29,311	-	29,311
Medicare	2,029	-	2,029
Group Insurance	13,188	-	13,188
Workers' Compensation	3,090	-	3,090
Other Costs			
Audit Fees (New Constr)	39,110	-	39,110
Dues and Subscriptions	1,122	-	1,122
Office Supplies	2,000	-	2,000
Technology Office Supplies	750	-	750
Telephone	828	-	828
Training/Seminars/Conference Fees	2,300	-	2,300
Total Budget	\$ 233,639	\$ -	\$ 233,639

Lafayette Parish School System  
**2025 Bond Construction Fund**  
 Budget-To-Actual/Revision #2  
 FY 2025-2026

	Year-To-Date Actual as of 1/22/26	%	Current Budget	Changes +/-	Revised Budget	
Projected Fund Balance @ 6/30/2025	-		64,359,302	(141,301)	64,218,001	1
<b>Revenue:</b>						
<u>Current Year Revenue</u>						
Interest Income	1,341,959	2684%	50,000	-	50,000	
<b>Total Current Year Revenue</b>	<u>1,341,959</u>		\$ 50,000	\$ -	\$ 50,000	
<b>Total Fund Balance and Revenue</b>	<u>1,341,959</u>		\$ 64,409,302	\$ (141,301)	\$ 64,268,001	
<b>Expenditures:</b>						
Acadiana High Renovations/Wing Addition	784,577	3%	33,635,198	(6,495,000)	27,140,198	2
Judice Middle Renovations/Wing Addition	2,132,623	9%	18,734,335	4,170,000	22,904,335	2
LJ Alleman Middle Renovations/Wing Addition	613,050	4%	10,627,578	3,429,000	14,056,578	2
<b>Other:</b>						
Contingency	-	0%	1,246,683	(1,104,000)	142,683	2
Other Expenses	1,210	29%	145,508	(141,301)	4,207	1
Audit Fees	-	0%	20,000	-	20,000	
<b>Total Expenditures</b>	<u>3,531,459</u>		\$ 64,409,302	\$ (141,301)	64,268,001	
<b>Projected Fund Balance @ 6/30/2026</b>			<u>-</u>	<u>-</u>	<u>-</u>	

- (1) Adjust projected beginning fund balance and project budgets as a result of audit adjustments to FY25 expenditures.  
 (2) Adjust project budgets to reflect current estimates.

**Lafayette Parish School System**  
**Federal and State Funding (Funds 30,35,40,50,55,60,65)**  
**July 1, 2025 to June 30, 2026**  
**Budget Revision #2**

	Year-to-Date Actual 01/21/2026	Budget FY 2025-2026	Change	Revised Budget FY 2025-2026	
<b>Revenues:</b>					
Federal Thru State Grants	15,124,725	34,442,437	9,507,353	43,949,790	
State Grants	214,424	602,504	4,000	606,504	
Total Revenues	<u>15,339,149</u>	<u>35,044,941</u>	<u>9,511,353</u>	<u>44,556,294</u>	
<b>Expenditures:</b>					
<b>Federal Thru State Grants</b>					
Carl Perkins	250,835	421,955	0	421,955	Notes
EC Network Lead Agency- CCDF	109,196	216,037	0	216,037	
Homeless	43,964	234,041	0	234,041	
IDEA 611 Set Aside	0	0	0	0	3
IDEA Part B 611	4,804,205	10,398,770	0	10,398,770	
IDEA Preschool 619	141,994	572,263	(27,201)	545,062	2
Migrant Education	64,305	70,714	45,791	116,505	2
Ready Start Networks - CCDF	31,541	100,000	0	100,000	
Redesign 1003a	49,991	771,668	0	771,668	
Title I	8,605,343	17,077,127	8,695,476	25,772,603	2
Title II	434,203	1,639,255	785,093	2,424,348	2
Title III	76,699	462,353	0	462,353	
Title III-Immigrant	0	51,725	0	51,725	
Title IVA (SSAE) Student Support and Academic Enrichment	512,449	2,426,529	8,194	2,434,723	2
Subtotal	<u>15,124,725</u>	<u>34,442,437</u>	<u>9,507,353</u>	<u>43,949,790</u>	
<b>State Grants</b>					
Computer Science Technical Assistance (TA)	13,759	40,000	0	40,000	
8(g) AIM	0	35,405	0	35,405	
8(g) Preschool/Early Childhood	123,414	286,313	0	286,313	
Truancy Assessment Services Center (TASC)	77,092	225,000	0	225,000	
LA Recruitment & Retention 8g	159	15,786	4,000	19,786	1
Subtotal	<u>214,424</u>	<u>602,504</u>	<u>4,000</u>	<u>606,504</u>	
Total Expenditures	<u>15,339,149</u>	<u>35,044,941</u>	<u>9,511,353</u>	<u>44,556,294</u>	

**Notes:**

- (1) FY26 LDOE LA Recruitment & Retention approved Budget Amendment #2 12/05/25
- (2) FY26 LDOE Super App approved allocation Budget Amendment #2 1/14/26
- (3) FY26 IDEA 611 SetAside hasn't received an allocation for this year

**Lafayette Parish School System  
State and Local Funding Funds (20 & 87)  
July 1, 2025 to June 30, 2026  
Budget Revision #4**

	Year-to-Date Actual FY 2025-2026 (1)	Current Budget FY 2025-2026	Change	Revised Budget FY 2025-2026
<b>Financing Sources:</b>				
Projected Fund Balance		0	39,856,053	39,856,053 (2)
<b>Revenue</b>				
State Grant Revenue	2,855,483	5,919,698	(113,068)	5,806,630
Other Grant Revenue	91,552	289,500	(1,050)	288,450
Local Revenue	2,212,739	6,154,902	(1,144,869)	5,010,033 (3)
School Activity Revenue (All Schools)		11,555,111	0	11,555,111
Deferred Revenue	0	2,527,972	(2,527,972)	0 (4)
Transfers	0	0	0	0
<b>Total Current Year Revenue</b>	<b>5,159,773</b>	<b>26,447,183</b>	<b>(3,786,958)</b>	<b>22,660,225</b>
<b>Total Fund Balance and Revenue</b>	<b>5,159,773</b>	<b>26,447,183</b>	<b>36,069,095</b>	<b>62,516,278</b>
<b>Expenditures:</b>				
<b>State Grants</b>				
CCAP B-3 Seats Admin	216	0	4,820	4,820
Child Care Resource and Referral	232,844	436,499	0	436,499
Computer Science Training Ignite K-5	4,015	0	9,361	9,361
Education Excellence	573,365	748,281	0	748,281
High Dosage Tutoring	498,317	1,184,797	0	1,184,797
LA4	1,484,535	3,572,400	0	3,572,400
SPED Cameras	62,191	0	100,000	100,000 (5)
Subtotal	2,855,483	5,941,977	114,181	6,056,158
<b>Other Grants</b>				
On Track by 5 EC Ancillary Certificate	30,244	107,000	0	107,000
On Track by 5 Alliance - Tax Credit	61,210	180,000	0	180,000
On Track by 5 Alliance - Child Centers	98	2,500	0	2,500
Subtotal	91,552	289,500	0	289,500
<b>Local Expenditures</b>				
Accelerating Campus Excellence	739,065	1,862,224	(14,014)	1,848,210 (7)
Brisk Learning Contract	94,500	0	94,500	94,500 (6)
Career Development Fund	818,250	1,622,597	0	1,622,597
Communications Dept	10,559	0	10,559	10,559
Dual Enrollment Stipends	5,508	8,000	0	8,000
Donations	12,146	0	25,000	25,000
Early Childhood Device Maintenance	4	0	4	4
Gumbo Cookoff	50,675	70,000	(19,325)	50,675
JAG	281,040	188,376	311,624	500,000 (8)
LA-4 Tuition	257,346	480,000	0	480,000
LETA conference	873	0	2,000	2,000
Medicaid Funds	1,890,201	1,800,000	2,400,000	4,200,000 (9)
Myrtle Place Tuition	66,804	267,945	0	267,945
NHS Teachers Daycare Tuition	3,490	0	10,000	10,000 (10)
Outdoor Learning Enhancement	12	0	12	12
Preschool Development B-5	171	0	171	171
Project Lead the Way DTSM	437	0	437	437
Project Lead the Way - Various Schools	24,349	0	54,445	54,445 (10)
Remediation and Operation - Student teaching stipends	227,275	450,000	0	450,000
Remediation and Operation - Refund of FEMA money	75,207	75,207	0	75,207
Remediation and Operation - Supplemental Course Academy	0	881,123	0	881,123
Remediation and Operation - From Imagine Learning	25,000	25,000	0	25,000
Remediation and Operations - ACT/WK testing pathways salary and benefits	0	150,000	0	150,000
Remediation and Operation - Pre-educator	30,230	0	90,693	90,693 (10)
Remediation and Operation - From ESSER Summer School - High School, Middle & Elem.	3,994	946,642	0	946,642
Remediation and Operations - Admin training	9,600	0	9,600	9,600 (6)
State Stipend Match	2,360,451	0	2,360,451	2,360,451 (10)
Teacher Retention	10,222	0	15,000	15,000 (10)
Subtotal	2,212,739	8,827,114	5,351,156	14,178,270
School Activity Expenditures				
School Activity Fund (All Schools)	0	11,555,111	0	11,555,111
Subtotal		11,555,111	0	11,555,111
<b>Total Expenditures (Current &amp; Carryforward reserve)</b>	<b>5,159,773</b>	<b>26,613,702</b>	<b>5,465,337</b>	<b>32,079,040</b>
<b>Projected Fund Balance 6/30/2026</b>		<b>(166,519)</b>	<b>30,603,757</b>	<b>30,437,238</b>

Notes:

- (1) Actual through 1/14/2026.
- (2) Adjusted to reflect fund balance at 6/30/2025
- (3) Reflects only revenues received or recognized in FY25
- (4) Due to audit finding, we are changing the presentation of the State and local revenue budget. Expenditures using fund balance will no longer be shown in Revenue, but as a reduction of fund balance.
- (5) Expenditures using SPED camera revenue received in prior year.
- (6) Money transferred to Fund 20 to use to purchase contracts.
- (7) Budget decrease due to enrollment adjustments. Budget is based on a per student count.
- (8) JAG funding supports 80% of the program. The remainder is supplemented by CDF funding.
- (9) Currently, the Medicaid funding cost center is carrying some of IDEA employees. After the Fund 40 budget is amended, this number will be adjusted.
- (10) Cost center not previously shown in the budget revisions.

LAFAYETTE PARISH SCHOOL SYSTEM  
GENERAL FUND BUDGET  
BUDGET-TO-ACTUAL/REVISION #8  
FY 2025-2026

	<u>Revision</u>	<u>Budget</u>	<u>Actual (2)</u>
Current Revenues:		\$ 370,085,612	\$ 223,031,880
Increase Transfer from Capital Improvement Fund - see matching expense	40,118		
Net Revenue Increases	40,118		
REVISED REVENUES		\$ 370,125,730	
Current Expenditures:		\$ 370,085,509	\$ 177,938,259
Items Previously Approved (Per Board Minutes):			
Decrease Superintendent Contingency (see note 3)	(9,500)		
Decrease Associate Superintendent Contingency (see note 3)	(9,500)		
Increase Transfer to Capital Improvement Fund (see note 3)	18,999		
Sub-Total	\$ -		
Items Authorized Which Require Board Approval:			
Sub-Total	\$ -		
Items Pending Approval:			
Increase Superintendent Special Projects - see matching revenue (see note 4)	40,118		
Sub-Total	40,118		
Net Expenditure Increases		\$ 40,118	
REVISED EXPENDITURES & CONTINGENCY		\$ 370,125,627	
		<u>Fund Balance</u>	
BUDGET SURPLUS (DEFICIT)		\$ 103	
Beginning Fund balance (Total Fund Balance) budgeted	83,623,120		
Less: Nonspendable Fund Balance (see note 1)	(537,355)		
Less: Restricted Fund Balance (see note 1)	(35,529)		
Less: Committed Fund Balance: (see note 1)			
-Economic Stabilization Fund (E.S.F.): Board Policy File: DM	(69,300,000)		
-Other	(648,985)		
Less: Assigned Fund Balance (see note 1)	(4,476,319)		
UNASSIGNED FUND BALANCE @ 6/30/25 (see note 1)		8,624,932	
PROJECTED UNASSIGNED FUND BALANCE @ 6/30/26 (To Be Reclassified to Econ. Stab. Fund Based on Revised GF Bdgt)		\$ 8,625,035	

- (1) Explanation of Fund Balance Classifications as presented in ACFR: Nonspendable: not in spendable form such as inventories; Committed: self-imposed limitations by formal action of government's highest level decision-making authority; Assigned: limitations resulting from intended use as identified by less formal action as required by committed classification; Unassigned: all spendable amounts not included in any other classification; Restricted: amounts that can be spent only for specific purposes because of the constitution, legislation or constraints imposed by creditors.
- (2) Due to the timing of the board agenda cutoff dates, actual is as of January 21, 2026.
- (3) Middlebrook digital sign replacement; approved at 1/8/26 board meeting.
- (4) Transfer from Capital Improvement Fund to General Fund for purchases that do not qualify as capital items.

**RESOLUTION 02-026-2163**

**RESOLUTION TO AMEND SECTION 8 OF  
THE LAFAYETTE PARISH SCHOOL BOARD'S  
1/2% SALES AND USE TAX ODINANCE – 12-01-1362  
EFFECTIVE JANUARY 1, 2002**

UPON MOTION duly made and seconded at the regular meeting of the Lafayette Parish School Board held at Lafayette, Louisiana, on the 12<sup>th</sup> day of February, 2026, due notice having been given and a quorum being present and voting, upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and approved by unanimous vote, the following Resolution was adopted:

BE IT KNOWN AND REMEMBERED by the members of the Lafayette Parish School Board (the "School Board") that:

WHEREAS, by Ordinance No. 12-01-1362 adopted by the Superintendent and the members of the School Board, effective January 1, 2002, the Lafayette Parish School Board did levy a sales and use tax of 1/2% as authorized by law (hereafter referred to as the "2002 Ordinance");

WHEREAS, the School Board amended and revised the Ordinance after the 2024 Third Extraordinary Session which adjourned on November 22, 2024, wherein the Louisiana Legislature made major changes to state and local sales and use tax statutes, which have since been signed into law by the Governor and have an effective date of January 1, 2025;

WHEREAS, the Lafayette Parish School Board recognizes the importance and fiscal impact of the aerospace and aviation maintenance industry and the Lafayette Regional Airport in supporting economic development and job creation in the Parish and the region;

WHEREAS, the Legislature in La. R.S. 47:305(E)(4)(a) exempts from state sales tax charges for repairs performed in the state when the repaired property is delivered to a customer outside the State of Louisiana (the "Exemption") and the Exemption is made optional for parishes, municipalities and school boards;

WHEREAS, in order to enhance the competitiveness and to spur economic development of the aerospace and aviation maintenance industry at the Lafayette Regional Airport, the School Board desires to recognize and grant the Exemption from its sales/use tax imposed in the 2002 Ordinance, and

THEREFORE, BE IT RESOLVED that the Lafayette Parish School Board does hereby adopt this amendment to its 2002 Ordinance to grant the Exemption for certain repairs performed for out-of-state customers on the lands administered by the Lafayette Airport Commission. The vote therefore being in favor, the Resolution passed and the amendment to the Ordinance was adopted.

---

Hannah Smith Mason, Board President  
Lafayette Parish School Board

Attest:

---

Francis Touchet, Jr., Secretary

**ORDINANCE OF THE LAFAYETTE PARISH SCHOOL BOARD  
TO AMEND SECTION 8 OF THE LAFAYETTE PARISH SCHOOL BOARD'S  
1/2% SALES AND USE TAX ORDINANCE – 12-01-1362  
ADOPTED EFFECTIVE JANUARY 1, 2002 TO EXEMPT FROM  
SALES TAXES IMPOSED BY THE SCHOOL BOARD THE FURNISHING  
OF REPAIRS TO ARTICLES OF TANGIBLE PERSONAL PROPERTY  
AT THE LAFAYETTE REGIONAL AIRPORT**

**BE IT ORDAINED** by the Lafayette Parish School Board, that:

**WHEREAS**, pursuant to La. R.S. 47:301.3(7), the “sales and use tax levied by any taxing authority” applies to certain enumerated services, including the “repairs and maintenance of tangible personal property,” which tax is levied by the School Board pursuant to the School Board’s 1/2% Sales and Use Tax Ordinance 12-01-1362, adopted effective January 1, 2002.

**WHEREAS**, the Lafayette Parish School Board recognizes the importance and fiscal impact of the aerospace and aviation maintenance industry in supporting economic development and job creation in the Parish and the region; and

**WHEREAS**, the Lafayette Regional Airport serves as a hub for aviation-related services, including aircraft maintenance, repair, and overhaul operations; and

**WHEREAS**, in La. R.S. 47:305(E)(4)(a), the Legislature has exempted from state sales taxes “charges for the furnishing of repairs to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer’s own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by best available means. Offshore areas shall not be considered another state for purposes of this Paragraph. In La. R.S. 47:305(E)(4)(b), the Legislature provided that the

exemption “may extend to sales and use taxes levied by a parish, municipality, or school board.”

**WHEREAS**, it is the intent of the Lafayette Parish School Board to exempt from the imposition of the School Board’s sales and use taxes the furnishing of repairs to and maintenance of certain tangible personal property in accordance with La. R.S. 47:305(E)(4)(b) that is performed on the lands administered by the Lafayette Airport Commission in order to promote business growth and competitiveness in the aerospace and aviation maintenance industry.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** by the Lafayette Parish School Board, that:

**SECTION 1.** All of the above “Whereas” clauses are adopted as part of this ordinance.

**SECTION 2.** Section 8 of the Lafayette Parish School Board’s 1/2% sales and use tax Ordinance – 12-01-1362, adopted effective January 1, 2002 is hereby amended and replaced to read as follows:

**SECTION 8. OPTIONAL EXEMPTIONS AND EXCLUSIONS.**

“The School Board shall exempt from sales tax charges for the furnishing of repairs performed on the lands administered by the Lafayette Airport Commission to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer’s own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by the best available means. Offshore areas shall not be considered another state for purposes of this Paragraph.”

**SECTION 3.** All ordinances or resolutions, or parts thereof, in conflict herewith, are hereby repealed.

**SECTION 4.** This ordinance shall become effective upon signature of the Lafayette Parish School Board President.

oOo

SECTION 8. OPTIONAL EXCLUSIONS AND EXEMPTIONS.

