

**City of Baker School Board
Board Meeting Agenda
Tuesday, June 2, 2026, 6:00 P.M.
School Board Office**

Monique Butler, President – Presiding

“The beautiful thing about learning is that no one can take it away from you.” - B.B. King

A. Meeting Commencement

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

B. Welcome of Visitors

C. Recognitions

1. Dr. Kartina Roberts, Federal Programs Director
2. **BHS Valedictorian and Salutatorian.**

D. Approval of Agenda (Action)

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

1. Consideration and Approval of Minutes from the School Board Meeting of 05-05-2026 and 05-18-2026.
2. Consideration and approval of a 3-year lease agreement with Impact for the 2026-2029 school year.
3. Consideration and Approval of the Federal Programs Director Job Description.

F. Information Items

1. Report from Helix
2. New Policies
 - a. Parent Communication
 - b. Student Fees, Fines, and Charges

G. Announcements

1. Date of Next Meeting – July 7, 2026

H. Adjournment (Action)



City of Baker School Board Meeting

May 5, 2026

MINUTES

The City of Baker School Board held a meeting beginning at 6:00 p.m. on Tuesday, May 5, 2026, at the School Board Office.

President Butler called the meeting to order and explained to visitors that the process for speaking on action agenda items is to request a comment card from Ms. Blackmore, write your name and the number of the agenda item you wish to speak on, and return the card to Ms. Blackmore. Visitors will be allowed two (2) minutes to speak.

President Butler welcomed all visitors and called the public meeting to order. She then took roll:

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

Ms. Butler announced there was a quorum, and the meeting would proceed.

Ms. Butler requested that everyone stand for a moment of silent meditation/prayer led by Ms. Perkins, and the Pledge of Allegiance, to be led by Ms. Joseph.

Recognitions / Visitors:

The Board recognized the Spring 2026 “Best Yard in Baker” winners by district. Dr. Toni Jackson, Executive Director of Future Seed, thanked participants and community sponsors and presented a certificate of appreciation to Mr. Preston Castille on behalf of Helix Community Schools for support of the contest.

A representative of District One winners offered brief remarks expressing appreciation for recognition and community pride.

Ms. Butler recognized Ms. Sania Williams as the Baker High School “Buffalo Princess” during the meeting.

Approval of Agenda:

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

Action Items:

1. Consideration and Approval of Minutes from the School Board Meeting of April 14, 2026

On motion of Ms. Burges seconded by Ms. Profit, the Board voted to approve the minutes from the Board meeting of April 14, 2026. Voting yes: Perkins, Profit, Burges, Joseph, and Butler. Voting no: None.

2. Consideration and Approval of Monthly Financial Reports for the Period Ending March 31, 2026

The monthly financial report for the period ending March 31, 2026 was presented. The Superintendent reported total revenues of \$9,407,815; total expenditures of \$1,972,758; \$8,884,718 transferred out to charters; and a total change in fund balance of \$1,449,661. The Superintendent also noted the new CPA firm is working on updating federal program reporting for a future meeting.

During discussion, Ms. Joseph requested that the CPA firm attend a meeting, and the Superintendent indicated the firm attends upon Board request and that this would be an additional charge. Questions were requested to be submitted in writing for response.

On motion of Ms. Profit seconded by Ms. Burges, the Board voted to approve the monthly financial reports for the period ending March 31, 2026. Voting yes: Profit, Burges, and Butler. Voting no: Perkins and Joseph. The motion carried.

3. Consideration and Approval of MOU with Helix Community Schools for the Administration of Food Services

The Superintendent explained the Memorandum of Understanding (MOU) was requested by the State and outlines the relationship and requirements between the District and Helix to administer the school lunch program. On motion of Ms. Burges seconded by Ms. Profit, the Board voted to approve the MOU. Voting yes: Perkins, Profit, Burges, Joseph, and Butler. Voting no: None.