~~The School Board adopts none of the optional exemptions or exclusions allowed by State sales and use tax law, nor does the School Board adopt any exemptions or exclusions authorized by legislation enacted under Article VI, Section 29(D)(1) of the Constitution of the State of Louisiana of 1974. Included within the Tax base of the Tax is every transaction, whether sales, use, lease or rental, consumption, storage or enumerated service, and digital product with no exemptions or exclusions except for those mandated upon every political subdivision by the Constitution or statutes of the State of Louisiana.~~

The School Board shall exempt from sales tax charges for the furnishing of repairs performed on the lands administered by the Lafayette Airport Commission to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer's own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by the best available means. Offshore areas shall not be considered another state for purposes of this Paragraph.

UPON MOTION of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing amendment was adopted by the vote of the Lafayette Parish School Board on this 12th day of February, 2026.

The Clerk is hereby authorized, instructed and directed to record a certified copy of this amendment in the official records of the Parish of Lafayette, State of Louisiana, and to have such amendment published in the official journal of the City of Lafayette, Lafayette Parish, Louisiana.

WHEREUPON, the amendment was declared adopted and the above section of the ordinance were declared amended on this \_12th day of February, 2026.

---

Hannah Smith Mason, Board President

Attest:

---

Francis Touchet, Jr., Secretary

**RESOLUTION 02-026-2164**

**RESOLUTION TO AMEND SECTION 8 OF  
THE LAFAYETTE PARISH SCHOOL BOARD'S  
1% SALES AND USE TAX ORDINANCE  
EFFECTIVE DECEMBER 1, 1965**

UPON MOTION duly made and seconded at the regular meeting of the Lafayette Parish School Board held at Lafayette, Louisiana, on the 12<sup>th</sup> day of February, 2026, due notice having been given and a quorum being present and voting, upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and approved by unanimous vote, the following Resolution was adopted:

BE IT KNOWN AND REMEMBERED by the members of the Lafayette Parish School Board (the "School Board") that:

WHEREAS, by Ordinance adopted by the Superintendent and the members of the School Board, effective December 1, 1965, the Lafayette Parish School Board did levy a sales and use tax of 1% as authorized by law (hereafter referred to as the "1965 Ordinance");

WHEREAS, the School Board amended and revised the Ordinance after the 2024 Third Extraordinary Session which adjourned on November 22, 2024, wherein the Louisiana Legislature made major changes to state and local sales and use tax statutes, which have since been signed into law by the Governor and have an effective date of January 1, 2025;

WHEREAS, the Lafayette Parish School Board recognizes the importance and fiscal impact of the aerospace and aviation maintenance industry and the Lafayette Regional Airport in supporting economic development and job creation in the Parish and the region;

WHEREAS, the Legislature in La. R.S. 47:305(E)(4)(a) exempts from state sales tax charges for repairs performed in the state when the repaired property is delivered to a customer outside the State of Louisiana (the "Exemption") and the Exemption is made optional for parishes, municipalities and school boards;

WHEREAS, in order to enhance the competitiveness and to spur economic development of the aerospace and aviation maintenance industry at the Lafayette Regional Airport, the School Board desires to recognize and grant the Exemption from its sales/use tax imposed in the 1965 Ordinance, and

THEREFORE, BE IT RESOLVED that the Lafayette Parish School Board does hereby adopt this amendment to its 1965 Ordinance to grant the Exemption for certain repairs performed for out-of-state customers on the lands administered by the Lafayette Airport Commission. The vote therefore being in favor, the Resolution passed and the amendment to the Ordinance was adopted.

---

Hannah Smith Mason, President  
Lafayette Parish School Board

Attest:

---

Franics Touchet, Jr., Secretary

**ORDINANCE OF THE LAFAYETTE PARISH SCHOOL BOARD  
TO AMEND SECTION 8 OF THE LAFAYETTE PARISH  
SCHOOL BOARD'S 1% SALES AND USE TAX ORDINANCE  
ADOPTED EFFECTIVE DECEMBER 1, 1965 TO EXEMPT FROM  
SALES TAXES IMPOSED BY THE SCHOOL BOARD THE FURNISHING  
OF REPAIRS TO ARTICLES OF TANGIBLE PERSONAL PROPERTY  
AT THE LAFAYETTE REGIONAL AIRPORT**

**BE IT ORDAINED** by the Lafayette Parish School Board, that:

**WHEREAS**, pursuant to La. R.S. 47:301.3(7), the “sales and use tax levied by any taxing authority” applies to certain enumerated services, including the “repairs and maintenance of tangible personal property,” which tax is levied by the School Board pursuant to the School Board’s 1% Sales and Use Tax Ordinance, adopted effective December 1, 1965.

**WHEREAS**, the Lafayette Parish School Board recognizes the importance and fiscal impact of the aerospace and aviation maintenance industry in supporting economic development and job creation in the Parish and the region; and

**WHEREAS**, the Lafayette Regional Airport serves as a hub for aviation-related services, including aircraft maintenance, repair, and overhaul operations; and

**WHEREAS**, in La. R.S. 47:305(E)(4)(a), the Legislature has exempted from state sales taxes “charges for the furnishing of repairs to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer’s own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by best available means. Offshore areas shall not be considered another state for purposes of this Paragraph. In La. R.S. 47:305(E)(4)(b), the Legislature provided that the

exemption “may extend to sales and use taxes levied by a parish, municipality, or school board.”

**WHEREAS**, it is the intent of the Lafayette Parish School Board to exempt from the imposition of the School Board’s sales and use taxes the furnishing of repairs to and maintenance of certain tangible personal property in accordance with La. R.S. 47:305(E)(4)(b) that is performed on the lands administered by the Lafayette Airport Commission in order to promote business growth and competitiveness in the aerospace and aviation maintenance industry.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** by the Lafayette Parish School Board, that:

**SECTION 1.** All of the above “Whereas” clauses are adopted as part of this ordinance.

**SECTION 2.** Section 8 of the Lafayette Parish School Board’s 1% sales and use tax Ordinance, adopted effective December 1, 1965 is hereby amended and replaced to read as follows:

**SECTION 8. OPTIONAL EXEMPTIONS AND EXCLUSIONS.**

“The School Board shall exempt from sales tax charges for the furnishing of repairs performed on the lands administered by the Lafayette Airport Commission to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer’s own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by the best available means. Offshore areas shall not be considered another state for purposes of this Paragraph.”

**SECTION 3.** All ordinances or resolutions, or parts thereof, in conflict herewith, are hereby repealed.

**SECTION 4.** This ordinance shall become effective upon signature of the Lafayette Parish School Board President.

o0o

SECTION 8. OPTIONAL EXCLUSIONS AND EXEMPTIONS.

~~The School Board adopts none of the optional exemptions or exclusions allowed by State sales and use tax law, nor does the School Board adopt any exemptions or exclusions authorized by legislation enacted under Article VI, Section 29(D)(1) of the Constitution of the State of Louisiana of 1974. Included within the Tax base of the Tax is every transaction, whether sales, use, lease or rental, consumption, storage or enumerated service, and digital product with no exemptions or exclusions except for those mandated upon every political subdivision by the Constitution or statutes of the State of Louisiana.~~

The School Board shall exempt from sales tax charges for the furnishing of repairs performed on the lands administered by the Lafayette Airport Commission to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer's own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by the best available means. Offshore areas shall not be considered another state for purposes of this Paragraph.

UPON MOTION of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing amendment was adopted by the vote of the Lafayette Parish School Board on this 12th day of February, 2026.

The Clerk is hereby authorized, instructed and directed to record a certified copy of this amendment in the official records of the Parish of Lafayette, State of Louisiana, and to have such amendment published in the official journal of the City of Lafayette, Lafayette Parish, Louisiana.

WHEREUPON, the amendment was declared adopted and the above section of the ordinance were declared amended on this \_12th day of February, 2026.

\_\_\_\_\_  
Hannah Smith Mason, Board President

Attest:

\_\_\_\_\_  
Francis Touchet, Jr., Secretary

**RESOLUTION 02-026-2165**

**RESOLUTION TO AMEND SECTION 8 OF  
THE LAFAYETTE PARISH SCHOOL BOARD'S  
1/2% SALES AND USE TAX ORDINANCE  
EFFECTIVE MARCH 1, 1988**

UPON MOTION duly made and seconded at the regular meeting of the Lafayette Parish School Board held at Lafayette, Louisiana, on the 12<sup>th</sup> day of February, 2026, due notice having been given and a quorum being present and voting, upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and approved by unanimous vote, the following Resolution was adopted:

BE IT KNOWN AND REMEMBERED by the members of the Lafayette Parish School Board (the "School Board") that:

WHEREAS, by Ordinance adopted by the Superintendent and the members of the School Board, effective March 1, 1988, the Lafayette Parish School Board did levy a sales and use tax of 1/2% as authorized by law (hereafter referred to as the "1988 Ordinance");

WHEREAS, the School Board amended and revised the Ordinance after the 2024 Third Extraordinary Session which adjourned on November 22, 2024, wherein the Louisiana Legislature made major changes to state and local sales and use tax statutes, which have since been signed into law by the Governor and have an effective date of January 1, 2025;

WHEREAS, the Lafayette Parish School Board recognizes the importance and fiscal impact of the aerospace and aviation maintenance industry and the Lafayette Regional Airport in supporting economic development and job creation in the Parish and the region;

WHEREAS, the Legislature in La. R.S. 47:305(E)(4)(a) exempts from state sales tax charges for repairs performed in the state when the repaired property is delivered to a customer outside the State of Louisiana (the "Exemption") and the Exemption is made optional for parishes, municipalities and school boards;

WHEREAS, in order to enhance the competitiveness and to spur economic development of the aerospace and aviation maintenance industry at the Lafayette Regional Airport, the School Board desires to recognize and grant the Exemption from its sales/use tax imposed in the 1988 Ordinance, and

THEREFORE, BE IT RESOLVED that the Lafayette Parish School Board does hereby adopt this amendment to its 1988 Ordinance to grant the Exemption for certain repairs performed for out-of-state customers on the lands administered by the Lafayette Airport Commission. The vote therefore being in favor, the Resolution passed and the amendment to the Ordinance was adopted.

---

Hannah Smith Mason, President  
Lafayette Parish School Board

Attest:

Francis Touchet, Jr., Secretary

**ORDINANCE OF THE LAFAYETTE PARISH SCHOOL BOARD  
TO AMEND SECTION 8 OF THE LAFAYETTE PARISH  
SCHOOL BOARD'S 1/2% SALES AND USE TAX ORDINANCE  
ADOPTED EFFECTIVE MARCH 1, 1988 TO EXEMPT FROM  
SALES TAXES IMPOSED BY THE SCHOOL BOARD THE FURNISHING  
OF REPAIRS TO ARTICLES OF TANGIBLE PERSONAL PROPERTY  
AT THE LAFAYETTE REGIONAL AIRPORT**

**BE IT ORDAINED** by the Lafayette Parish School Board, that:

**WHEREAS**, pursuant to La. R.S. 47:301.3(7), the “sales and use tax levied by any taxing authority” applies to certain enumerated services, including the “repairs and maintenance of tangible personal property,” which tax is levied by the School Board pursuant to the School Board’s 1/2% Sales and Use Tax Ordinance, adopted effective March 1, 1988.

**WHEREAS**, the Lafayette Parish School Board recognizes the importance and fiscal impact of the aerospace and aviation maintenance industry in supporting economic development and job creation in the Parish and the region; and

**WHEREAS**, the Lafayette Regional Airport serves as a hub for aviation-related services, including aircraft maintenance, repair, and overhaul operations; and

**WHEREAS**, in La. R.S. 47:305(E)(4)(a), the Legislature has exempted from state sales taxes “charges for the furnishing of repairs to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer’s own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by best available means. Offshore areas shall not be considered another state for purposes of this Paragraph. In La. R.S. 47:305(E)(4)(b), the Legislature provided that the

exemption “may extend to sales and use taxes levied by a parish, municipality, or school board.”

**WHEREAS**, it is the intent of the Lafayette Parish School Board to exempt from the imposition of the School Board’s sales and use taxes the furnishing of repairs to and maintenance of certain tangible personal property in accordance with La. R.S. 47:305(E)(4)(b) that is performed on the lands administered by the Lafayette Airport Commission in order to promote business growth and competitiveness in the aerospace and aviation maintenance industry.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** by the Lafayette Parish School Board, that:

**SECTION 1.** All of the above “Whereas” clauses are adopted as part of this ordinance.

**SECTION 2.** Section 8 of the Lafayette Parish School Board’s 1/2% sales and use tax Ordinance, adopted effective March 1, 1988 is hereby amended and replaced to read as follows:

**SECTION 8. OPTIONAL EXEMPTIONS AND EXCLUSIONS.**

“The School Board shall exempt from sales tax charges for the furnishing of repairs performed on the lands administered by the Lafayette Airport Commission to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer’s own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by the best available means. Offshore areas shall not be considered another state for purposes of this Paragraph.”

**SECTION 3.** All ordinances or resolutions, or parts thereof, in conflict herewith, are hereby repealed.

**SECTION 4.** This ordinance shall become effective upon signature of the Lafayette Parish School Board President.

o0o

SECTION 8. OPTIONAL EXCLUSIONS AND EXEMPTIONS.

~~The School Board adopts none of the optional exemptions or exclusions allowed by State sales and use tax law, nor does the School Board adopt any exemptions or exclusions authorized by legislation enacted under Article VI, Section 29(D)(1) of the Constitution of the State of Louisiana of 1974. Included within the Tax base of the Tax is every transaction, whether sales, use, lease or rental, consumption, storage or enumerated service, and digital product with no exemptions or exclusions except for those mandated upon every political subdivision by the Constitution or statutes of the State of Louisiana.~~

The School Board shall exempt from sales tax charges for the furnishing of repairs performed on the lands administered by the Lafayette Airport Commission to tangible personal property when the repaired property is delivered to a common carrier or to the United States Postal Service for transportation outside the state, or is delivered outside the state by use of the repair dealer's own vehicle or by use of an independent trucker. However, as to aircraft, delivery may be by the best available means. Offshore areas shall not be considered another state for purposes of this Paragraph.

UPON MOTION of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing amendment was adopted by the vote of the Lafayette Parish School Board on this 12th day of February, 2026.

The Clerk is hereby authorized, instructed and directed to record a certified copy of this amendment in the official records of the Parish of Lafayette, State of Louisiana, and to have such amendment published in the official journal of the City of Lafayette, Lafayette Parish, Louisiana.

WHEREUPON, the amendment was declared adopted and the above section of the ordinance were declared amended on this 12th day of February, 2026.

\_\_\_\_\_  
Hannah Smith Mason, Board President

Attest:

\_\_\_\_\_  
Francis Touchet, Jr., Secretary

Lafayette Parish School  
Board Lafayette,  
Louisiana

**DIRECTING THE SUPERINTENDENT TO AMEND THE MEDICAL AND  
PHARMACY PLAN DOCUMENT THAT RESULTS IN NEITHER AN  
INCREASE NOR A REDUCTION IN BENEFITS COMPARED TO PRIOR  
PLAN YEARS**

**RESOLUTION 02-026-2162**

WHEREAS, the School Board is committed to ensuring member experience;

WHEREAS, the School Board recognizes the importance of member experience whereby it results in neither an increase nor a reduction in benefits compared to prior plan years;

WHEREAS, amending a section of the plan document ensures that LPSS members experience no disruption in benefits and that the amendment results in neither an increase nor a reduction in benefits compared to prior plan years;

BE IT FURTHER RESOLVED, that the plan document is hereby amended in the applicable section for the purpose of ensuring that members of the Lafayette Parish School System (LPSS) experience no interruption, diminishment, or enhancement of benefits, such that the amendment maintains benefit provisions consistent with those in effect during prior plan years, resulting in no change—whether an increase or a reduction—to the benefits previously provided.

**CERTIFICATE**

I, the undersigned Secretary-Treasurer of the Lafayette Parish School Board, do hereby certify that the above and foregoing is a true copy of a resolution adopted at its Regular Board Meeting of February 12, 2026, at which time a quorum was present and that same is in full force and effect.

Dated at Lafayette, Louisiana,  
this 12th day of February, 2026.

/s/ Francis Touchet, Jr  
Francis Touchet, Jr.  
Secretary-Treasurer  
LAFAYETTE PARISH SCHOOL  
BOARD

## ***SCHOOL BOARD COMMITTEES***

All committee memberships shall have a term coinciding with the term of the School Board President. The Superintendent shall serve as the educational advisor to all committees.

A chairperson for each committee shall be chosen by the respective members of each committee. His or her term shall coincide with the term of the Board President with no term limits. Committees shall meet regularly and report their findings and recommendations to the School Board. Findings and recommendations by committees may be acted upon by the School Board at a subsequent School Board meeting.

Committees shall have deliberative and recommending powers only.

## **STANDING COMMITTEES**

The President of the Lafayette Parish School Board shall appoint membership to standing committees which may be created by the School Board to be charged with deliberations of certain issues as deemed necessary. Such committees shall be composed of members of the School Board with the exception of the 2002 ½ Cent Sales Tax Blue Ribbon Committee, whose membership is prescribed by the ½ Cent Sales Tax Administrative Plan. The Lafayette Parish School Board shall have five standing School Board committees, as follows:

1. Executive Committee: Specifically created by the School Board shall be an Executive Committee which shall consist of three (3) members which shall be the President, Vice-President, and one other School Board member appointed by the President.
2. 2002 ½ Cent Sales Tax Blue Ribbon Committee: Membership is prescribed in the plan
3. Facilities ~~and Long-Range Plan~~ Committee
4. School Board Insurance/~~Finance~~ Committee
5. Legislative Committee

## **COMMITTEE MEETINGS**

All meetings of all committees established herein or otherwise by the School Board shall be subject to Louisiana's Open Meetings Laws and, in matters of procedures not covered by law, School Board policy, or the Louisiana Board of Elementary and Secondary Education (BESE), all meetings of committees shall be governed by Robert's Rules of order (Revised).

The committee work requires the support of School System staff, the agenda, time, date, and location of committee meetings shall be set by the committee chairperson in collaboration with the Superintendent or his/her designee. All committee meetings shall be properly noticed and open to the public, except in those instances allowed as provided by state law. An item of business not on the agenda may be taken up by the committee only upon unanimous approval of the members present at the meeting.

*A majority of the committee membership* shall constitute a quorum for purposes of conducting business at any committee meeting. Committee meetings may be held absent a quorum of informal and/or informational purposes only with no action. All members of the School Board may attend the meetings of any committee and take part in discussion. However, only the School Board members appointed to a particular committee may vote in any committee meeting. For standing School Board committees only, in the absence of a quorum, the committee chairperson may designate another School Board member present at the meeting to sit on the committee temporarily for the purpose of making a quorum. The School Board member serving a temporary appointment shall also be entitled to vote on matters considered by the committee during that meeting. No more than one non-committee School Board member may be appointed by the committee chairperson in order to obtain a quorum. Ex-officio members of a committee shall not count towards a quorum and shall not vote on issues.

Minutes shall be taken of the proceedings of all committee meetings. The minutes of all committee meetings shall be presented to the full School Board for its review and consideration.

#### TEMPORARY COMMITTEES

Special committees may be appointed by the President or the School Board for specific purposes. The membership of any special committees need not be restricted to members of the School Board but shall include such persons who may have knowledge or interest in the subject studied. Upon conclusion

of their assignment and report or recommendation to the School Board, such committees shall cease to function. The committee may also be terminated upon approval by the School Board.

### SUPERINTENDENT ADVISORY PANELS

All Superintendent advisory panels are created to bring all stakeholders of our community together to discuss the quality of education, promote the overall success of the district, and provide guidance about the future of the Lafayette Parish School System. Memberships of each panel shall follow the Superintendent's selection process/procedures, will meet quarterly, and consist of a 1-year term ending on June 30th of each year.

The Superintendent shall designate a staff member responsible for supporting the advisory panels work. The designate staff member will be responsible for the meeting notification to panel members, the coordination of the agenda, the preparation of the information to be presented to the panel, and the meeting date, time, and location. Advisory panel agenda items for consideration will be requested from the Office of the Superintendent or his/her designee within ten (10) days prior to the projected meeting date. The final agenda will be approved by the Superintendent or his/her designee.

1. Superintendent Advisory Panel: This panel is a dynamic and diverse group that provide invaluable guidance, recommendations, and insights to the Superintendent.
2. Teacher Advisory Panels: This panel at the elementary, middle and high school levels are educators who have been selected to provide insight, feedback, and expertise to the Superintendent.
3. Bus Advisory Panel: This panel is represented by a group of bus drivers from the district that are dedicated to ensuring safe, efficient, and reliable transportation for students within the district.
4. Employee/Retiree Insurance Advisory Panel: This panel is represented by a group of individuals committed to ensuring that the health insurance benefit offered by the district adds value for the employees and retirees of Lafayette Parish School System. This panel shall consist of active or retired employees of the Lafayette Parish School System who have active group health insurance with LPSS, distributed between employees and retirees based on the ratio of employees to retirees enrolled in the group health plan at the close of open enrollment each year.

5. Student Advisory Panel: This panel plays a crucial role in representing the voice of the student body and ensuring their interests and considered in decision-making process.
6. Principal Advisory Panel: This panel serves as a critical link between school leadership and district administration to ensure that educational needs are effectively addressed.
7. Superintendent’s Safety Panel: This panel plays a critical role to address safety and security matter for all members of the educational community.

The panel’s feedback, recommendations, and/or findings will be presented by the Superintendent to the School Board or to one of the five standing School Board committees.

Adopted prior to 1975	Revised: February 10, 1980	Revised: March 4, 2015
Revised: Date of manual adoption	Revised: March 4, 1981	Revised: July 1, 2015
Revised: February 24, 1976	Revised: February 1, 1989	Revised: February 7, 2018
Revised: April 7, 1976	Revised: January 16, 1991	Revised: July 22, 2020
Revised: August, 1977	Revised: May 1, 1991	Revised: February 8, 2023
Revised: September, 1977	Revised: June 16, 1993	Revised: February 7, 2024
Revised: January, 1979	Revised: December 17, 1997	Revised: February 20, 2025

Ref: La. Rev. Stat. Ann. §§[17:55](#), [17:81](#), [42:19](#)  
 Board minutes, 2-24-76, 4-7-76, 2-10-80, 3-4-81, 2-1-89, 1-16-89, 1-16-91, 5-1-91, 6-16-93, 12-17-97, [3-4-15](#), [7-1-15](#), [2-7-18](#), [7-22-20](#), [2-8-23](#), [2-7-24](#), [2-20-25](#)

Lafayette Parish School Board

## **NOTIFICATION OF SCHOOL BOARD MEETINGS**

The Lafayette Parish School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. Such notice shall include the dates, times, and places of such meetings.

The School Board shall also give written public notice of any regular, special, rescheduled, or committee meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. Such notice shall include the agenda, date, time, and place of the meeting. It shall also include sufficient information to enable the public to locate the live broadcast of the meeting.

The agenda shall not be changed less than twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting. The agenda shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting and include whether or not matters will be discussed in an executive session related to pending or threatened litigation. In such event, the notice shall include the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but need not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting.
2. Giving notice to any member of the public or the news media who requests notice of such meetings by providing the notice to the requestor at the same time and in the same manner as is given to members of the School Board.
3. In addition to the above, by providing notice on the School Board's website for no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting.

In cases of extraordinary emergency where the need exists to convene a meeting at the earliest possible time, such notice shall not be required; however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

**FILE: BCBB**  
**Cf: BC, BBC**

Adopted prior to 1975  
Revised: March 6, 1991  
Revised: January 5, 2011  
Revised: July 1, 2015  
Revised: February 7, 2018  
Revised: September 18, 2024  
Revised: December 19, 2024  
Revised: September 2025

Ref: La. Rev. Stat. Ann. §§17:81, 42:19; Board minutes, 3-6-91, 1-5-11, 7-1-15, 2-7-18, 9-18-24, 12-19-24.

## NOTIFICATION OF SCHOOL BOARD MEETINGS

The Lafayette Parish School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. Such notice shall include the dates, times, and places of such meetings.

The School Board shall also give written public notice of any regular, special, rescheduled, or committee meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. Such notice shall include the agenda, date, time, and place of the meeting. It shall also include sufficient information to enable the public to locate the live broadcast of the meeting.

The agenda shall not be changed less than twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting. The agenda shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting and include whether or not matters will be discussed in an executive session related to pending or threatened litigation. In such event, the notice shall include the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but need not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting.
2. Giving notice to any member of the public or the news media who requests notice of such meetings by providing the notice to the requestor at the same time and in the same manner as is given to members of the School Board.
- ~~3. Submitting a notice of each meeting to the Commissioner of Administration in a manner and format that allows the Commissioner time to post the notice on its website prior to twenty-four (24) hours before the scheduled time of the meeting, as required or advised by the Commissioner of Administration.~~
4. In addition to the above, by providing notice on the School Board's website for no less than twenty-four (24) hours, exclusive of Saturdays, Sundays,

and legal holidays, before the meeting.

In cases of extraordinary emergency where the need exists to convene a meeting at the earliest possible time, such notice shall not be required; however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

Adopted prior to 1975  
Revised: March 6, 1991  
Revised: January 5, 2011  
Revised: July 1, 2015  
Revised: February 7, 2018  
Revised: September 18, 2024  
Revised: December 19, 2024  
Revised: September 2025

Ref: La. Rev. Stat. Ann. §§17:81, 42:19; Board minutes, 3-6-91, 1-5-11, 7-1-15, 2-7-18, 9-18-24, 12-19-24.

## SALE OF SURPLUS EQUIPMENT AND SUPPLIES

Merchandise and equipment no longer usable for the purpose for which it was acquired or built shall be declared surplus by the Superintendent or his/her designee upon notification by the department or school to which the merchandise or equipment has been assigned. The equipment and appliances will then be inspected by central office administration to determine if they are usable or should be declared surplus by the School Board. If the items are declared surplus, the Lafayette Parish School Board shall then call for sealed bids and/or public auction or any other method allowed by law for the sale of such merchandise or equipment. A minimum fair value price shall be established for each item and the bid price shall start at that point for items considered worthy. Said bids shall be opened publicly and disposed of in a prudent, businesslike manner. The School Board shall reserve the right to accept or reject any and all bids.

Items declared surplus or unfit for further use by the School Board shall be stored at the school or department where assigned until the merchandise or equipment is properly sold or other plans for disposition are approved by the Superintendent or his/her designee.

The sale of surplus merchandise or equipment shall be final, on an "as is" or "where is" basis, and shall carry no warranties whatsoever. If not sold, these items shall be sold as junk, or if no salvage value can be realized, destroyed in the most economical manner possible.

### COMPUTING DEVICES

The School Board may sell, trade, or participate in a buyback program, as provided by La. Rev. Stat. Ann. §17:87.6, for the purpose of alienating individual computing devices that have been used by students for classwork, notwithstanding any provisions of law to the contrary.

The School Board may use revenue generated from the sale of devices for the acquisition, maintenance, or improvement of technology resources for the school or School District.

Prior to the alienation of a device, the School Board shall securely erase all student, employee, and school and District data or otherwise render it inaccessible in accordance with data security policies established by the state Department of Education and any applicable state or federal regulations.

Adopted: November 1, 1989 (Files: DP and DP-R)      Revised: October 7, 2015  
Revised: April 1, 1998      Revised: November, 2025

Ref: La. Rev. Stat. Ann. §§17:87.6, 49:125; Board minutes, 11-1-89, 4-1-98, 10-7-15.

## SALE OF SURPLUS EQUIPMENT AND SUPPLIES

Merchandise and equipment no longer usable for the purpose for which it was acquired or built shall be declared surplus by the Superintendent or his/her designee upon notification by the department or school to which the merchandise or equipment has been assigned. The equipment and appliances will then be inspected by central office administration to determine if they are usable or should be declared surplus by the School Board. If the items are declared surplus, the Lafayette Parish School Board shall then call for sealed bids and/or public auction or any other method allowed by law for the sale of such merchandise or equipment. A minimum fair value price shall be established for each item and the bid price shall start at that point for items considered worthy. Said bids shall be opened publicly and disposed of in a prudent, businesslike manner. The School Board shall reserve the right to accept or reject any and all bids.

Items declared surplus or unfit for further use by the School Board shall be stored at the school or department where assigned until the merchandise or equipment is properly sold or other plans for disposition are approved by the Superintendent or his/her designee.

The sale of surplus merchandise or equipment shall be final, on an "as is" or "where is" basis, and shall carry no warranties whatsoever. If not sold, these items shall be sold as junk, or if no salvage value can be realized, destroyed in the most economical manner possible.

### COMPUTING DEVICES

[The School Board may sell, trade, or participate in a buyback program, as provided by La. Rev. Stat. Ann. §17:87.6, for the purpose of alienating individual computing devices that have been used by students for classwork, notwithstanding any provisions of law to the contrary.](#)

[The School Board may use revenue generated from the sale of devices for the acquisition, maintenance, or improvement of technology resources for the school or School District.](#)

[Prior to the alienation of a device, the School Board shall securely erase all student, employee, and school and District data or otherwise render it inaccessible in accordance with data security policies established by the state Department of Education and any applicable state or federal regulations.](#)

Adopted: November 1, 1989 (Files: DP and DP-R)      Revised: October 7, 2015  
Revised: April 1, 1998      Revised: November, 2025

Ref: La. Rev. Stat. Ann. §§17:87.6, 49:125; Board minutes, 11-1-89, 4-1-98, 10-7-15.

## PURCHASING

All purchasing for the school system to be paid from Lafayette Parish School Board funds shall be made by the Superintendent or his/her designee in conformance with existing administrative regulations and administrative procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Lafayette Parish School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state and federal law, and administrative regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the Lafayette Parish School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. Lafayette Parish School Board employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. All purchasing shall comply with the U.S. Department of Education Department *General Administrative Regulations* (EDGAR), the *Louisiana Public Bid Law*, the *Louisiana Code of Governmental Ethics*, the *Louisiana Procurement Code*, and applicable state or federal regulations, as applicable.

### Contracts Administration

Formal contracts shall be required when the type or scope of product or service, the related method of delivery of such product or service, responsibilities of vendor and purchaser during the contract term, and the other terms of the purchase cannot properly be covered with a purchase order.

Contractual agreements obligating the School Board or School District shall be signed by the Board President and the Superintendent, unless the contract is for routine and necessary expenditures to carry out general business operations, in which case the Superintendent or his/her designee will sign.

An extension of a contract beyond its original or current term requires the approval of the School Board President and the Superintendent if the contract value is less than \$100,000.00, unless the contract is for routine and necessary expenditures to carry out general business operations, in which case the Superintendent or his/her designee will sign. All extensions of contracts with an annual contract value of greater than \$100,000.00 shall require the approval of the School Board at least six months prior to the end of the

current contract term.

#### USE OF FEDERAL FUNDS

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Section 200 of the *Code of Federal Regulations* (CFR). All procurements using federal funds, in whole or in part, shall employ one of the methods identified in 2 CFR 200.320, if more stringent than those methods required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the particular adoption may be applicable to the procurement if more stringent.

#### Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

When spending federal funds, the Lafayette Parish School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Louisiana Economic Development Agency, and Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

#### Exclusion or Rejection of Quotes or Bids

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the *System for Award Management* maintained by the U.S. Government, which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

#### Suspension and Debarment

The Lafayette Parish School Board may not contract or award bids to any person or company using federal assistance funds who is debarred or suspended. The School Board shall be required to check for excluded parties at the *System for Award Management (SAM)* website and retain proof of status.

In the event a vendor, person or company under consideration to be awarded a bid or contract for goods or services to be funded by any federal assistance program is on the ineligibility list at SAM.gov, the School Board shall comply with the contracting restrictions as outlined in accordance with federal regulations.

It shall be the responsibility of the Superintendent and/or Director of Finance to implement these provisions.

#### USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow an appropriate procurement method provided in Title 38 Louisiana Bid Law (La. Rev. Stat. Ann. §38:2212.1) or in Title 39, to the extent adopted by the Lafayette Parish School Board.

#### Financing Purchases

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. If required, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall enter into a financing purchase arrangement and/or agreement without prior approval from the School Board.

#### Use of State Contract

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions in accordance with La. Rev. Stat. Ann. §§33:1321—1337 or La. Rev. Stat. Ann. §38:321.1.

#### Louisiana Procurement Code

State law authorizes School Boards to adopt all or any part of the *Louisiana Procurement Code* as contained in state statutes (La. Rev. Stat. Ann. §§39:1551-39:1755). For proper and efficient operations, the Lafayette Parish School Board may adopt, by resolution or otherwise, pertinent provisions of the *Louisiana Procurement Code*, accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

#### Sole Source Provider

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

#### Qualified Group Purchasing Organizations

A *qualified group purchasing organization* means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.

As provided in La. Rev. Stat. Ann. §38:2212.1 (N), the School Board may enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations for the purchase of materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials, equipment, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

The School Board may purchase materials, equipment, or supplies directly from or through a qualified group purchasing organization if either the price is less than that for the same or substantially similar materials, equipment, or supplies on the state contract or bid list, or if the same or substantially similar materials, equipment, or supplies are not under state contract or on the state bid list. Nothing included in this paragraph shall be

construed to authorize the School Board to purchase materials, equipment, or supplies from or through an entity or vendor other than a qualified group purchasing organization as defined herein without using a procurement process otherwise provided by state law.

For purchases using local or State funding sources, group purchasing organizations may be utilized in lieu of a formal bid process.

Competitive Online Solicitation

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows.

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

### PREFERENCES

To the extent possible, when purchasing with state or locally generated funds, the School Board shall regularly purchase products manufactured, grown, produced or harvested from the state land or waters which are of equal quality to such items produced outside the state, provided the cost of state products does not exceed by more than the statutory percentage the cost of out-of-state products or as otherwise provided by state law. Such products shall be limited to those allowed by state law.

### VENDORS

The School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services or public works contracts.

No employee of the School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

### CREDIT CARDS AND PURCHASING CARDS

The School Board may authorize the use of credit cards or purchasing cards by authorized personnel to facilitate the purchase of School Board authorized items. Only personnel employed and authorized by the School Board shall be permitted to use any credit and/or purchasing card in the name of the Lafayette Parish School Board. No personal usage of either card shall be permitted.

Each person authorized by the School Board shall be issued card in the name of the Lafayette Parish School Board and shall have his/her name and/or picture placed on the issued card, if permitted. Once received, the purchasing card(s) shall remain in the

possession of the employee/cardholder and he/she shall be held accountable for the card's usage. Credit cards shall be stored in a locked, secure location when not in use. Documentation (check request or purchase order and itemized receipt) shall be required for all purchases, credits or transactions for which the card is used.

The usage of any card issued shall be in accordance with the administrative regulations and procedures outlined by the Superintendent and/or staff. Designated School Board personnel shall be responsible for monitoring all charges, the number and amount of purchases, vendors used, as well as detailed transaction information. Misuse of any School Board issued purchasing card may result in discipline and/or personal liability for dishonored, erroneous, or improper charges.

#### Fuel

Purchases of fuel with purchasing cards shall be documented with receipt submitted to the business office as soon as practical following purchase. Documentation of the purchase shall include, at a minimum, vehicle number description, vehicle odometer reading, number of gallons purchased, price per gallon, and signature of person filling vehicle.

Revised: December 5, 2007

Revised: March 16, 2011

Revised: October 7, 2015

Revised: September 13, 2017

Revised: July 18, 2018

Revised: October 3, 2018

Revised: February 13, 2019

Revised: January 6, 2021

Revised: November, 2025

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*); 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§33:1321, 33:1322, 33:1323, 33:1324, 33:1325, 33:1326, 33:1328, 33:4712.7, 38:321.1, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 2-15-95, 8-15-07, 12-5-07, 3-16-11, 10-7-15, 7-18-18, 10-3-18; 2-13-19, 1-6-21.

## PURCHASING

All purchasing for the school system to be paid from Lafayette Parish School Board funds shall be made by the Superintendent or his/her designee in conformance with existing administrative regulations and administrative procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Lafayette Parish School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state and federal law, and administrative regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the Lafayette Parish School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. Lafayette Parish School Board employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. All purchasing shall comply with the U.S. Department of Education Department *General Administrative Regulations* (EDGAR), the *Louisiana Public Bid Law*, the *Louisiana Code of Governmental Ethics*, the *Louisiana Procurement Code*, and applicable state or federal regulations, as applicable.

### Contracts Administration

Formal contracts shall be required when the type or scope of product or service, the related method of delivery of such product or service, responsibilities of vendor and purchaser during the contract term, and the other terms of the purchase cannot properly be covered with a purchase order.

Contractual agreements obligating the School Board or School District shall be signed by the Board President and the Superintendent, unless the contract is for routine and necessary expenditures to carry out general business operations, in which case the Superintendent or his/her designee will sign.

An extension of a contract beyond its original or current term requires the approval of the School Board President and the Superintendent if the contract value is less than \$100,000.00, unless the contract is for routine and necessary expenditures to carry out general business operations, in which case the Superintendent or his/her designee will sign. All extensions of contracts with an annual contract value of greater than \$100,000.00 shall require the approval of the School Board at least six months prior to the end of the

current contract term.

#### USE OF FEDERAL FUNDS

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Section 200 of the *Code of Federal Regulations* (CFR). All procurements using federal funds, in whole or in part, shall employ one of the methods identified in 2 CFR 200.320, if more stringent than those methods required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the particular adoption may be applicable to the procurement if more stringent.

#### Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

When spending federal funds, the Lafayette Parish School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Louisiana Economic Development Agency, and Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

#### Exclusion or Rejection of Quotes or Bids

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the *System for Award Management* maintained by the U.S. Government, which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

#### Suspension and Debarment

The Lafayette Parish School Board may not contract or award bids to any person or company using federal assistance funds who is debarred or suspended. The School Board shall be required to check for excluded parties at the *System for Award Management (SAM)* website and retain proof of status.

In the event a vendor, person or company under consideration to be awarded a bid or contract for goods or services to be funded by any federal assistance program is on the ineligibility list at SAM.gov, the School Board shall comply with the contracting restrictions as outlined in accordance with federal regulations.

It shall be the responsibility of the Superintendent and/or Director of Finance to implement these provisions.

#### USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow an appropriate procurement method provided in Title 38 Louisiana Bid Law (La. Rev. Stat. Ann. §38:2212.1) or in Title 39, to the extent adopted by the Lafayette Parish School Board.

#### Financing Purchases

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. If required, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall enter into a financing purchase arrangement and/or agreement without prior approval from the School Board.

#### Use of State Contract

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions in accordance with La. Rev. Stat. Ann. §§33:1321—1337 or La. Rev. Stat. Ann. §38:321.1.

#### Louisiana Procurement Code

State law authorizes School Boards to adopt all or any part of the *Louisiana Procurement Code* as contained in state statutes (La. Rev. Stat. Ann. §§39:1551-39:1755). For proper and efficient operations, the Lafayette Parish School Board may adopt, by resolution or otherwise, pertinent provisions of the *Louisiana Procurement Code*, accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

#### Sole Source Provider

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

#### Qualified Group Purchasing Organizations

A *qualified group purchasing organization* means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.

As provided in La. Rev. Stat. Ann. §38:2212.1 (N), the School Board may enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations for the purchase of materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials, equipment, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

The School Board may purchase materials, equipment, or supplies directly from or through a qualified group purchasing organization if either the price is less than that for the same or substantially similar materials, equipment, or supplies on the state contract or bid list, or if the same or substantially similar materials, equipment, or supplies are not under state contract or on the state bid list. Nothing included in this paragraph shall be

construed to authorize the School Board to purchase materials, equipment, or supplies from or through an entity or vendor other than a qualified group purchasing organization as defined herein without using a procurement process otherwise provided by state law.

For purchases using local or State funding sources, group purchasing organizations may be utilized in lieu of a formal bid process.

Competitive Online Solicitation

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows.

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

### PREFERENCES

To the extent possible, when purchasing with state or locally generated funds, the School Board shall regularly purchase products manufactured, grown, produced or harvested from the state land or waters which are of equal quality to such items produced outside the state, provided the cost of state products does not exceed by more than the statutory percentage the cost of out-of-state products or as otherwise provided by state law. Such products shall be limited to those allowed by state law.

### VENDORS

The School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services or public works contracts.

No employee of the School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

### CREDIT CARDS AND PURCHASING CARDS

The School Board may authorize the use of credit cards or purchasing cards by authorized personnel to facilitate the purchase of School Board authorized items. Only personnel employed and authorized by the School Board shall be permitted to use any credit and/or purchasing card in the name of the Lafayette Parish School Board. No personal usage of either card shall be permitted.

Each person authorized by the School Board shall be issued card in the name of the Lafayette Parish School Board and shall have his/her name and/or picture placed on the issued card, if permitted. Once received, the purchasing card(s) shall remain in the

possession of the employee/cardholder and he/she shall be held accountable for the card's usage. Credit cards shall be stored in a locked, secure location when not in use. Documentation (check request or purchase order and itemized receipt) shall be required for all purchases, credits or transactions for which the card is used.

The usage of any card issued shall be in accordance with the administrative regulations and procedures outlined by the Superintendent and/or staff. Designated School Board personnel shall be responsible for monitoring all charges, the number and amount of purchases, vendors used, as well as detailed transaction information. Misuse of any School Board issued purchasing card may result in discipline and/or personal liability for dishonored, erroneous, or improper charges.

#### Fuel

Purchases of fuel with purchasing cards shall be documented with receipt submitted to the business office as soon as practical following purchase. Documentation of the purchase shall include, at a minimum, vehicle number description, vehicle odometer reading, number of gallons purchased, price per gallon, and signature of person filling vehicle.

Revised: December 5, 2007

Revised: March 16, 2011

Revised: October 7, 2015

Revised: September 13, 2017

Revised: July 18, 2018

Revised: October 3, 2018

Revised: February 13, 2019

Revised: January 6, 2021

Revised: November, 2025

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*); 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§33:1321, 33:1322, 33:1323, 33:1324, 33:1325, 33:1326, 33:1328, 33:4712.7, 38:321.1, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 2-15-95, 8-15-07, 12-5-07, 3-16-11, 10-7-15, 7-18-18, 10-3-18; 2-13-19, 1-6-21.

## ***EMERGENCY/CRISIS MANAGEMENT***

### CRISIS MANAGEMENT AND RESPONSE

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

The *Crisis Management and Response Plan* must include procedures for distributing classroom door keys to substitute employees and procedures for briefing substitute employees on emergency response.

The *Crisis Management and Response Plan* shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school and provide for parental notification in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan

at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. Each principal shall submit such plan in writing to the Superintendent or his/her designee for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Director of Risk Management.

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction.

#### OTHER EMERGENCY DRILLS

The Lafayette Parish School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

#### School Mapping Data

As required by La. R.S. 17:416.16.1, and, subject to a specific legislative appropriation of monies for implementation of Act 425 of the 2025 Regular Session, the School Board shall submit a copy of the most recent blueprints and school mapping data of each school building and facility in the school system to each local law enforcement agency with jurisdiction over any portion of the school governing authority, each local and state public safety and emergency preparedness office, the Louisiana Center for Safe Schools, and to the school's office for use in response to emergencies.

All aspects of the school mapping data shall be collected, produced, and stored within the United States of America and in accordance with administrative regulations promulgated by the Superintendent.

As provided in La. R.S. 17:416.16.1(E), blueprints and school mapping data of public school buildings or facilities shall not be subject to disclosure pursuant to the Louisiana Public Records Law.

Revised: March 18, 1998  
Revised: August, 2013

Revised: October 15, 2014  
Revised: October 3, 2018

Ref: La. Rev. Stat. Ann. §§[17:416.16](#), [40:1578.6](#)  
[\*Louisiana School Transportation Specifications and Procedures\*](#),  
Bulletin 119  
[\*Louisiana Handbook for School Administrators, Bulletin 741\*](#), Louisiana  
Department of Education  
[\*Life Safety Code\*](#), National Fire Protection Association  
Board minutes, 3-18-98, 10-15-14, [10-3-18](#)

Lafayette Parish School Board

## ***EMERGENCY/CRISIS MANAGEMENT***

### CRISIS MANAGEMENT AND RESPONSE

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

The *Crisis Management and Response Plan* must include procedures for distributing classroom door keys to substitute employees and procedures for briefing substitute employees on emergency response.

The *Crisis Management and Response Plan* shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school and provide for parental notification in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan

at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. Each principal shall submit such plan in writing to the Superintendent or his/her designee for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Director of Risk Management.

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction.

#### OTHER EMERGENCY DRILLS

The Lafayette Parish School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

#### School Mapping Data

As required by La. R.S. 17:416.16.1, and, subject to a specific legislative appropriation of monies for implementation of Act 425 of the 2025 Regular Session, the School Board shall submit a copy of the most recent blueprints and school mapping data of each school building and facility in the school system to each local law enforcement agency with jurisdiction over any portion of the school governing authority, each local and state public safety and emergency preparedness office, the Louisiana Center for Safe Schools, and to the school's office for use in response to emergencies.

All aspects of the school mapping data shall be collected, produced, and stored within the United States of America and in accordance with administrative regulations promulgated by the Superintendent.

As provided in La. R.S. 17:416.16.1(E), blueprints and school mapping data of public school buildings or facilities shall not be subject to disclosure pursuant to the Louisiana Public Records Law.

Revised: March 18, 1998

Revised: October 15, 2014

Revised: August, 2013

Revised: October 3, 2018

Ref: La. Rev. Stat. Ann. §§[17:416.16](#), [40:1578.6](#)  
[Louisiana School Transportation Specifications and Procedures](#),  
Bulletin 119  
[Louisiana Handbook for School Administrators, Bulletin 741](#), Louisiana  
Department of Education  
[Life Safety Code](#), National Fire Protection Association  
Board minutes, 3-18-98, 10-15-14, [10-3-18](#)

Lafayette Parish School Board

## **RECRUITMENT OF PERSONNEL**

The Lafayette Parish School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

### APPLICATIONS

Applications submitted for any vacancy shall be retained by the Employee Services Department.

### Disclosure of Information by Applicant

Prior to hiring any employee, the School Board shall require the applicant to sign a statement that:

1. Authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is/was a city, parish, or other local public school board, relative to all instances of sexual misconduct with students committed by the applicant, if any.
2. Releases the applicant's current or previous employer, if such employer is/was a city, parish, or other local public school board, and any school employee acting on behalf of such employer from any liability for disclosing any information as described above in accordance law.
3. Authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or Special Schools Programs, relative to all instances of abuse or neglect of students committed by the applicant, if any.
4. Requires disclosure by the applicant of all instances of sexual misconduct with and abuse or neglect of any student committed by the applicant, if any, including:
  - A. All actual cases of sexual misconduct with a minor or student by the applicant.
  - B. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six months prior to the applicant's resignation, dismissal, or retirement from school employment.
  - C. All actual or investigated cases of abuse or neglect of a minor or student by the applicant.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information listed in A through C above.

The School Board shall not hire any applicant who does not sign the statement as required by law.

A copy of the required statement signed by the applicant shall be included with any written request made to the applicant's current or previous employer to provide the above-referenced information. The School Board may employ any applicant on a conditional basis pending the Superintendent's review of any information obtained pursuant to this request.

Any information obtained by the School Board as a result of an applicant's disclosure and/or a request made to an applicant's current or previous employer as outlined above shall be used by the School Board only for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. Once the evaluation results have been received, the applicant shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission, by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

#### Applicants' Records

The name of each applicant for a public position of authority or a public position with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in Louisiana Public Records Act.

When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or any agent acting on his/her behalf shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of Louisiana public records laws. However, oral contact prior to a person becoming an applicant shall not be prohibited and neither shall oral contact which may result in a written application or other documents.

### Bus Operators

All persons, prior to employment as a bus operator with the School Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures*, before he/she shall be considered for employment as a bus operator or substitute bus operator.

Upon completion of the prerequisites, the applicant's valid application shall be filed in the personnel department for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

### CRIMINAL HISTORY OF APPLICANTS

The Lafayette Parish School Board shall require, in accordance with state law, applicants for employment to submit necessary information regarding their backgrounds. Every prospective employee shall be required to provide authorization for the disclosure of information regarding past criminal offenses, including arrests, convictions, pleas of *nolo contendere*, and other dispositions, including dismissals of convictions. Every prospective employee shall be subject to fingerprinting and each person's fingerprints shall be submitted to the Louisiana Bureau of Criminal Identification and Information for a criminal history records check in accordance with La. Rev. Stat. Ann. §15:587.1.

Prior to reporting for duty on any campus, an applicant must report to the Employee Services Department to electronically submit his/her fingerprints to the proper authorities for processing.

1. A person who has been convicted of or has plead *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1(C) or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2018, shall not be hired as a bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.
2. A person shall not be hired as an administrator, teacher, or substitute teacher if the person:
  - A. Has been convicted of or has plead *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1(C) even if adjudication was withheld or a pardon or expungement was granted.
  - B. Has been found to have submitted fraudulent documentation to the State Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.
  - C. Has been found to have facilitated cheating on any state assessment as

determined by BESE.

3. The School Board may hire a person as an administrator, teacher, or substitute teacher who has been convicted of or has pled nolo contendere to an offense listed in La. Rev. Stat. Ann. §15:587.1(C), who has been found to have submitted fraudulent documentation to BESE or LDOE as part of an application for a teaching certificate or other teaching authorization, or who has been found to have facilitated cheating on any state assessment if BESE approves a formal appeal request submitted by the person and issues a teaching certificate or authorization.
4. Any person employed to provide cafeteria, transportation, janitorial, maintenance, or student services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.
5. The School Board may reemploy an administrator, teacher, or other school employee who has been dismissed for conviction of a crime, except a crime listed in La. Rev. Stat. Ann. §15:587.1(C), only upon written approval of a district judge of the parish and the district attorney, or upon written documentation from the court in which the conviction occurred stating that the conviction has been reversed, set aside, or vacated. Any such statement of approval of the judge and the district attorney and any such written documentation from the court shall be kept on file at all times by the school and shall be produced upon request to any law enforcement officer.

Adopted: July 18, 2012  
Revised: July 7, 2021  
Revised: November, 2025

Ref: La. Rev. Stat. Ann. "15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1; Board minutes, 7-1-12, 7-7-21.

## **RECRUITMENT OF PERSONNEL**

The Lafayette Parish School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

### APPLICATIONS

Applications submitted for any vacancy shall be retained by the Employee Services Department.

### Disclosure of Information by Applicant

Prior to hiring any employee, the School Board shall require the applicant to sign a statement that:

1. Authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is/was a city, parish, or other local public school board, relative to all instances of sexual misconduct with students committed by the applicant, if any.
2. Releases the applicant's current or previous employer, if such employer is/was a city, parish, or other local public school board, and any school employee acting on behalf of such employer from any liability for disclosing any information as described above in accordance law.
3. Authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or Special Schools Programs, relative to all instances of abuse or neglect of students committed by the applicant, if any.
4. Requires disclosure by the applicant of all instances of sexual misconduct with and abuse or neglect of any student committed by the applicant, if any, including:
  - A. All actual cases of sexual misconduct with a minor or student by the applicant.
  - B. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six months prior to the applicant's resignation, dismissal, or retirement from school employment.
  - C. All actual or investigated cases of abuse or neglect of a minor or student by the applicant.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information listed in A through C above.

The School Board shall not hire any applicant who does not sign the statement as required by law.

A copy of the required statement signed by the applicant shall be included with any written request made to the applicant's current or previous employer to provide the above-referenced information. The School Board may employ any applicant on a conditional basis pending the Superintendent's review of any information obtained pursuant to this request.

Any information obtained by the School Board as a result of an applicant's disclosure and/or a request made to an applicant's current or previous employer as outlined above shall be used by the School Board only for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. Once the evaluation results have been received, the applicant shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission, by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

#### Applicants' Records

The name of each applicant for a public position of authority or a public position with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in Louisiana Public Records Act.

When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or any agent acting on his/her behalf shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of Louisiana public records laws. However, oral contact prior to a person becoming an applicant shall not be prohibited and neither shall oral contact which may result in a written application or other documents.

### Bus Operators

All persons, prior to employment as a bus operator with the School Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures*, before he/she shall be considered for employment as a bus operator or substitute bus operator.

Upon completion of the prerequisites, the applicant's valid application shall be filed in the personnel department for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

### CRIMINAL HISTORY OF APPLICANTS

The Lafayette Parish School Board shall require, in accordance with state law, applicants for employment to submit necessary information regarding their backgrounds. Every prospective employee shall be required to provide authorization for the disclosure of information regarding past criminal offenses, including arrests, convictions, pleas of *nolo contendere*, and other dispositions, including dismissals of convictions. Every prospective employee shall be subject to fingerprinting and each person's fingerprints shall be submitted to the Louisiana Bureau of Criminal Identification and Information for a criminal history records check in accordance with La. Rev. Stat. Ann. §15:587.1.

Prior to reporting for duty on any campus, an applicant must report to the Employee Services Department to electronically submit his/her fingerprints to the proper authorities for processing.

1. A person who has been convicted of or has plead *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1(C) [or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2018.](#) shall not be hired as a bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.
2. A person shall not be hired as an administrator, teacher, or substitute teacher if the person:
  - A. Has been convicted of or has plead *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1(C) even if adjudication was withheld or a pardon or expungement was granted.
  - B. Has been found to have submitted fraudulent documentation to the State Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.
  - C. Has been found to have facilitated cheating on any state assessment as

determined by BESE.

3. The School Board may hire a person as an administrator, teacher, or substitute teacher who has been convicted of or has pled nolo contendere to an offense listed in La. Rev. Stat. Ann. §15:587.1(C), who has been found to have submitted fraudulent documentation to BESE or LDOE as part of an application for a teaching certificate or other teaching authorization, or who has been found to have facilitated cheating on any state assessment if BESE approves a formal appeal request submitted by the person and issues a teaching certificate or authorization.
4. Any person employed to provide cafeteria, transportation, janitorial, maintenance, or student services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.
5. The School Board may reemploy an administrator, teacher, or other school employee who has been dismissed for conviction of a crime, except a crime listed in La. Rev. Stat. Ann. §15:587.1(C), only upon written approval of a district judge of the parish and the district attorney, or upon written documentation from the court in which the conviction occurred stating that the conviction has been reversed, set aside, or vacated. Any such statement of approval of the judge and the district attorney and any such written documentation from the court shall be kept on file at all times by the school and shall be produced upon request to any law enforcement officer.

Adopted: July 18, 2012  
Revised: July 7, 2021  
Revised: November, 2025

Ref: La. Rev. Stat. Ann. "15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1; Board minutes, 7-1-12, 7-7-21.

## SEPARATION OF EMPLOYMENT

### INVOLUNTARY TERMINATION OR DISMISSAL

With the exception of dismissals caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, employees of the Lafayette Parish School Board shall not be dismissed except in accordance with the provisions of State law and this policy. To the extent allowed by State law and School Board policy, the responsibility for dismissal of employees shall be delegated to and shall rest with the Superintendent. No employee shall be entitled to a hearing before the School Board unless such hearing is required by state Law or School Board policy.

### CERTAIN OFFENSES

In accordance with the statutory procedures for dismissal applicable to the employee in question, the Superintendent shall dismiss

1. An administrator, teacher, or substitute teacher upon final conviction of or submission of a plea of *nolo contendere* to any felony offense even if adjudication was withheld or a pardon or expungement was granted;
2. An administrator, teacher, or substitute teacher whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.
3. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization;
4. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE; or
5. Any school employee if such employee is convicted of or pleads *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74.
6. Any other school employee if the employee's name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.

The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the offenses listed above no later than thirty (30) days after such dismissal.

## ARRESTS

This policy shall not prohibit the Superintendent from dismissing or otherwise taking disciplinary action against any employee arrested for, but not convicted of, any misdemeanor or felony offense.

In addition, employees shall be subject to removal for failure to properly report certain arrests as required by State law and/or School Board policy. See policy *GBRA, Employee Conduct* and policy *EDDB, Responsibility for Vehicle Operation*.