4. Consideration and Approval of Cooperative Endeavor Agreement with Future Seed (Education Pathways and Innovation Center “EPIC” Initiative)

Dr. Toni Jackson presented a proposed Cooperative Endeavor Agreement (CEA) between Future Seed and the City of Baker School System to begin an exploratory partnership regarding an Education Pathways and Innovation Center (EPIC). Dr. Jackson stated the CEA is for planning and due diligence only and does not constitute a lease, facility commitment, or financial obligation. Board members asked questions regarding parties, funding, utilities/operational responsibilities, due diligence steps, and the anticipated exploratory timeline.

On motion of Ms. Burges seconded by Ms. Profit, the Board voted to approve the Cooperative Endeavor Agreement with Future Seed. Voting yes: Perkins, Profit, Burges, and Butler. Abstained: Joseph. Voting no: None. The motion carried.

5. Consideration and Approval of Lease Agreement with Impact Charter School for the 2026–2027 School Year

Public comment was received requesting renewal of the Impact Charter School lease and consideration of a rent reduction based on upgrades made to the facility. The Board received clarification from legal counsel that the agenda item as posted concerned approval of the lease as written, and that changing rental terms would require amending the agenda/agenda item for discussion and action.

On motion of Ms. Burges seconded by Ms. Profit, the Board voted to approve the lease agreement with Impact Charter School for the 2026–2027 school year. Voting yes: Profit, Burges, and Butler. Voting no: Joseph. Abstained: Perkins. The motion carried.

Informational Items:

1. Report from Helix

The Superintendent noted the Board received an email update from Helix regarding academics. Mr. Castille highlighted academic improvement at Park Ridge, continued standardized testing, upcoming end-of-year events and graduations, and plans to utilize the 5905 Groom Road campus for pre-K through second grade to address space needs. Mr. Castille reported an anticipated Baker High School graduating class of approximately 93 students.

Announcements:

Ms. Burges announced that the Baker Pilot Club awarded scholarships to four graduating seniors. Ms. Burges also announced an honors program at Baker High School scheduled for 10:00 a.m. the following morning in the gym.

Date of Next Meeting: The next regular meeting date was corrected to June 2, 2026.

Adjournment:

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

Board President

Secretary

City of Baker School Board

Special Board Meeting

May 18, 2026

MINUTES

The City of Baker School Board held a Special Board Meeting beginning at 5:00 p.m. on Monday, May 18, 2026, at the School Board Office.

President Butler called the meeting to order and explained to visitors that the process for speaking on action agenda items is to request a comment card from Ms. Blackmore, write your name and the number of the agenda item you wish to speak on, and return the card to Ms. Blackmore. Visitors will be allowed two (2) minutes to speak.

President Butler welcomed all visitors and called the public meeting to order. She then took roll:

- Perkins: Present
- Profit: Absent
- Burges: Present
- Joseph: Present
- Butler: Present

Ms. Butler announced there was a quorum, and the meeting would proceed.

The Board observed silent meditation/prayer, followed by the Pledge of Allegiance.

Approval of Agenda:

On motion of Ms. Burges and second by Ms. Joseph, the Board voted to approve the meeting agenda. Voting yes: Perkins, Burges, Joseph, and Butler. Voting no: None. Absent: Profit. The motion carried.

Action Items:

Hearing in reference to CP request for hearing regarding graduation requirements.

Executive Session:

On motion of Ms. Burges seconded by Ms. Joseph, the Board voted to enter Executive Session. Voting yes: Perkins, Burges, Joseph, and Butler. Voting no: None. Absent: Profit. The motion carried. No actions were reported during Executive Session.

Return to Regular Session:

On motion of Ms. Burges seconded by Ms. Joseph, the Board voted to return to Regular Session. Voting yes: Perkins, Burges, Joseph, and Butler. Voting no: None. Absent: Profit. The motion carried.

Announcements:

Date of Next Meeting: June 2, 2026 at 6:00 p.m.