## ABANDONMENT OF POSITION

If an employee is absent for three (3) or more consecutive days of work or is absent for ten (10) or more nonconsecutive days of work without approved leave, the School Board may consider the job as abandoned, and the Superintendent may notify the employee of termination unless the employee can provide acceptable and verifiable evidence of extenuating circumstances for such unauthorized absence. The Superintendent or his/her designee shall be responsible for determining the acceptability of evidence of extenuating circumstances provided by the employee.

## CERTIFICATED EMPLOYEES

### Dismissal of Non-tenured Teachers

The dismissal of a non-tenured teacher shall be handled in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline of non-tenured teachers.

### Dismissal of Tenured Teachers

The dismissal of a tenured teacher shall be handled in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline of tenured teachers.

### Dismissal of Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444 may be removed or dismissed from their positions by non-renewal of their contracts or by termination of their contracts.

A promotional employment contract may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;

2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
3. The position in question has been discontinued; or
4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board or a disciplinary hearing officer. The employee shall be returned to his/her former position as a teacher or to a position paying the same salary as his/her former position as a teacher if the employee had previously acquired tenure as a teacher in the system and if the charges against the employee did not simultaneously seek his/her dismissal as a tenured teacher in the system.

A promotional employment contract may be terminated if the employee is found incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract.

In a mid-contract termination situation, the dismissal of a contract appointee shall be governed by the same procedures as those set forth in policy *GBK, Employee Discipline*, for discipline and dismissal of tenured teachers.

#### NON-CERTIFICATED EMPLOYEES

##### Dismissal of Bus Operators

Any school bus operator may be removed from his/her position for the following.

1. The abolition, discontinuance, or consolidation of routes based upon a determination by the Superintendent that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.
2. Conviction of or a plea of *nolo contendere* to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the following offenses relative to operating a vehicle while intoxicated, regardless of whether the violation occurred while the bus operator was performing an official duty or responsibility as a school bus operator at the time of the offense.
  - A. La. Rev. Stat. Ann. §14:98, operating a vehicle while intoxicated
  - B. La. Rev. Stat. Ann. §14:32.1, vehicular homicide
  - C. La. Rev. Stat. Ann. §14:32.8(A)(2), third degree feticide
  - D. La. Rev. Stat. Ann. §14:39.1, vehicular negligent injuring

E. La. Rev. Stat. Ann. §14:39.2, first degree vehicular negligent injuring

3. In accordance with La. Rev. Stat. Ann. §17:493(C)(2), the Superintendent shall immediately remove and terminate any bus operator who has been convicted of or pled *nolo contendere* to a violation of La. Rev. Stat. Ann. §§14:42 through 43.5; §§14:80 through 14:81.5; any other sexual offense affecting minors; any of the crimes provided in La. Rev. Stat. Ann. §15:587.1; or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615. The termination of a bus operator under this provision is final and is not subject to review by a disciplinary hearing officer or the School Board.

#### Dismissal of Non-Tenured Bus Operators

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, a bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. After the probationary term ends, a non-tenured bus operator may be dismissed by the Superintendent in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline and dismissal of non-tenured teachers. The Superintendent's decision shall be final, and the non-tenured bus operator shall not be entitled to a hearing before a disciplinary hearing officer or the School Board.

#### Dismissal of Tenured Bus Operators

No bus driver hired after July 1, 2012, shall earn tenure.

A tenured bus operator shall not be removed from his/her position except upon written and signed charges of willful neglect of duty or incompetence or immorality or drunkenness while on duty or failure to comply with the requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses or physical disability to perform his/her duties or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition or of being a member of, or contributing to, any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state, and then only if furnished with a copy of such written charges and given the opportunity to response, in person or in writing, within ten (10) calendar days from written notice of the charges.

The Superintendent shall have ten (10) calendar days to review the tenured bus operator's response and to provide written notice to the bus operator of the interim disciplinary action against the bus operator. The bus operator may be placed on paid administrative leave. If the bus operator has been arrested for a violation of La. Rev. Stat. Ann. §§14:42 through 14:43.5; §§14:80 through 14:81.5; any sexual offense affecting minors; any of the crimes provided in La. Rev. Stat. Ann. §15:587.1; or any substantiated complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. In no event shall paid

**FILE: GBN**  
**Cf: EDBA, GBA**  
**Cf: GBJ, GBK, GBRA**

administrative leave exceed fifty (50) days from notice of the Superintendent's interim disciplinary decision.

Within twenty (20) calendar days receipt of the Superintendent's interim disciplinary action, if any, the tenured bus operator may request a hearing before a disciplinary hearing officer. If the tenured bus operator fails to timely request a hearing, the Superintendent's decision shall become final. If the tenured bus operator timely requests a hearing, the hearing procedures for the bus operator shall be the same as the hearing procedures for tenured teachers found in policy *GBK, Employee Discipline*.

#### Dismissal of Other School Employees

All employees of the school system whose dismissal is not governed by the provisions of La. Rev. Stat. Ann. §§17:441-446 or by the provisions of La. Rev. Stat. Ann. §§17:491-494 shall be subject to dismissal by the Superintendent after providing the employee with the reason(s) therefor and an opportunity to response. The Superintendent's decision shall be final, and such employees shall not be entitled to a hearing before a disciplinary hearing officer or the School Board.

#### RESIGNATION

Any employee who wishes to termination his/her employment with the School Board shall be required to submit a letter of resignation and/or a *Voluntary Separation Form* to the Superintendent or his/her designee. The School Board authorizes and designates the Superintendent to accept employee resignations on behalf of the School Board, and such employee resignations shall be considered effective upon receipt by the Superintendent.

Any employee who intends to resign after the end of the school session is urged to submit his/her resignation letter or form as soon as possible.

#### RETIREMENT

All employees shall be required, as a condition of employment, to become members of the retirement system for which they are eligible.

Any employee who wishes to retire shall be required to provide written notice to the Superintendent or his/her designee of his/her plans to retire. The School Board authorizes and designates the Superintendent to accept notices of retirement on behalf of the School Board, and such retirement shall be considered effective at the end of the fiscal year or as may be approved by the Superintendent. Employee retirement shall be governed by applicable state and federal law.

No individual shall be discharged or forced to retire because of age.

In the event of any conflict between any provision of this policy and any applicable state or federal law, the applicable law prevails.

**FILE: GBN**  
**Cf: EDDBA, GBA**  
**Cf: GBJ, GBK, GBRA**

Revised: July 18, 2012  
Revised: October 7, 2015  
Revised: April 10, 2019  
Revised: April 19, 2021

Revised: October 12, 2022  
Revised: November, 2025

Ref: La. Rev. Stat. Ann. §§11:133, 11:203, 11:204, 11:701, 11:710, 11:721, 11:728, 11:761, 11:778, 11:786, 11:788, 15:587.1, 17:15, 17:16, 17:81, 17:81.5, 17:425, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; Board minutes, 2-7-79, 9-3-80, 8-3-88, 1-18-89, 11-18-98, 7-18-12; 10-7-15, 4-10-19, 4-19-21, 10-12-22.

## SEPARATION OF EMPLOYMENT

### INVOLUNTARY TERMINATION OR DISMISSAL

With the exception of dismissals caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, employees of the Lafayette Parish School Board shall not be dismissed except in accordance with the provisions of State law and this policy. To the extent allowed by State law and School Board policy, the responsibility for dismissal of employees shall be delegated to and shall rest with the Superintendent. No employee shall be entitled to a hearing before the School Board unless such hearing is required by state Law or School Board policy.

### CERTAIN OFFENSES

In accordance with the statutory procedures for dismissal applicable to the employee in question, the Superintendent shall dismiss

1. An administrator, teacher, or substitute teacher upon final conviction of or submission of a plea of *nolo contendere* to any felony offense even if adjudication was withheld or a pardon or expungement was granted;
2. [An administrator, teacher, or substitute teacher whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.](#)
3. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization;
4. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE; or
5. Any school employee if such employee is convicted of or pleads *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74.
6. [Any other school employee if the employee's name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.](#)

The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the offenses listed above no later than thirty (30) days after such dismissal.

## ARRESTS

This policy shall not prohibit the Superintendent from dismissing or otherwise taking disciplinary action against any employee arrested for, but not convicted of, any misdemeanor or felony offense.

In addition, employees shall be subject to removal for failure to properly report certain arrests as required by State law and/or School Board policy. See policy *GBRA, Employee Conduct* and policy *EDDB, Responsibility for Vehicle Operation*.

## ABANDONMENT OF POSITION

If an employee is absent for three (3) or more consecutive days of work or is absent for ten (10) or more nonconsecutive days of work without approved leave, the School Board may consider the job as abandoned, and the Superintendent may notify the employee of termination unless the employee can provide acceptable and verifiable evidence of extenuating circumstances for such unauthorized absence. The Superintendent or his/her designee shall be responsible for determining the acceptability of evidence of extenuating circumstances provided by the employee.

## CERTIFICATED EMPLOYEES

### Dismissal of Non-tenured Teachers

The dismissal of a non-tenured teacher shall be handled in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline of non-tenured teachers.

### Dismissal of Tenured Teachers

The dismissal of a tenured teacher shall be handled in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline of tenured teachers.

### Dismissal of Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444 may be removed or dismissed from their positions by non-renewal of their contracts or by termination of their contracts.

A promotional employment contract may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;

2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
3. The position in question has been discontinued; or
4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board or a disciplinary hearing officer. The employee shall be returned to his/her former position as a teacher or to a position paying the same salary as his/her former position as a teacher if the employee had previously acquired tenure as a teacher in the system and if the charges against the employee did not simultaneously seek his/her dismissal as a tenured teacher in the system.

A promotional employment contract may be terminated if the employee is found incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract.

In a mid-contract termination situation, the dismissal of a contract appointee shall be governed by the same procedures as those set forth in policy *GBK, Employee Discipline*, for discipline and dismissal of tenured teachers.

#### NON-CERTIFICATED EMPLOYEES

##### Dismissal of Bus Operators

Any school bus operator may be removed from his/her position for the following.

1. The abolition, discontinuance, or consolidation of routes based upon a determination by the Superintendent that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.
2. Conviction of or a plea of *nolo contendere* to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the following offenses relative to operating a vehicle while intoxicated, regardless of whether the violation occurred while the bus operator was performing an official duty or responsibility as a school bus operator at the time of the offense.
  - A. La. Rev. Stat. Ann. §14:98, operating a vehicle while intoxicated
  - B. La. Rev. Stat. Ann. §14:32.1, vehicular homicide
  - C. La. Rev. Stat. Ann. §14:32.8(A)(2), third degree feticide
  - D. La. Rev. Stat. Ann. §14:39.1, vehicular negligent injuring

E. La. Rev. Stat. Ann. §14:39.2, first degree vehicular negligent injuring

3. In accordance with La. Rev. Stat. Ann. §17:493(C)(2), the Superintendent shall immediately remove and terminate any bus operator who has been convicted of or pled *nolo contendere* to a violation of La. Rev. Stat. Ann. §§14:42 through 43.5; §§14:80 through 14:81.5; any other sexual offense affecting minors; any of the crimes provided in La. Rev. Stat. Ann. §15:587.1; or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615. The termination of a bus operator under this provision is final and is not subject to review by a disciplinary hearing officer or the School Board.

#### Dismissal of Non-Tenured Bus Operators

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, a bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. After the probationary term ends, a non-tenured bus operator may be dismissed by the Superintendent in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline and dismissal of non-tenured teachers. The Superintendent's decision shall be final, and the non-tenured bus operator shall not be entitled to a hearing before a disciplinary hearing officer or the School Board.

#### Dismissal of Tenured Bus Operators

No bus driver hired after July 1, 2012, shall earn tenure.

A tenured bus operator shall not be removed from his/her position except upon written and signed charges of willful neglect of duty or incompetence or immorality or drunkenness while on duty or failure to comply with the requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses or physical disability to perform his/her duties or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition or of being a member of, or contributing to, any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state, and then only if furnished with a copy of such written charges and given the opportunity to response, in person or in writing, within ten (10) calendar days from written notice of the charges.

The Superintendent shall have ten (10) calendar days to review the tenured bus operator's response and to provide written notice to the bus operator of the interim disciplinary action against the bus operator. The bus operator may be placed on paid administrative leave. If the bus operator has been arrested for a violation of La. Rev. Stat. Ann. §§14:42 through 14:43.5; §§14:80 through 14:81.5; any sexual offense affecting minors; any of the crimes provided in La. Rev. Stat. Ann. §15:587.1; or any **justified substantiated** complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. In no event

**FILE: GBN**  
**Cf: EDBA, GBA**  
**Cf: GBJ, GBK, GBRA**

shall paid administrative leave exceed fifty (50) days from notice of the Superintendent's interim disciplinary decision.

Within twenty (20) calendar days receipt of the Superintendent's interim disciplinary action, if any, the tenured bus operator may request a hearing before a disciplinary hearing officer. If the tenured bus operator fails to timely request a hearing, the Superintendent's decision shall become final. If the tenured bus operator timely requests a hearing, the hearing procedures for the bus operator shall be the same as the hearing procedures for tenured teachers found in policy *GBK, Employee Discipline*.

#### Dismissal of Other School Employees

All employees of the school system whose dismissal is not governed by the provisions of La. Rev. Stat. Ann. §§17:441-446 or by the provisions of La. Rev. Stat. Ann. §§17:491-494 shall be subject to dismissal by the Superintendent after providing the employee with the reason(s) therefor and an opportunity to response. The Superintendent's decision shall be final, and such employees shall not be entitled to a hearing before a disciplinary hearing officer or the School Board.

#### RESIGNATION

Any employee who wishes to termination his/her employment with the School Board shall be required to submit a letter of resignation and/or a *Voluntary Separation Form* to the Superintendent or his/her designee. The School Board authorizes and designates the Superintendent to accept employee resignations on behalf of the School Board, and such employee resignations shall be considered effective upon receipt by the Superintendent.

Any employee who intends to resign after the end of the school session is urged to submit his/her resignation letter or form as soon as possible.

#### RETIREMENT

All employees shall be required, as a condition of employment, to become members of the retirement system for which they are eligible.

Any employee who wishes to retire shall be required to provide written notice to the Superintendent or his/her designee of his/her plans to retire. The School Board authorizes and designates the Superintendent to accept notices of retirement on behalf of the School Board, and such retirement shall be considered effective at the end of the fiscal year or as may be approved by the Superintendent. Employee retirement shall be governed by applicable state and federal law.

No individual shall be discharged or forced to retire because of age.

**FILE: GBN**  
**Cf: EDBA, GBA**  
**Cf: GBJ, GBK, GBRA**

In the event of any conflict between any provision of this policy and any applicable state or federal law, the applicable law prevails.

Revised: July 18, 2012  
Revised: October 7, 2015  
Revised: April 10, 2019  
Revised: April 19, 2021

Revised: October 12, 2022  
Revised: November, 2025

Ref: La. Rev. Stat. Ann. §§11:133, 11:203, 11:204, 11:701, 11:710, 11:721, 11:728, 11:761, 11:778, 11:786, 11:788, 15:587.1, 17:15, 17:16, 17:81, 17:81.5, 17:425, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; Board minutes, 2-7-79, 9-3-80, 8-3-88, 1-18-89, 11-18-98, 7-18-12; 10-7-15, 4-10-19, 4-19-21, 10-12-22.

## **EMPLOYEE CONDUCT**

The Lafayette Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the Lafayette Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all others shall be expected to observe at least the following standards of conduct.

- Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- Recognize and respect the rights and property of students, other employees, and the public.
- Maintain confidentiality of all matters relating to students and other employees.
- Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- Observe and adhere to all terms of an employee's contract or job description.
- Strive to keep current and knowledgeable about the employee's area of responsibility.
- Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit

or advantage.

- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

#### PROHIBITED SEXUAL CONDUCT

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide to engage in sexual conduct, as defined in La. R. S. 14:81.4 with a student who is seventeen (17) years of age or older, but less than twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to report immediately such conduct to a local or state law enforcement agency.

#### NOTIFICATION BY EMPLOYEES

An administrator, teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within two (2) business days, exclusive of weekends and holidays, of the conviction or plea of guilty or *nolo contendere*.

An administrator, teacher or any other School Board employee or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025, shall report the recordation to the School Board and to the

Department within two (2) business days, exclusive of weekends and holidays.

Arrests for Certain Sexual Offenses

Effective January 1, 2012, any public school employee shall be required to report his/her arrest for a violation of La. R. S. 14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. R. S. 15:587.1, or any justified complaint of child abuse or neglect on file with the Louisiana Department of Children and Family Services.

The report shall be submitted to the Superintendent or his/her designee within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next re turning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be subject to disciplinary action up to and including termination.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported as provided above, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

*School employee*, as used in this policy, shall mean any employee of the School Board, including professional and support personnel and shall include all temporary, part-time, and permanent school employees.

Adopted: 11/2/2016  
Revised: November, 2025

Ref: 41 USC 8103 (*Drug-Free Workplace*); La. R. S. 14:81, 14:81.4, 17:15, 17:16, 17:81; *Sylvester v. Cancienne*, 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259; *Howard v. West Baton Rouge Parish School Board*, 2000-3234 (La. 6/29/01), 793 So.2d 153; *Spurlock v. East Feliciana Parish School Board*, 03-1879 (La. App. 1<sup>st</sup> Cir. 6/25/04), 885 So.2d 1225

## **EMPLOYEE CONDUCT**

The Lafayette Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the Lafayette Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all others shall be expected to observe at least the following standards of conduct.

- Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- Recognize and respect the rights and property of students, other employees, and the public.
- Maintain confidentiality of all matters relating to students and other employees.
- Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- Observe and adhere to all terms of an employee's contract or job description.
- Strive to keep current and knowledgeable about the employee's area of responsibility.
- Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit

or advantage.

- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

#### PROHIBITED SEXUAL CONDUCT

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide to engage in sexual conduct, as defined in La. R. S. 14:81.4 with a student who is seventeen (17) years of age or older, but less than twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to report immediately such conduct to a local or state law enforcement agency.

#### NOTIFICATION BY EMPLOYEES

An [administrator](#), teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within ~~forty-eight (48) hours~~ [two \(2\) business days, exclusive of weekends and holidays](#), of ~~the~~ conviction or plea [of guilty or nolo contendere](#).

[An administrator, teacher or any other School Board employee or whose name is recorded on the Department of Children and Family Services' state central registry on or](#)

after August 1, 2025, shall report the recordation to the School Board and to the Department within two (2) business days, exclusive of weekends and holidays.

#### Arrests for Certain Sexual Offenses

Effective January 1, 2012, any public school employee shall be required to report his/her arrest for a violation of La. R. S. 14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. R. S. 15:587.1, or any justified complaint of child abuse or neglect on file with the Louisiana Department of Children and Family Services.

The report shall be submitted to the Superintendent or his/her designee within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next re turning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be subject to disciplinary action up to and including termination.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported as provided above, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

*School employee*, as used in this policy, shall mean any employee of the School Board, including professional and support personnel and shall include all temporary, part-time, and permanent school employees.

Adopted: 11/2/2016  
Revised: November, 2025

Ref: 41 USC 8103 (*Drug-Free Workplace*); La. R. S. 14:81, 14:81.4, 17:15, 17:16, 17:81; *Sylvester v. Cancienne*, 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259; *Howard v. West Baton Rouge Parish School Board*, 2000-3234 (La. 6/29/01), 793 So.2d 153; *Spurlock v. East Feliciana Parish School Board*, 03-1879 (La. App. 1<sup>st</sup> Cir. 6/25/04), 885 So.2d 1225

**FILE: GBRA**  
**Cf: GAMC, GBN, JG**

## NEW POLICY

FILE: JGCF  
Cf: JDD, JGCFA

### BEHAVIORAL HEALTH SUPPORT FOR STUDENTS

#### Mental Health Assessments

The Lafayette Parish School Board shall require that each public school make available to each student in grades three through twelve a mental health assessment by a licensed behavioral health provider, so long as the student's parent or legal guardian authorizes the assessment, selects the provider, and makes arrangements for payment of all fees associated therewith. Such assessments shall be at no cost to the School Board. Such assessments shall be offered within the year, and, if feasible, during the first semester rather than the second semester of the school year. Each principal or his/her designee may use discretion in determining and appropriate times and places to conduct such assessments.

For purposes of this policy, "licensed behavioral health provider" means an individual or provider who falls into one of the following categories:

1. A mental health professional with a current and valid occupational license issued by a Louisiana professional occupational licensing board or commission under Title 37 of the Louisiana Revised Statutes, acting within the scope of practice authorized by the licensing board to conduct mental health assessments.
2. A behavioral health services provider with a current and valid license issued by the Louisiana Department of Health pursuant to La. R.S. 40:2151 et seq to provide mental health services and assessments.

For the convenience of parents, the schools may compile a list of mental health professionals who are licensed to conduct mental health assessments by contacting the individual licensing boards who regulate the licensed professionals. Schools may also compile a list of behavioral health service providers licensed by the Louisiana Department of Health through review of the Louisiana Department of Health's website.

#### Mental Health Screenings

As authorized by La. R.S. 17:416.24, the Lafayette Parish School Board may offer mental health screenings for all students in grades kindergarten through twelve during the first semester of the school year. If the School Board approves and funds mental health screenings during any fiscal year, they shall be conducted in accordance with administrative regulations promulgated by the Superintendent.

The results of any mental health screening shall not be used to make any decisions relating to student instruction, academic opportunities, or discipline.

## **NEW POLICY**

There shall be no cause of action against the School Board, or any employee thereof, related to the results of the screening.

### Referral for Assessment and Treatment

The Lafayette Parish School Board recognizes that students with behavioral or emotional challenges may be at risk of their behavior escalating into aggression or disruption, disciplinary actions resulting in suspension or expulsion, or juvenile delinquency. The School Board authorizes the Superintendent to adopt and maintain rules and regulations for a program which assists school personnel to identify such signs and symptoms of a student with behavioral or emotional challenges.

A specific employee shall be designated at each school who shall be responsible for identifying behavioral and mental health support services available in the community, and, when appropriate, for facilitating a referral of the student to those services for assessment and/or treatment, including services provided through the Louisiana Coordinated System of Care and its Medicaid provider network.

After any second out of school suspension of the student during the same school year, the principal or his/her designee and the designated employee shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the designated employee shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services for assessment and treatment.

### Annual Report

To the extent required by law, the Lafayette Parish School Board shall report to the Louisiana Department of Education and the House and Senate Committees on Education the number of students identified as possibly having behavioral or emotional challenges, the number of students for whom a conference was scheduled, and the number of students referred for assessment and supportive services. Such reports shall be submitted annually on July 1 and shall reflect data from the previous school year.

### **HEALTH EXAMINATIONS**

The Lafayette Parish School Board, through the Superintendent or designee, may require an employee to have a medical examination whenever there is evidence the employee's condition warrants such action, or there is concern for safety. Examinations may also be conducted to determine adequacy of job performance or to meet requirements of state or federal laws. All examinations conducted shall conform to all state and federal requirements. The physician shall be designated by the Superintendent and/or his/her designee, and the cost of the examination shall be paid by the School Board. The School Board may be entitled to reimbursement from an employee for the costs of such employee's or applicant's pre-employment medical examination or drug test if the employee terminates the employment relationship sooner than ninety (90) working days after the first day of work or never reports to work, unless there is a substantial change made to the employment by the School Board.

### **NEW EMPLOYEES**

The School Board shall require all new employees to present prior to the end of the first calendar month of employment, as a condition of employment, a physician's certificate attesting to their freedom from communicable disease and fitness for duty per requirements of the position description or the determination of the examining physician. ~~This certificate shall include tuberculin skin test results. For test results other than negative, chest x-ray results shall also be included.~~ The cost of obtaining the certificate shall be paid by the School Board.

Additionally, the School Board authorizes the Superintendent to require any employee to have a medical examination whenever deemed necessary to determine fitness for duty or to ascertain need for sick leave.

Any falsification or misrepresentation of health records for a current medical condition or previous medical condition shall disqualify an employee or candidate from employment with the Lafayette Parish School Board. The only exception shall be if a qualified medical specialist determines that a person is physically able to perform the duties of the assigned position.

### **BUS OPERATOR**

Prior to the opening of each school session, each employed school bus operator--including regular, substitute, or activity bus operator--shall be required to submit to the Superintendent and/or his/her designee a certificate from a licensed physician on forms furnished by the School Board, stating that the operator has been examined and is free from any ailment, disease, or defect that would adversely affect his/her ability to safely operate a school bus. Such certificate should be submitted within fifteen (15) days prior to the opening of school, and the cost of said examination shall be paid by the School Board.

In addition, if the Superintendent determines after investigation that a bus operator's health may be adversely affecting his/her ability to perform his/her duties at whatever age, then the Superintendent may require that the operator submit to a physical examination by a physician of the Superintendent's choosing, to assist in assessing the bus operator's health and possible effects on operation of the vehicle.

Adopted prior to 1975

Revised: November 18, 1998

Revised: July 21, 1976

Revised: July 18, 2012

Revised: September 3, 1980

Revised: July 6, 2016

Revised: March 3, 1982

Ref: [42 USC 12101](#) et seq. (*Title I, Americans With Disabilities Act*)

La. Rev. Stat. Ann. §§[17:81](#), [17:491](#), [17:491.2](#), [23:897](#)

Board minutes, 7-21-76, 9-3-80, 3-3-82, 11-18-98, [7-18-12](#), [7-6-16](#)

Lafayette Parish School Board

STATE OF LOUISIANA  
PARISH OF LAFAYETTE

AMENDMENT TO CONTRACT OF LEASE

THIS AMENDMENT to Contract of Lease (the “Amendment”) is made and entered into effective the 31<sup>st</sup> day of **March, 2027**, by and between Lafayette Parish School Board, herein represented by **Hanna Smith Mason**, it’s duly authorized President, herein referred to as “Lessor”, and **Lil E-Z Farm, Inc.**, represented herein by Guy Forman, Sr., whose mailing address is declared to be 105 Golden Grain, Rayne, Louisiana 70578, hereinafter referred to as “Lessee”.

WITNESSETH:

WHEREAS, Lessor and Lessee declared that they did enter into a Contract of Lease dated April 14, 2015 affecting Tracts 3 and 6, totaling 215.709 acres located in Section 16, Township 11 South, Range 5 East, Lafayette Parish, Louisiana.

WHEREAS, Lessor and Lessee desire to amend the above referenced Contract of Lease in the following respects:

(a) “Paragraph 2. Term.” Of the Contract of Lease is hereby amended to read as follows,

To wit:

The term of this Lease is **5** years commencing on April 1, 2027 and ending at Midnight on March 31, 2032, or so long thereafter as may be required by Lessee to complete the harvesting of the 2031 crop. Prior to the expiration of this Lease, it is the responsibility of Lessee to successfully conclude negotiations with this successor, if any, the financial disposition on any crop in place.

In all other respects the Contract of Lease as amended herein shall remain the same.

THUS DONE AND SIGNED in the Parish of Lafayette, State of Louisiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, in the presence of the undersigned competent witnesses, who sign with appeasers and me, Notary, after due reading of the whole.

WITNESSES:

LAFAYETTE PARISH SCHOOL BOARD

\_\_\_\_\_

By: \_\_\_\_\_

President (Lessor)

Print Name \_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Print Notary Name: \_\_\_\_\_

Bar Roll/Notary ID No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

STATE OF LOUISIANA  
PARISH OF LAFAYETTE

AMENDMENT TO CONTRACT OF LEASE

THIS AMENDMENT to Contract of Lease (the “Amendment”) is made and entered into effective the **31<sup>st</sup>** day of **March, 2027**, by and between Lafayette Parish School Board, herein represented by **Hanna Smith Mason**, it’s duly authorized President, herein referred to as “Lessor”, and **T.Clark, LLC.**, a Louisiana Limited Liability Company, represented herein by Tommy Clark, whose mailing address is declared to be 614 Golden Grain, Duson Louisiana 70529., hereinafter referred to as “Lessee”.

WITNESSETH:

WHEREAS, Lessor and Lessee declared that they did enter into a Contract of Lease dated March 9, 2016 affecting Tract 9, 59.925 acres located in Section 16, Township 11 South, Range 5 East, Lafayette Parish, Louisiana.

WHEREAS, Lessor and Lessee desire to amend the above referenced Contract of Lease in the following respects:

(a) “Paragraph 2. Term.” Of the Contract of Lease is hereby amended to read as follows,

To wit:

The term of this Lease is **5** years commencing on March 13, 2027 and ending at Midnight on March 31, 2032, or so long thereafter as may be required by Lessee to complete the harvesting of the 2031 crop. Prior to the expiration of this Lease, it is the responsibility of Lessee to successfully conclude negotiations with this successor, if any, the financial disposition on any crop in place.

In all other respects the Contract of Lease as amended herein shall remain the same.

THUS DONE AND SIGNED in the Parish of Lafayette, State of Louisiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, in the presence of the undersigned competent witnesses, who sign with appeasers and me, Notary, after due reading of the whole.

WITNESSES:

LAFAYETTE PARISH SCHOOL BOARD

\_\_\_\_\_

By: \_\_\_\_\_

President (Lessor)

Print Name \_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Print Notary Name: \_\_\_\_\_

Bar Roll/Notary ID No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

STATE OF LOUISIANA  
PARISH OF LAFAYETTE

AMENDMENT TO CONTRACT OF LEASE

THIS AMENDMENT to Contract of Lease (the "Amendment") is made and entered into effective the 7<sup>th</sup> day of February, 2018, by and between Lafayette Parish School Board, herein represented by ERICK KNEZEK, its duly authorized President, pursuant to Resolution of said Board, adopted at a meeting on the 7 day of FEBRUARY, 2018, hereinafter referred to as "Lessor", and T. Clark, LLC, a Louisiana Limited Liability Company, represented herein by Tommy Clark, whose mailing address is declared to be 614 Golden Grain, Duson, Louisiana 70529, hereinafter referred to as "Lessee".

WITNESSETH:

WHEREAS, Lessor and Lessee declared that they did enter into a Contract of Lease dated March 9, 2016 affecting Tract 9, 59.925 acres located in Section 16, Township 11 South, Range 5 East, Lafayette Parish, Louisiana.

WHEREAS, Lessor and Lessee desire to amend the above referenced Contract of Lease in the following respects:

(a) "Paragraph 2. Term." of the Contract of Lease is hereby amended to read as follows,

to wit:

The term of this Lease is for the time period commencing on March 10, 2016 and ending at Midnight on March 31, 2027, or so long thereafter as may be required by Lessee to complete the harvesting of the 2026 crop. Prior to the expiration of this Lease, it is the responsibility of Lessee to successfully conclude negotiations with his successor, if any, the financial disposition on any crop in place.

(b) "Paragraph 3. Rental." of the Contract of Lease is hereby amended to read as

follows:

Lessee agrees to pay Lessor an annual rental of \$50.00 per acre, or \$2,996.25 for years 2018, 2019, 2020 and 2021 beginning January 15, 2018 and ending January 15, 2022. Beginning January 16, 2022, annual rental shall increase to \$105.00 per acre, or \$6,292.13. That amount shall be paid by Lessee to Lessor on or before January 15<sup>th</sup> of the years 2022, 2023, 2024, 2025 and 2026.

In all other respects the Contract of Lease as amended herein shall remain the same.

THUS DONE AND SIGNED in the Parish of Lafayette, State of Louisiana, on the 25<sup>th</sup>

day of June, 2018, in the presence of the undersigned competent witnesses, who sign with appeasers and me, Notary, after due reading of the whole.

WITNESSES:

LAFAYETTE PARISH SCHOOL BOARD

Amanda Blanco  
Print Name: Amanda Blanco

By: [Signature]  
President (Lessor)

Dorothy Nezay  
Print Name: Dorothy Nezay

Rene M. Credeur  
NOTARY PUBLIC

Print Notary Name: Rene M. Credeur  
Bar Roll / Notary ID No.: 30587  
My Commission Expires: for life

THUS DONE AND SIGNED in the Parish of Lafayette, State of Louisiana, on the 17<sup>th</sup> day of August, 2018, in the presence of the undersigned competent witnesses, who sign with appeasers and me, Notary, after due reading of the whole.

WITNESSES:

Judy Vincent  
Print Name: Judy Vincent

T. CLARK, LLC, a Louisiana Limited Liability Company

By: Tommy Clark  
Tommy Clark (Lessee)

Larry J Breaux  
Print Name: Larry J Breaux

Renee M. Credeur  
NOTARY PUBLIC  
Print Notary Name: Renee M. Credeur  
Bar Roll / Notary ID No.: 30587  
My Commission Expires: for life



### Agenda Item Details

Meeting	Feb 07, 2018 - Lafayette Parish School Board - Regular Board Meeting - REVISION #2
Category	5. CONSENT AGENDA
Subject	5.27 FINANCE - Extension of Lease Term - Section 16 Ridge - Guidry/Bordelon/Dugas
Access	Public
Type	Action (Consent)
Recommended Action	That the Board grant a five year extension to T. Clark LLC and Lil E-Z Farm Inc. on the School Board Section 16 property in Ridge with an increase in annual rent for Tract 9 to \$105 per acre for the extension period.

### Public Content

Representatives of T. Clark LLC & Lil E-Z Farm Inc. has requested a five year extension to their current leases on section 16 property in Ridge. The request is based on the need to recover resources invested in the property by the lessees to bring the site back to working condition. T. Clark LLC has spent almost \$82,000 and Lil E\_Z Farm Inc has spent over \$60,500. In addition T. Clark LLC has proposed to invest an additional \$27,500 in the site to install irrigation pipe and precision land level one of the tracks. The current lease terms end on March 31, 2022. The extension annual rental on Tract 9 will be raised to \$105 an acre for the five year extension period to match the per acre rental on the other tracts. At the time of bidding Tract 9 was in such bad shape it was not included in the original awarded bid for the section. Subsequent negotiations for Tract 9 resulted in a reduced price per acre for the initial term of the lease to allow remediation of that tract.

[Ridge Lil E-Z Farm Inc - FINAL signed lease.pdf \(502 KB\)](#)

[Ridge - Clark LLC - FINAL Lease Signed.pdf \(1,017 KB\)](#)

[Ridge - Clark LLC - FINAL Lease Signed Tract 9.pdf \(520 KB\)](#)

[Sec 16 Ridge Map.pdf \(557 KB\)](#)

[Lil E\\_Z Farms Expenses.pdf \(13 KB\)](#)

[T. Clark Extension Request Backup.pdf \(208 KB\)](#)

[Ridge - Clark LLC - Draft Ext Tract 9.pdf \(92 KB\)](#)

[Ridge - Lil E-Z Farm Inc Draft EXT.pdf \(82 KB\)](#)

[Ridge - Clark LLC Draft Ext.pdf \(84 KB\)](#)

### Administrative Content

#### Motion & Voting

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Justin Centanni, second by Britt Latiolais.  
Final Resolution: Motion Carries

8/13/2018

BoardDocs® Pro

Yes: Tommy Angelle, Elroy Broussard, Justin Centanni, Tehmi Chassion, Jeremy Hidalgo, Erick Knezek, Britt Latiolais, Dawn Morris, Mary Morrison

## CONTRACT OF LEASE

STATE OF LOUISIANA  
PARISH OF LAFAYETTE

THIS LEASE made and entered into this 9<sup>TH</sup> day of MARCH 2016, between the LAFAYETTE PARISH SCHOOL BOARD and herein represented by Tommy Angelle, its President, duly authorized by resolution of said board, adopted at a meeting on the 9<sup>TH</sup> day of MARCH, 2016, hereinafter referred to as "LESSOR" and T. Clark LLC, represented by Tommy Clark, a person of full age and a resident of Lafayette, Parish, Louisiana, whose permanent mailing address is 614 Golden Grain, Duson LA 70529, hereinafter referred to as "LESSEE",

WITNESSETH:

**1. DESCRIPTION OF PROPERTY.** LESSOR hereby leases and lets to the LESSEE, under the terms and conditions hereinafter set forth, the following described property, located in the Parish of Lafayette, State of Louisiana, to-wit:

**Location: S16, T11S, R5E**

**Tract 9 59.925 Acres**

Subject, nevertheless, to all highways, railroads and power lines crossing said premises or appearing of record, and to the right of LESSOR, its heirs, successors, assigns or the mineral leases thereof, to come upon said premises for the purpose of making geophysical surveys, erecting for, drilling for, producing and transporting oil, gas or other minerals, constructing roads, railroads, pipelines, communication lines, etc.

**2. TERM.** The term of this lease is for the time period commencing on MARCH 10<sup>TH</sup>, 2016, and ending at midnight on March 31, 2022, or so long thereafter as may be required by LESSEE to complete the harvesting of the 2021 crop. Prior to the expiration of this lease, it is the responsibility of the LESSEE to successfully conclude negotiations with his successor, if any, the financial disposition on any crop in place.

**3. RENTAL.** LESSEE agrees to pay LESSOR an annual rental of \$50 per acre or \$2,996.25, with no contribution from the LESSOR for expenses, due on January 15<sup>th</sup> of each year during of the term, beginning January 2018 and ending January 2022.

**4. USE OF PREMISES-CROPS.** LESSOR and LESSEE agree that LESSEE shall:

A. Have the right to use and occupy said premises for agricultural and aquaculture

purposes, only. Due to the location of an elementary school on the site hunting or shooting of guns is expressly prohibited on the property.