Adjournment:

On motion of Ms. Burges seconded by Ms. Joseph, the Board voted to adjourn the meeting. Voting yes: Perkins, Burges, Joseph, and Butler. Voting no: None. Absent: Profit. The meeting was adjourned.

Board President

Secretary

DRAFT
COMMERCIAL LEASE AGREEMENT

THIS LEASE, dated the ____ day of June 2026, by and between City of Baker School System (hereinafter "LESSOR") and Board of Directors of Education Explosion, Inc. d/b/a Impact Charter School (hereinafter "LESSEE").

WITNESSETH:

LEASED PREMISES: In consideration of the rental stated herein and their mutual covenants, LESSOR leases to LESSEE and LESSEE leases from LESSOR, on the terms and conditions herein, the following described premises: 3750 Harding Street, Baker, Louisiana 70714 (the "Leased Premises"). The legal description of the Leased Premises is attached hereto as Exhibit A.

1. TERM: The term of this Lease shall be three (3) years, commencing July 1, 2026, and expiring June 30, 2029, unless earlier terminated as expressly provided herein.

2. BOARD APPROVAL; EFFECTIVE DATE: This Lease is subject to approval by the City of Baker School Board at a duly noticed public meeting and shall not become effective unless and until it has been approved by the Board, signed by the duly authorized representatives of both parties, and all insurance certificates and other required documentation have been delivered to LESSOR. Placement of this matter on a Board agenda, discussion by Board leadership, or transmittal of this draft shall not constitute final approval or a binding obligation of LESSOR.

3. RENTAL: LESSEE agrees to pay to LESSOR, without deduction, set off, prior notice, or demand, rental during said term, payable on the first day of each month in advance monthly installments. The rental amount shall be Eighteen Thousand and No/100 Dollars (\$18,000.00) per month.

Monthly installments shall be due and payable on or before the first day of each calendar month during the term of this Lease. LESSEE shall also pay monthly, as additional rent, its pro rata share of property taxes, insurance, flood insurance, and common area maintenance charges ("CAM") as outlined herein. For the avoidance of doubt, the term "insurance" as used in this Lease includes flood insurance, property insurance, fire and extended coverage, casualty insurance, loss of rent insurance, and any other insurance charges attributable to the Leased Premises or improvements covered by this Lease.

CAM charges may include, without limitation, costs reasonably attributable to the operation, maintenance, repair, safety, cleanliness, and upkeep of exterior areas, parking areas, driveways, walkways, grounds, exterior lighting, trash or waste service, pest control, security or access-related services, shared systems, and other property-related expenses not otherwise separately billed to LESSEE.

All rentals and additional rent due under this Lease are payable to the order of City of Baker School System and delivered to LESSOR at 14750 Plank Road, Baker, Louisiana 70714, or as LESSOR or its successor representative may hereafter from time to time designate in writing.

4. RESERVED:

5. PURPOSE & USE: LESSEE shall occupy the Leased Premises throughout the full term of the Lease, and the principal business to be conducted is described as a school, but for no other purpose that is illegal or conducted in any manner creating a nuisance or trespass. Neither sidewalks, loading docks, nor any other outside area shall be used for sale, storage, or display in any manner whatsoever. LESSEE agrees to comply with, and to indemnify LESSOR from any violation of, all laws or ordinances relative to LESSEE's use of the Leased Premises.

6. COMPLIANCE WITH LAWS & REGULATIONS: LESSEE shall, at its own cost and expense, obtain any and all licenses and permits necessary for such use. LESSEE shall comply with all governmental laws, ordinances, and regulations applicable to the use of the Leased Premises, and shall promptly comply with all governmental orders and directives for the correction, prevention, and abatement of nuisances in, upon, or connected with the Leased Premises, all at LESSEE's sole expense. Without LESSOR's prior written consent, LESSEE shall not receive, store, or otherwise handle any product, material, or merchandise which is explosive or highly flammable, or considered to be a Hazardous Material. LESSEE will not permit the Leased Premises to be used for any purpose or in any manner which would render the insurance thereon void or the insurance risk more hazardous.