B. Produce any legal crop on the leased property during the term of this contract.

C. On land used for the production of rice, plant annually a minimum of one-half (½) of the cultivated land of said premises, or the maximum government quota if the same is less than one-half (½) of the leased acreage, during the term of this lease;

D. Cut and trim and keep cut and trimmed during the term of this lease all brush and noxious weeds that may grow anywhere on said premises, especially in those areas which cannot be or are not used for the cultivation of any crop;

E. Except as set forth above, harvest all of his crop on the leased premises prior to the expiration of this lease, it being agreed between the parties that upon LESSEE'S failure to do so, title thereto shall thereupon vest in LESSOR, and LESSEE shall forfeit any rights therein.

**5. PAYMENT FOR SEED AND STUBBLE CANE UPON CHANGE OF LESSEE AND PAYMENT FOR CRAWFISH & MOTOR UPON CHANGE OF LESSEE.**

LESSEE, by entering into this lease, agrees to reimburse the previous LESSEE of the property herein leased, for any seed cane and stubble cane on the leased premises, according to the appraised value of the seed cane and stubble cane. The appraisal will be calculated by the local Parish County Agent or his designee.

LESSEE, by entering into this lease, agrees to reimburse the previous LESSEE of the property herein for crawfish, in the event crawfish is being grown by the previous LESSEE and the previous LESSEE did not resign or owe any money to the LESSOR. The payment for the crawfish sold from the premises leased for the period of time including the start of the new lease and until the ends of that particular crawfish crop that is when the leased property is drained to be used for other purposes. The new LESSEE shall advise the School Board and the old LESSEE of the gross receipts received from the said crawfish crop during the period indicated and shall account to the old LESSEE for 10% thereof and pay same promptly.

LESSEE acknowledges and understands that the motor on the pump currently serving the Premises may belong to a prior tenant. In the event that the motor is returned to the prior tenant for any reason (including without limitation by court order, or settlement with or the consent of LPSS or the Lafayette Parish School Board), Lessee acknowledges and agrees that Lessee and/or any other Lessee(s) on the property shall be fully responsible to replace the motor at Lessee's sole cost and allocate such expense based on the number of acres leased by each Lessee over the total of acres leased. Lessee

also acknowledges that the cost of running and maintaining the motor, pump and all associated components of the irrigation system shall also be at the sole cost of each Lessee allocated based on the number of acres leased by each Lessee. Maintaining and running the irrigation system shall be the responsibility of the Lessees and all Lessees are encouraged to work together to accomplish this task effectively. Any funds spent by any Lessee for such maintenance shall be approved in writing by all Lessees before the purchase is made or funds are expended, and in no event shall LESSOR be required or obligated to expend any funds on the maintenance or cost of the irrigation system.

**6. DRAINAGE DITCHES AND CANALS.** LESSOR hereby waives the right to object to the construction, alteration or change in any drainage ditches or canals which may be made by LESSEE at its sole expense for the proper cultivation of said crops on the leased premises LESSEE agrees that no such construction, alteration or change in any of said ditches or canals or the use thereof shall be made in such manner as to in any way adversely affect the rights which LESSOR has in any of said ditches or canals or which may be appurtenant to the leased premises, as regards the drainage of water through said ditches or canals over the property of others or adjoining or adjacent to said leased premises. If any changes are made in said ditches or canals by LESSEE, LESSEE shall return the same to their original condition at the termination of this lease, at LESSOR'S option.

**7. IRRIGATION OF RICE LANDS.** In those areas where LESSOR has other property isolated or segregated from the irrigation source, LESSOR retains a right-of-way, not to exceed thirty (30) feet in width, along the property line of the premises herein leased to construct, use, and maintain, at its own expense, and irrigation ditch or ditches to irrigate said isolated property.

**8. CONDEMNATION.** If the whole or a substantial part of the leased premises shall be taken by the right of eminent domain, or by voluntary transfer in lieu thereof, by, any legal entity vested with the power of eminent domain, then when possession shall be taken by or title or shall vest in such legal entity, whichever shall first occur, of the leased premises or any part hereof, the term hereof and all rights of LESSEE hereunder shall immediately terminate and the rent shall be adjusted as of the time of such termination and the LESSEE shall not be entitled to any part of the condemnation award or the consideration in lieu thereof received by LESSOR.

**9. INDEMNITY.** LESSEE shall occupy the leased premises at its own risk and shall indemnify LESSOR against any expense, loss, cost, damage, claim, action or liability paid, suffered or incurred as a result of any breach by LESSEE, its agents, servants, employees, customers, visitors or licenses of any covenant or condition of this lease, including, without limitation, the provisions of paragraph 6 hereof relating to the rights of drainage from the leased premises over adjoining or adjacent property, or as a result of LESSEE'S use or occupancy of the leased premises or the carelessness,

negligence, or improper conduct of LESSEE, its agents, servants, employees, customers, visitors, or licensees. The LESSEE'S liability under this lease extends to the acts of omissions of any subtenant and any agent, servant, employee, customer, visitor, or licensee of any such subtenant.

**10. LESSOR'S RIGHT TO ENTER.** LESSOR or his agents shall have the right at all times to enter the leased premises for the purpose of inspecting same or showing the same to prospective buyers or making repairs or improvements to the premises, but this shall place no obligation on LESSOR to make repairs.

**11. CARE OF PROPERTY.** The LESSEE binds and obligates himself to work and cultivate the described property in a good husband like manner; to commit no waste thereon; to properly ditch and drain the same; to use fertilizer on all crops as required; and otherwise to operate and cultivate the same in accordance with good and accepted farming practices.

**12. CONSTRUCTION OF IMPROVEMENTS.** The construction of permanent improvements on the leased property is expressly prohibited, unless and until prior written approval therefore has been granted by the LESSOR.

In the event that part of the consideration for the lease herein is the drilling and completion of a water well on the leased premises, then in that event, said water well shall become the property of the Lafayette Parish School Board at the termination of the lease, save and except that the LESSEE may remove, at his own expense, the motor from said water well.

**13. SUBLEASE OF PROPERTY.** The subleasing of any part or all of the leased property is expressly prohibited, unless and until prior written approval thereof has been granted by the LESSOR.

**14. CONDITION ON SURRENDER.** LESSEE agrees that it will peaceably surrender the leased premises at the end of the term hereby granted in the same good order and condition as the premises are at the end of the term hereby granted in the same good order and condition as the premises are at the commencement thereof.

**15. WARRANTY.** LESSOR warrants that it has the right to lease the property covered by this agreement and will defend LESSEE'S possession against any and all persons whomsoever. LESSEE binds and obligates himself to notify LESSOR immediately in writing of any adverse possession of the leased premises or of any adverse claim which may be asserted with respect to them.

**16. POSSESSION PRIOR TO COMMENCEMENT OF THEM.** If permission shall be given by LESSOR to LESSEE to enter into possession of the leased premises prior to the date herein fixed for the commencement of the term, such occupancy by LESSEE shall be deemed to be that of a tenant under all their terms, covenants and conditions of this lease , except as to the covenant to pay rent.

**17. REMOVAL OF IMPROVEMENTS.** All improvements placed by LESSEE on the leased property with the written permission of LESSOR shall be removed prior to the termination of the lease. Any such improvements not so removed shall, at LESSOR's option, become the property of the Lafayette Parish School Board, without compensation to the LESSEE.

**18. DEFAULT:** If Lessee fails to pay any installment of rent or to reimburse Lessor for any sums paid by Lessor for expenditures required of Lessee due under this lease within five (5) days after notice by Lessor to Lessee demanding same, provided that such notice need not be given with regard to nonpayment of rent after such notice has been given twice during the term of this lease, or fails to comply with any other provision of this lease within twenty (20) days after such notice by Lessor, or if Lessee abandons the leased premises, or for a period in excess of two (2) calendar months discontinues the use of the leased premises for the purpose for which leased unless prevented from doing so by causes beyond Lessee's control, or if Lessee makes an assignment for the benefit of creditors or is adjudged as bankrupt in an involuntary bankruptcy proceeding or files any type of proceeding or applies for any relief under the laws of the United States relating to bankruptcy or State laws relating to insolvency or if a receiver or other custodian is appointed for Lessee for any of Lessee's property by any court or if Lessee fails for two (2) consecutive crop years to meet the Parish average in production of tons of sugar cane per acre, as determined by the United States Department of Agriculture, by twenty five percent (25%), then in any such events, Lessor shall have the right, at Lessor's option, without putting Lessee in default and without notice to vacate, or notice of default: (1) to cancel this lease effective immediately or effective as of any date Lessor may select, (2) to proceed one or more times for past due installments of rent or other cash obligations, without prejudicing the right to proceed later for additional installments or exercise any other remedy, (3) to declare the unpaid rent for the entire unexpired term of this lease immediately due and payable and at once demand and receive payment thereof, or (4) to have recourse to any other remedy or mode of redress to which Lessor may be entitled by law. In the event Lessor exercises the right to cancel this lease, then: (a) Lessor shall have the right, as soon as said cancellation is effective, to relet the same for such price and on such terms as may immediately available, without notice or court proceedings, Lessee hereby assenting thereto and expressly waiving any notice to vacate, and (b) Lessee shall be and remain liable not only for rent and other obligations payable to the date such cancellation becomes effective, but also for all damage or loss suffered by Lessor for the remaining term of this lease resulting from

such cancellation and the re-leasing on less favorable terms. Failure of Lessor to exercise any right granted in this paragraph shall not be construed as a waiver of the right and no indulgence by Lessor shall be construed as a waiver of any right herein granted. Lessor's election of a remedy or right shall not be irrevocable; Lessor may at any time change his selection or remedies. In any event, if Lessee fails to pay any installment within ten (10) days from its due date Lessee shall owe unto Lessor a late penalty equal to fifteen percent (15%) of the amount past due. In addition, all unpaid installments of rent shall accrue interest at the rate of 1.0% per month beginning on the 1<sup>st</sup> day of the month such installment became due (typically, February 1<sup>st</sup> of a given year).

The Lessor reserves the right to cancel or amend this Lease should it determine that the land or a portion of the land is needed for any purpose upon providing LESSEE ninety (90) days written notice. If Lessor cancels the lease, Lessor agrees to reimburse the LESSEE of the property, the value of un-harvested rice or for seed cane and stubble cane on the leased premises, according to the appraised value of the rice, seed cane and/or stubble cane. The appraisal will be calculated by the local Parish County Agent or his designee.

**19. ABANDONMENT OF LEASE.** In the event that LESSOR does not plant, cultivate, or harvest the crop in accordance with customary agricultural practices, the said lease shall be considered abandoned at the end of the then current lease year without notice, demand, or the putting in default by LESSOR, and LESSEE will deliver full possession of the premises to LESSOR, and LESSEE shall be responsible for LESSOR'S damages as hereinafter provided.

**20. DEPOSIT AND DAMAGES.**

A. LESSEE shall deposit, at the time of the execution of this lease, the sum of TEN AND NO/100 DOLLARS (\$10.00) per acre for the land herein leased. The said deposit shall be held by LESSEE, interest free, during the entire term of the contract and, in the event of default in the payment of rent or the violation or failure to comply with any of the terms of the lease, the monies deposited shall be forfeited by the LESSEE as liquidated damages. In addition to said liquidated damages, the LESSEE shall be responsible for all further damages and losses sustained by LESSOR as a result of LESSEE'S breach of the contract.

B. Should an agent or attorney be employed to give special attention to the enforcement or protection of any claim of LESSOR arising from this lease, including filing any lawsuit in any court, LESSEE shall pay all fees, costs, charges and expenses and of such agent or attorney.

C. Failure to strictly and promptly enforce any of LESSOR'S rights under this lease shall not operate as a waiver of LESSOR'S rights, LESSOR expressly reserving the right to always enforce prompt payment of rent or any other covenant or condition of this

lease, or to cancel this lease, regardless of any indulgence or extension previously granted. The receiving by LESSOR of any rent in arrear, or after notice of, any suit for possession or for cancellation of this lease, shall not be considered as a waiver of such notice or suit or of any of the rights of LESSOR.

**21. SUCCESSION.** This lease shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns, except where the lease has been transferred or assigned in violation of the terms hereof.

THUS DONE AND SIGNED on the day and date hereinabove first written in the presence of the undersigned competent witnesses.

WITNESSES:

Dorothy Pizze  
Melva Perry

LAFAYETTE PARISH SCHOOL BOARD

BY: Johnny Angelle  
President (LESSOR)

WITNESSES:

Matthew Dugas  
Fu Cla

Tommy Cla  
LESSEE

Signed before me notary public on the 17<sup>th</sup> day of March 2016 .

Renee M. Credeur

Notary Public #30587  
Renee M. Credeur

**LAFAYETTE PARISH SCHOOL BOARD**  
**Lafayette, Louisiana**

**RESOLUTION 02-026-2160**

**2026 NATIONAL SCHOOL COUNSELING WEEK**

**WHEREAS**, the American School Counselor Association (ASCA) sponsors the National School Counseling Week to focus public attention on the unique contribution of professional school counselors within all school systems; and

**WHEREAS**, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

**WHEREAS**, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

**WHEREAS**, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

**WHEREAS**, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

**WHEREAS**, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school;

**THEREFORE, BE IT DULY RESOLVED** that the Lafayette Parish School Board does hereby designate the week of February 2-6, 2026, as “National School Counseling Week”.

**CERTIFICATE**

I, THE UNDERSIGNED Secretary-Treasurer of the Lafayette Parish Board, do hereby certify that the above and foregoing is a true copy of a resolution adopted at its Regular Board Meeting of February 12, 2026. At which time a quorum was present, and that same is in full force and effect.

Dated at Lafayette, Louisiana  
This 12th day of February, 2026

\_\_\_\_\_  
*/s/ Francis Touchet, Jr.*  
Francis Touchet, Jr., Secretary-Treasurer  
LAFAYETTE PARISH SCHOOL BOARD

FILE: GBNA  
Cf: GBI

## ***REDUCTION OF PERSONNEL***

Consistent with the functions and responsibilities of the Lafayette Parish School Board it shall be the policy of the Board to maintain a fair and balanced educational program. When faced with circumstances which may necessitate a reduction of personnel all feasible alternatives to layoffs of employees will be considered prior to the implementation of the provisions stated herein. The School Board shall determine the necessity of a reduction in personnel by a majority vote of Board members present and voting. After such determination is made the Superintendent shall be responsible for implementing the reduction in force in accordance with policy as follows.

Except as otherwise provided herein, any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance shall not be considered in implementing a reduction of personnel action. Similarly, no personnel action other than a reduction of personnel may be considered under this policy.

Employees on Board approved leaves of absence shall be treated in the same manner as other regularly employed personnel insofar as application of this policy.

### TEACHERS AND SCHOOL-BASED ADMINISTRATORS

Reduction of teachers and administrators shall be based **solely** upon demand, performance, and effectiveness, as determined by the performance evaluation program adopted by the Board in accordance with La. Rev. Stat. Ann. §§17:3881 through 3905. Any reduction of teachers and administrators by the Superintendent shall be instituted by dismissing the least effective teacher within each targeted subject area or area of certification first. Further reductions will proceed based upon an effectiveness rating governed by mandated, data-driven evaluation of student growth and professional practices until the reduction of personnel has been accomplished.

In the event that two or more teachers have the same effectiveness rating, the following criteria shall be applied in the order listed:

1. Certification
2. Highly qualified status
3. Education level
4. Tenure
5. Seniority

### ALL OTHER EMPLOYEES

Reduction of school employees, including bus operators, who are **not** evaluated pursuant to La. Rev. Stat. Ann. §§17:3881 through 3905, shall be based upon the following criteria:

1. Performance and effectiveness as determined by the Board's personnel evaluation plan.
2. Certification or academic preparation, if applicable.

In no case shall seniority be used as the primary criterion when making decisions regarding the dismissal of school employees except for the dismissal of bus operators predicated on the alteration of routes.

In the event that one or more bus operators must be removed due to the abolition, discontinuance, or consolidation of routes, after a determination of the School Board, the principle of seniority shall apply, so that the last school bus operator hired within the school system shall be the first to be removed.

#### NOTICE TO INDIVIDUAL EMPLOYEE

When a reduction of personnel action is instituted, written notice of termination shall be given by the Superintendent or his/her designee by certified mail, return receipt requested, to the employee to be terminated. The notice shall include a statement of the general conditions requiring a reduction of personnel. The employee's address, as it appears on the School Board's record, shall be deemed to be the correct address. It shall be the employee's responsibility to see that the School Board has his/her current address on file.

#### REVIEW OF INDIVIDUAL TERMINATIONS

Within ten (10) days after receiving a notice of termination, an employee may request, in writing, a review of the action taken and shall receive notice of the results of the review in a timely manner, but no later than ten (10) days after the notice to review is received. The employee shall have the right to pursue a reduction action through the Board's grievance procedures.

#### SEVERABILITY OF PROVISIONS

If any provision of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions of this policy which can be implemented without the invalid provisions and, to this end, the provisions of this policy are hereby declared severable.

Any and all provisions of this policy shall yield to existing state law, whether statutory or not, when held to be in conflict with said law or laws.

Approved: December 21, 1983

Revised: September 5, 2012

Revised: May 2, 2018

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:81.4](#), [17:493](#)  
Board minutes, [12-21-83](#), [9-5-12](#), [5-2-18](#)

Lafayette Parish School Board

**Lafayette Parish School Board - Board Insurance/Finance Committee Meeting  
(Wednesday, November 5, 2025) Meeting called to order at 2:27 PM**

**Members present**

Joshua Edmond and Jeremy Hidalgo

**Members absent**

Roddy Bergeron

**Other members present**

David LeJeune

**1. MEETING OPENINGS**

Procedural: 1.1 Pledge of Allegiance to the Flag of the United States of America

Procedural: 1.2 Roll Call - Board Insurance Committee

**2. AGENDA**

Action: 2.1 COMMITTEE: Review and Approval of LPSB - Board Insurance/Finance Committee Meeting Minutes on October 15, 2025 - Hidalgo

That the committee approve the minutes from the Board Insurance/Finance Committee Meeting on October 15, 2025.

Motion by Joshua Edmond, second by Jeremy Hidalgo.

Final Resolution: Motion Carries

Yes: Joshua Edmond, Jeremy Hidalgo

Absent: Roddy Bergeron

Information: 2.2 INSURANCE: Discussion and/or action regarding the Gallagher Report - Gardner/LeBouef

Melody Terral with Gallagher gave an overview of a stop loss policy or excess loss insurance, which limits a self-funded employer's health plan liability to a specified amount, helps protect the financial integrity of the self-funded plan and is designed to protect the employer from catastrophic claims or a multitude of unanticipated claims. For 2026, Lafayette Parish School System will be renewing with BCS. The Stop Loss deductible is \$600,000 with a \$325,000 aggregate specific. Ms. Terral referenced the Annual Service Calendar and noted many good things happening in 2025. Preparing wellness market checks moved from the 2026 calendar to the December 2025 calendar.