7. HAZARDOUS MATERIALS: As used in this Lease, the term "Hazardous Material" means any flammable item, explosives, radioactive materials, hazardous or toxic substances, material or waste or related materials, including any substances defined as or included in the definition of "hazardous substances," "hazardous waste," "hazardous materials," or "toxic substances" now or subsequently regulated under any applicable federal, state, or local laws or regulations, including, without limitation, petroleum-based products, paints, solvents, lead, cyanide, DOT, printing inks, acids, pesticides, ammonia compounds and other chemical products, asbestos, PCBs and similar compounds, and including any different products and materials which are subsequently found to have adverse effects on the environment or the health and safety of persons. LESSEE shall not cause or permit any Hazardous Material to be generated, produced, brought upon, used, stored, treated, or disposed of in or about the Leased Premises by LESSEE, its agents, employees, contractors, sublessees, or invitees without the prior written consent of LESSOR.

LESSOR shall be entitled to take into account such other factors or facts as LESSOR may reasonably determine to be relevant in determining whether to grant or withhold consent to LESSEE's proposed activity with respect to Hazardous Material. In no event, however, shall LESSOR be required to consent to the installation or use of any storage tanks on the property.

8. ACCEPTANCE OF PREMISES CONDITION & SUITABILITY: LESSEE hereby accepts the Leased Premises in its existing condition, except as otherwise expressly provided herein, and assumes responsibility for the condition of the Leased Premises. Any improvements or alterations desired by LESSEE shall be at LESSEE's cost, with LESSOR's prior written approval, except as hereinafter provided.

9. RESERVED:

10. ALTERATIONS: All alterations, replacements, and improvements made upon the Leased Premises during the Lease, including lighting, electrical wiring, office partitions, heating, and air conditioning, shall be done only with the prior express written consent of LESSOR and shall become the property of LESSOR upon the expiration or earlier termination of the Lease. However, those certain trade fixtures, machinery, and equipment installed by LESSEE solely for use in its business shall remain the property of LESSEE; such trade fixtures, machinery, and equipment installed by LESSEE shall be removed at the expiration date of the Lease, provided the Lease is not then in default, and provided the Premises are returned to the same condition as when let, ordinary wear and tear excepted. If LESSEE fails to remove any such fixtures, machinery, or equipment installed by it, LESSOR may, at its option and at LESSEE's expense, demolish, remove, and dispose of all such items, or may retain same as property of LESSOR without reimbursement to LESSEE.

LESSEE undertakes that no lien, privilege, or claim of any kind shall rest against the Leased Premises from any repairs, alterations, additions, improvements, or construction. LESSEE shall furnish, at its own cost, to LESSOR, upon LESSOR's request, the bond of a responsible surety company, qualified to do business in the State of Louisiana and reasonably acceptable to LESSOR, conditioned to hold LESSOR and the Leased Premises harmless against any such lien, privilege, or claim. No consent of LESSOR for LESSEE to make improvements or repairs to the Premises shall be deemed to permit LESSOR's interest to become subject to labor or material liens and privileges. All of LESSEE's work will be performed by a licensed professional and will adhere to all applicable codes.

11. LESSEE'S SIGNS & SIGN REMOVAL: Unless otherwise agreed in this Lease, LESSEE shall not be permitted to place any signs on the Leased Premises without LESSOR's prior written approval, such approval not to be unreasonably withheld. Upon termination of this Lease, LESSEE shall remove any sign, advertisement, or notice painted on or affixed to the Leased Premises and restore the place it occupied to the condition in which it existed as of the date of this Lease. Upon LESSEE's failure to do so, LESSOR may do so at LESSEE's expense.

12. UTILITIES: All utility charges on the Leased Premises, beginning from the effective date of this Agreement, shall be paid by LESSEE, including cost of electricity, water, gas, garbage pickup, pest control, sewer, and any special fees. If the Leased Premises constitute a portion of a multiple occupancy building and a utility is not separately metered, LESSEE will pay a proportionate share of the cost for that utility, such share calculated on the basis of the space occupied by LESSEE as compared to the entire rentable space contained in the building.

13. MAINTENANCE AND REPAIR BY LESSEE: LESSEE will, at LESSEE's sole expense, keep and maintain in good repair the entire Leased Premises including, without limitation, interior walls, floors, ceilings, ducts,

utilities, air conditioning, heating and lighting, plumbing, any loading dock(s), and any parking area exclusively used by LESSEE.

It is specifically acknowledged that safety and replacement of plate glass is LESSEE's responsibility, as well as keeping pipes from freezing in the winter.

LESSEE shall immediately repair any damages caused by LESSEE. LESSEE shall also maintain a high degree of neatness and cleanliness. If LESSEE does not correct damages and/or clean the Leased Premises within five (5) days of written notification by LESSOR, LESSOR may proceed with repairs and/or clean-up at LESSEE's expense. LESSEE agrees not to store merchandise or leave trash outside the Leased Premises. All trash shall be kept in containers. Should LESSEE be in default in the requirements of this provision, LESSOR may, after notice to LESSEE, remedy such default at LESSEE's expense, and such expense shall be treated as additional rent due under this Lease by LESSEE.

LESSEE shall at all times during the full term of this Lease and during the full term of any extensions, holdovers, or other rental agreements, carry and maintain at its own cost and expense a maintenance contract with a reputable heating and air conditioning company. Said contract shall provide for quarterly maintenance of the heating and air conditioning system and such contract may remain in the possession of LESSEE, provided that LESSEE furnish satisfactory evidence of such contract to LESSOR, or its agent if so designated.

14. MAINTENANCE AND REPAIR BY LESSOR: LESSOR shall be responsible only to maintain and perform repairs to the roof, foundations, and outside walls, not including doors and floors, of the Leased Premises, and all other parts of and equipment serving the Leased Premises shall be LESSEE's responsibility. However, LESSOR shall not be obligated to make any repair to such roof, foundations, and outside walls unless it shall be notified in writing by LESSEE of the need of such repair and shall have had a reasonable period of time to make such repair, and shall not be liable to make any repair to the roof, foundations, or outside walls occasioned by LESSEE's acts or negligence.

LESSOR shall not be liable for any damage or loss in consequence of defects in the Leased Premises causing leaks, stoppage of water, sewer, drains, or any other defects about the building and Leased Premises, unless such damage or loss is caused by defects in the roof, foundations, or outside walls, not including doors and floors, that LESSOR shall have failed to repair within a reasonable time following written demand of LESSEE to do so. Where contractors' or manufacturers' warranties are applicable to parts of the Leased Premises other than the roof, foundations, or outside walls, and LESSEE has advised LESSOR in writing of the need for enforcement of such warranties, LESSOR, at its option, will either enforce such warranties for LESSEE's benefit at LESSEE's expense, or assign such warranties to LESSEE for LESSEE to enforce at LESSEE's expense.

15. AMERICANS WITH DISABILITIES ACT OF 1990: LESSEE shall be responsible for, and shall bear all costs and expenses associated with, any and all alterations to the Leased Premises which may be required by any change to the Americans with Disabilities Act of 1990 (the "ADA") after the Commencement Date for the accommodation of disabled individuals who may be employed from time to time by LESSEE, or any disabled customers, clients, guests, invitees, or sublessees. LESSEE shall indemnify and hold LESSOR harmless from and against any and all liability incurred arising from LESSEE's obligations under this Section to conform the Premises to the ADA, including the cost of making any alterations, renovations, or accommodations required by the ADA, or any government enforcement agency or court, any and all fines, civil penalties, and damages awarded against LESSOR, and all reasonable legal expenses and court costs incurred in defending claims made under the ADA, including, without limitation, reasonable consultants', attorneys', and paralegals' fees, expenses, and court costs. In no way is LESSEE liable for the failure of the Premises to be in compliance with the ADA as of the Commencement Date.