**Lafayette Parish School Board - Regular Board Meeting (Thursday, January 8, 2026)**  
**Meeting called to order at 5:30 p.m.**

**Members present**

David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

**Members absent**

None

**1. MEETING OPENINGS**

Procedural: 1.1 Pledge of Allegiance to the Flag of the United States of America and Presentation of Colors

Procedural: 1.2 Moment of Silence

Procedural: 1.3 Opening Comments - Superintendent

Superintendent Francis Touchet, Jr. waived making any opening comments for the meeting.

Action: 1.4 Election of President of the Lafayette Parish School Board for 2026 - Touchet

Britt Latiolais nominated Hannah Smith Mason for 2026 Board President.

That the Board close nominations and elect by acclamation, Hannah Smith Mason as Board President for 2026.

Motion by Britt Latiolais, second by Kate Labue.

Action: 1.5 Election of Vice-President of the Lafayette Parish School Board for 2026 - Board President

Britt Latiolais nominated David LeJeune. David LeJeune accepted the nomination.

Joshua Edmond nominated Jeremy Hidalgo. Jeremy Hidalgo accepted the nomination.

Roddy Bergeron nominated himself and accepted the nomination.

Board members were given a ballot sheet to cast their vote for the 2026 Board Vice-President. Board President Hannah Smith Mason asked Board members to circle their choice and sign the bottom of the ballot. Board President read the results of the votes and confirmed their choice with the voter. The votes were as follows:

Voting for David LeJeune were LeJeune, Desormeaux, Latiolais, Labue and Mason. Voting for Jeremy Hidalgo were Edmond, Trahan and Hidalgo. Voting for Roddy Bergeron was Bergeron.

David LeJeune was named Board Vice-President for 2026.

Board President Hannah Mason then called for a 5 minute recess.

## 2. INFORMATION ITEMS

Information: 2.1 FINANCE: Budget Re-Cap and Timeline 2026-2027 Budget Process - Mouton  
Anthony Mouton, Chief Financial Officer, reminded the Board members of the Special Board Meeting on March 12, 2026, during which he will present to the Board members the Non-General Fund budgets. He also reminded Board members of another Special Board Meeting on March 26, 2026, during which he will present to Board members the Group Health Insurance Fund and the General Fund Budgets.

Information: 2.2 SUPERINTENDENT: BoardDocs to Community - Touchet  
Superintendent Francis Touchet, Jr. informed the Board of BoardDocs being replaced by Community beginning January 9, 2026. Mr. Touchet indicated any questions should be directed to Christi Guidry, Executive Assistant to the Superintendent and Board of Education.

## 3. CONSENT AGENDA

Action (Consent): 3.1 BOARD: Discussion and/or action concerning Resolution 01-026-2155 Recognizing Dr. Martin Luther King, Jr. Holiday - Touchet  
Resolution: That the Board adopt Resolution 01-026-2155 recognizing Dr. Martin Luther King, Jr. Holiday.

### **RESOLUTION 01-026-2155**

To recognize Dr. Martin Luther King, Jr. Holiday; and, to celebrate his contributions to our Nation.

**WHEREAS**, contributions of Dr. Martin Luther King, Jr. have had a significant impact on the Civil Rights Movement of the United States; and,

**WHEREAS**, all people of all creeds, colors, ethnic backgrounds, and socio-economic levels, can benefit from the principles that Dr. King preached; and,

**WHEREAS**, in this time of increasing violence, Dr. King's emphasis on nonviolence and calls for peace are even more poignant; and,

**WHEREAS**, in this time when many are again attempting to focus on ethnicity and race as primary considerations, the message of Dr. Martin Luther King, Jr. that people should "...not be judged by the color of their skin, but by the content of their character..." can and should provide enlightened guidance; and,

**WHEREAS**, in this time when so many seemed determined to tear apart the fabric of our society, Dr. King’s plea for all Americans to transcend the things which separate and divide us so that we might reach that spiritual plateau where we can celebrate our common humanity assumes an even greater urgency; and,

**WHEREAS**, in this time when so many choose to criticize and belittle this country, Dr. King’s references to America and “...the magnificent words of the Constitution and the Declaration of Independence...” as positive ideals devoutly to be embraced and good ideas enthusiastically to be pursued can and should provide refreshing insight into the wonder and glory of our nation; now,

**THEREFORE, BE IT RESOLVED**, that the Lafayette Parish School Board does hereby support January 19, 2025, the national holiday honoring Dr. Martin Luther King, Jr., and directs our administrators and teachers to remember this famous American through appropriate classroom and school activities which focus upon his dream of unity and brotherhood of all Americans.

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

I, the undersigned Secretary-Treasurer of the Lafayette Parish School Board, do hereby certify that the above and foregoing is a true copy of a resolution adopted at its Regular Board Meeting of January 8, 2026 at which time a quorum was present and that same is in full force and effect.

Dated at Lafayette, Louisiana,  
this 8th day of January, 2026.

/s/ Francis Touchet, Jr.

---

Francis Touchet, Jr., Secretary-Treasurer  
LAFAYETTE PARISH SCHOOL BOARD

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

**Action: 3.2 SUPERINTENDENT: Discussion and/or action concerning Resolution 01-026-2156 School Board Member Recognition Month - Touchet - Agenda item pulled by David LeJeune for the resolution to be read aloud.**

### **SCHOOL BOARD MEMBER RECOGNITION MONTH**

#### **RESOLUTION 01-025-2156**

**WHEREAS**, the mission of public schools is to meet the diverse educational needs of all children and to empower them to become competent, productive contributors to a democratic society and an ever-changing world; and

**WHEREAS**, local school board members are committed to children and believe that all children can be successful learners and that the best education is tailored to the individual needs of the child; and

**WHEREAS**, local school board members work closely with parents, educational professionals, and other community members to create the educational vision we want for our students; and

**WHEREAS**, local school board members are responsible for ensuring the structure that provides a solid foundation for our school system; and

**WHEREAS**, local school board members are strong advocates for public education and are responsible for communicating the needs of the school district to the public and the public's expectations to the district;

**THEREFORE BE IT RESOLVED**, the Lafayette Parish School Board declares January 2026 as **School Board Recognition Month** and urges all citizens in recognizing the dedication and hard work of local school board members and in working with them to mold an education system that meets the needs of both today's and tomorrow's children.

CERTIFICATE

I, the undersigned Secretary-Treasurer of the Lafayette Parish School Board, do hereby certify that the above and foregoing is a true copy of a resolution adopted at its Regular Board Meeting of January 8, 2026, at which time a quorum was present and that same is in full force and effect.

Dated at Lafayette, Louisiana,  
this 8th day of January, 2026.

/s/ Francis Touchet, Jr.

---

Francis Touchet, Jr., Secretary-Treasurer  
LAFAYETTE PARISH SCHOOL BOARD

That the Board approve and read aloud Resolution 01-026-2156 declaring January 2025 School Board Member Recognition Month.

Motion by David LeJeune, second by Britt Latiolais.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

Action (Consent): 3.3 BOARD: Acceptance of Attorney General Maximum Hourly Fee Schedule for Professional Legal Services - Touchet

Resolution: That the Board acknowledge the professional legal services maximum hourly rates for special counsel established by the Louisiana Attorney General in the Memorandum of that office dated February 16, 2024 and authorize the Superintendent to negotiate hourly rates within those maximums for general counsel and for existing special counsel.

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

Action (Consent): 3.4 EMPLOYEE SERVICES: Discussion and/or action concerning the 2026-2027 Staff Allocation Formulas and Guidelines Booklet - Clement/Gardner/Touchet  
Resolution: That the Board approved the 2026-2027 Staff Allocation Formula Booklet.

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

Action (Consent): 3.5 FACILITIES: Discussion and/or action concerning Recommendation for a Construction Manager at Risk (CMAR) for the new wing addition to Broadmoor Elementary - Rabalais/Touchet  
Resolution: That the Board approve the recommendation of The Lemoine Company as the Construction Manager at Risk for the new addition to Broadmoor Elementary that will be built.

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

**Action: 3.6 FACILITIES: Discussion and/or action to use Reallocated Funds for a Digital Sign Replacement at Middlebrook Elem. - Rabalais/Touchet - Agenda item pulled by Britt Latiolais for further discussion.**

That the Board approve the transfer of funds (\$18,999.00) from General Fund to the Capital Improvement Fund for a new project as listed below in the Public Content section.

Motion by Britt Latiolais, second by Kate Labue.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

**Action: 3.7 FINANCE: Discussion and/or action to award financial statement audit services to the highest rated firm based on the results of RFP #18-26 - Mouton - Agenda pulled by Britt Latiolais for further discussion.**

That the Board Approve EisnerAmper as the Lafayette Parish School Board's Certified Public Accountant Audit Firm to provide Financial Statement Audit Services for the audit period of Fiscal Year 2025-2026 and Fiscal Year 2026-2027.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

Action (Consent): 3.8 FINANCE: Discussion and/or action concerning the December Budget-to-Actual/Revisions for FY 25-26 - Mouton/LeBlanc

Resolution: That the Board approve the December Budget-to-Actual/Revisions for FY 25-26 as attached in the Public Content section of this agenda item.

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

Action (Consent): 3.9 INSURANCE: Discussion and/or action concerning the Group Health Insurance Plan Document and Summary Plan Description (SPD) for Lafayette Parish School System - Gardner / LeBouef

Resolution: That the Board approve the Lafayette Parish School System Health Plan Document and Summary Plan Description (SPD) attached in the Public Content section of this agenda item for the plan year beginning January 1, 2026.

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

**Action: 3.10 SUPERINTENDENT: Discussion and/or action Relative to Amendments to Superintendent Contract - Touchet - Agenda item pulled by Roddy Bergeron for further discussion.**

That the Board authorize the Board President to execute the attached contract for Superintendent Francis Touchet, Jr.

Motion by Roddy Bergeron, second by Britt Latiolais.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

Action (Consent): 3.11 SUPERINTENDENT: Discussion and/or action concerning the Minutes of December 11, 2025 - Touchet

Resolution: That the Board approve the minutes of December 11, 2025, as attached to the public content section of this agenda item.

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

Action (Consent): 3.12 Approval of All Action Consent Items

Resolution: That the Board approve all Action Consent Items with the exception of items pulled.

That the Board approve all Action Consent Items with the exception of items pulled.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

#### 4. LITIGATION

Action: 4.1 BOARD: Discussion and/or action concerning prospective litigation in the matter of Raylyn Lavergne relative to her Workers' Compensation claim - Early

That the Board enter into executive session.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

That the Board return to regular session.

Motion by Britt Latiolais, second by Roddy Bergeron.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

That the Board accept the recommendations made by counsel in executive session in the matter of Raylyn Lavergne relative to a Workers' Compensation claim.

Motion by Britt Latiolais, second by Kate Labue.

Final Resolution: Motion Carries

Yes: David LeJeune, Chad Desormeaux, Joshua Edmond, Amy M Trahan, Britt Latiolais, Roddy Bergeron, Kate Labue, Hannah Mason, Jeremy Hidalgo

## 5. ADJOURN

There being no further business, the meeting adjourned.

SIGNED:

/s/ Hannah Smith Mason

Hannah Smith Mason, Board President  
LAFAYETTE PARISH SCHOOL BOARD  
cgg

SIGNED:

/s/ Francis Touchet, Jr.

Francis Touchet, Jr., Secretary-Treasurer  
LAFAYETTE PARISH SCHOOL BOARD



## **LPSB - Board Training (No Action to be Taken) - Jan 16 2026 Agenda**

202 Rue Iberville

Lafayette, Louisiana 70508

8:30 a.m.

Location: Boardroom

### **1. MEETING OPENINGS**

- 1.1 Pledge of Allegiance to the Flag followed by a Moment of Silence

### **2. ROLL CALL**

- 2.1 Roll Call - Board Members  
All Board Members were present. The meeting was called to order at 8:37 a.m.

### **3. AGENDA**

- 3.1 BOARD: 2026 District Vision - Superintendent Touchet  
Superintendent Francis Touchet, Jr. thanked everyone for attending the Board Training. Mr. Touchet reviewed the 2025-26 Strategic Plan for the district. He indicated the core values of success are safety, culture, growth and opportunity. Mr. Touchet reiterated on Lafayette Parish's growth in being the number one large school district in the state and noted Lafayette Parish ranked higher than St. Tammany Parish, who has an impressive reputation of being a very successful school district. He feels Lafayette Parish is making history. Mr. Touchet also noted schools who were performing poorly are now performing successfully. He referred to the Board increasing teacher pay this past year and indicated increasing teacher pay will hopefully retain teachers in the district. The

next plan is to increase the pay of support personnel - secretaries, clerks and paraprofessionals. Mr. Touchet provided the number of students leaving Lafayette Parish by school to attend the local charter schools. He recognized that the Board is building culture by allocating \$173 million dollars towards new construction in the district . He also recognized the Board has approved \$3.5 million through Teacher Incentive Pay including performance, attendance, sponsor, coach and leadership incentives. Mr. Touchet informed the Board of the growth initiatives to establish long-term student outcomes with Portrait of a Graduate by teaching students basic life skills beginning in Kindergarten. Mr. Touchet reviewed the Magnet Academy Analysis, which shows by school, the grade and total number of children that were not accepted for the 2025-26 school year. He pointed out students who did not get into the Magnet Academy of their choice went to a school outside of Lafayette Parish. Mr. Touchet indicated he and his team need to focus on making sure schools are utilizing classrooms on their campus correctly, which could possibly open up sections to accept more students and prevent the loss of student enrollment. Mr. Touchet presented a Pre-K analysis of students who were on the waitlist for the 2024-25 school year, which showed 88 students were not accepted into a Pre-K in Lafayette Parish. Tracy Wirtz, Communications Director and Jacob Simon, Digital Marketing Manager, reported on the work the Communications Department is doing to strengthen trust and communication between the district and families in Lafayette. Mr. Touchet closed his presentation by stating he wants to see enrollment in the district grow.

- 3.2 BOARD: Special Education: Seclusion and Restraint/Cameras - Ginger Richard
- Ms. Ginger Richard, Assistant Superintendent of Curriculum and Instruction, reviewed the foundation of restraint. Ms. Richard presented information on sensory rooms in the schools that are used to calm or stabilize a student who is exhibiting disruptive behavior. She also presented acts students may experience of imminent risk of harm. Ms. Richard defined seclusion as a procedure that isolates and confines a student in a designated separate room or area until

they are no longer an imminent risk of harm to self or others. She indicated that currently, Lafayette Parish does not have any seclusion rooms; however, state law does allow it. She also defined and provided pictures of examples of a physical restraint of a student. Ms. Richard informed Board members cameras are required by law to be placed in self-contained classrooms by February 1, 2026 and Lafayette Parish is on target to meet this goal.

3.3 BOARD: Budget - Timeline, Sales and Property Taxes - Anthony Mouton

Mr. Anthony Mouton, Chief Financial Officer, reviewed the recap of the budget timeline for fiscal year 2026-2027. Mr. Mouton presented the revenue trends on sales, property and MFP (state) revenues. He indicated property taxes are down for 2026 because in March of fiscal year 2022, the Board agreed to reduce one of the property tax millages from 17.88 to 16.70. Mr. Mouton feels property taxes will be up in 2027. He also reported MFP revenues are down due to the loss of students in the district. Mr. Mouton provided data on how state and local revenues were diverted to charter schools from 2015-2026. The total diverted to charter schools over the period of 2015-2026 totals \$399,708,729.

3.4 BOARD: Facilities/Construction Management at Risk (CMAR) Process - Dr. Mark Rabalais

Dr. Mark Rabalais, Associate Superintendent, delivered an update of construction projects in Lafayette Parish; project delivery and procurement methods (quotes, public bids and Construction Management at Risk (CMAR). He reviewed the quote process below \$250,000 and public bid process over \$250,000. Dr. Rabalais reviewed Construction Manager at Risk (CMAR) flow and responsibilities. Dr. Rabalais reassured the Board the Facilities and Maintenance Department goals are efficiency, accountability, preservation and modernization. To show efficiency of the Facilities Department, Dr. Rabalais provided the Board with a list of Capital Improvement projects with completion dates. The goal is to have all projects on the list completed by the fall of 2027. He also reported the steps the Maintenance Department is taking for efficiency. The following steps have been taken: Upgraded

work order reporting system; Collaboration with school principals to get work orders completed and Sub-Contract work by the use of independent contractors to complete work orders; grass cutting and custodial services at selected schools. Dr. Rabalais discussed the steps taken towards preservation: district grass contract, exterior washing of schools and custodial equipment updated. He also discussed the steps taken toward modernization: portable classroom removal and replacement and removal of carpet and wallpaper. Dr. Rabalais asked Board members to consider dedicating \$5 million to building systems preservation and modernization, along with roof, HVAC, electrical system and plumbing upgrades, intercoms and fire alarms.

- 3.5 BOARD: Long Term Suspension/Expulsion - Gardner  
Ms. Jennifer Gardner, Assistant Superintendent of Administration and Operations, explained the difference between a recommended long-term suspension and a recommended expulsion.
- 3.6 BOARD: Policy Approval/Parliamentary Procedures - Hammonds  
Mr. Robert Hammonds, Board Attorney, explained the process of how policy changes are made before going to Board members. Mr. Hammonds reminded Board members of Robert's Rules of Order with including bringing an agenda item before the Board twice during the same calendar year. He also explained the difference of a substitute motion and an amendment to a motion. Mr. Hammonds reviewed tabling an agenda item, a motion to reconsider an agenda item and call for the question.
- 3.7 BOARD: Report by Superintendent on status of investigative proceedings regarding allegations of misconduct - Touchet  
That the Board move to executive session pursuant to LA.R.S. 42:17 (A)(4).

*Moved by:* Britt Latiolais

*Seconded by:* Roddy Bergeron

**Yes** Britt Latiolais, Hannah Smith Mason, Kate Bailey Labue, Amy Trahan, Roddy Bergeron, Joshua Edmond, Chad Desormeaux, and David LeJeune

**Motion Carries 8-0**

That the Board return to regular session.

*Moved by:* Roddy Bergeron

*Seconded by:* David LeJeune

**Yes** Hannah Smith Mason, Amy Trahan, Jeremy Hidalgo, Roddy Bergeron, Joshua Edmond, Chad Desormeaux, and David LeJeune

**Motion Carries 7-0**

**4. ADJOURN**

4.1 There being no further business, the meeting adjourned.

---

Hannah Smith Mason, Board  
President

---

Francis Touchet, Jr.,  
Secretary- Treasurer