16. INSURANCE AND INDEMNITY:

A. Liability and Property Damage: LESSEE shall at all times during the full term of this Lease and during the full term of any holdovers or other rental agreements, carry and maintain at its own cost and expense General Public Liability Insurance against claims for personal injury or death and property damage occurring on the Leased Premises, such insurance to afford protection to both LESSOR and LESSEE, as their interests may appear, including coverage for the contractual liability of LESSEE to LESSOR assumed hereunder, and is to be maintained in reasonable amounts, having regard to the circumstances and the usual practice at the time of prudent owners and lessees of comparable facilities in the Baton Rouge Metropolitan Area, but in no event in

amounts less than \$1,000,000 with respect to bodily injury or death to any one person, \$1,000,000 with respect to any one accident, and for property damage not less than \$1,000,000. LESSEE shall deliver to LESSOR evidence of liability and property damage insurance in the limits heretofore prescribed, and shall name LESSOR as additional insured. Said evidence shall be delivered promptly upon the execution of this Lease and, when applicable, upon all renewals thereof.

B. Property Insurance: LESSEE shall also obtain and keep in force during the Lease Term, at LESSEE's expense, "All Risk" insurance coverage, which shall include fire and extended coverage and coverage for sprinkler leakage. This policy shall insure all personal property of every description and kind owned by LESSEE and located in the Building, and all fittings, installations, fixtures, carpeting, flooring, and other leasehold improvements made by LESSOR or LESSEE, as the case may be, in an amount deemed commercially reasonable for their full replacement value. Such insurance shall name LESSOR as an additional insured. LESSEE agrees to look solely to such insurance as compensation for any losses to LESSEE's personal property sustained in the Leased Premises for any reason except LESSOR's gross negligence or willful misconduct, and agrees to hold LESSOR harmless for same.

C. Other Forms of Insurance: LESSEE shall also obtain and keep in force during the Lease Term, at LESSEE's expense: (i) workers' compensation and employer's liability insurance, in statutory amounts and limits, covering all persons employed in connection with any work done on or about the Leased Premises for which claims for death or bodily injury could be asserted against LESSOR, LESSEE, or the Premises; (ii) business interruption, loss of income, and extra expense insurance covering all perils, failures, or interruptions; and (iii) any other forms of insurance as LESSEE or LESSOR, or the mortgagees of LESSOR, may reasonably require from time to time, in form and amounts and for insurance risks against which a prudent LESSEE would protect itself, but only to the extent such risks and amounts are available in the insurance market at commercially reasonable costs.

D. Insurance Maintained by LESSOR; Flood Insurance Reimbursement: LESSOR shall, at all times during the full term of this Lease, keep all improvements, other than those removable installations which by the terms of this Lease LESSEE would be permitted to remove at expiration of this Lease, in and on the Leased Premises insured to one hundred percent (100%) of the full replacement value thereof against loss by fire and extended coverage, casualty, flood, wind, named storm, loss of rent, and any other property-related coverage required by law, required by any insurer, lender, risk-management authority, or governmental authority, or deemed by LESSOR to be reasonably necessary for the Leased Premises. LESSEE shall pay each month as additional rent one-twelfth (1/12) of LESSEE's pro rata share of LESSOR's insurance premium attributable to the Leased Premises and the improvements covered by this Lease. This reimbursement obligation expressly includes, without limitation, flood insurance premiums and any separate flood insurance assessment, surcharge, deductible-related charge, policy fee, or premium increase attributable to the Leased Premises or the improvements covered by this Lease. If LESSOR receives a separate invoice, adjustment, renewal premium, audit premium, or other insurance charge, including any flood insurance charge, LESSOR may bill LESSEE for LESSEE's pro rata share, and LESSEE shall pay such amount as additional rent within ten (10) days after receipt of the bill.

E. Placement of Insurance: Insurance required by LESSEE hereunder shall be in companies rated A- or better by A.M. Best Company or otherwise acceptable to LESSOR and licensed to do business in the State of Louisiana and shall name LESSOR as an additional insured under such policy. LESSEE shall deliver to LESSOR prior to taking possession of the Leased Premises copies of policies of such insurance or certificates evidencing the existence and amounts of such insurance with loss payable and additional insured clauses reasonably satisfactory to LESSOR. Failure to deliver such policies, or LESSOR's failure to request such policies, shall not negate LESSEE's insurance obligations under this Section. All insurance required by LESSEE hereunder shall be primary as to all claims thereunder and provide that any insurance carried by LESSOR is excess and non-contributing with any insurance requirement of LESSEE. No such policy shall be cancelable or subject to reduction of coverage or other modification except after ten (10) days' prior written notice to LESSOR. LESSEE shall, prior to the commencement date and at least thirty (30) days prior to the expiration of such policies, furnish LESSOR with copies of all policies or certificates thereof. If LESSEE fails to procure and maintain the insurance required hereunder, or to deliver such policies or certificates, LESSOR, at its sole election, may procure such insurance and charge the cost thereof to LESSEE, which amount, together with

interest thereon at the interest rate set forth herein, shall be additional rent and shall be payable within five (5) days after delivery to LESSEE of bills therefor, or deny LESSEE the right to occupy the Leased Premises until such time as LESSEE delivers such policies or certificates. LESSEE shall not do or permit to be done anything which shall invalidate the insurance policies referred to in this Section. LESSEE shall forthwith, upon LESSOR's demand, reimburse LESSOR for any additional premiums attributable to any act, omission, or operation of LESSEE causing an increase in the cost of insurance.

F. Voiding Insurance: LESSEE will not permit the Leased Premises to be used for any purpose which would render the insurance thereon void.

G. Indemnity: LESSEE shall and will forever indemnify and save harmless LESSOR from and against any and all liability, penalties, expense, cause of action, suits, claims, or judgments for death, injury, or damages to persons or property during the term of this Lease while on or arising out of the use, occupation, management, or control of the Leased Premises, adjacent property, streets and sidewalks, or any act of operation on any thereof, or growing out of the demolition, construction, alteration, or repair of any building thereon in any case without regard to whether such death, damage, or injury resulted from the negligence of LESSEE or its sublessees or their respective agents or employees or otherwise. LESSEE shall and will, at its own expense, defend any and all suits that may be brought against LESSOR, or in which LESSOR may be impleaded with others, upon any such above-mentioned claim or claims, and shall and will satisfy, pay, and discharge any and all judgments that may be recovered against LESSOR in any such action or actions in which LESSOR may be a party defendant.

17. ACTS OF LESSEE AFFECTING INSURANCE: LESSEE shall not do, cause, or suffer anything to be or remain on or about the Leased Premises, or carry on or permit upon the Leased Premises any trade or occupation or suffer to be done anything whereby the policy or policies of fire, flood, property, casualty, or other insurance covering the Leased Premises shall become void, suspended, canceled, or that may render an increased or extra premium payable, unless such thing or activity is consented to in writing by LESSOR. Even if LESSOR consents to such thing or activity, LESSEE shall pay such increased or extra premium from time to time, on each occasion within ten (10) days after LESSEE has been advised of the amount thereof. Should LESSEE's occupancy cause LESSOR to be unable to obtain insurance covering the Leased Premises, LESSOR shall have the right to terminate this Lease upon giving LESSEE not less than ten (10) days prior notice, and LESSEE shall be and remain liable to LESSOR for all damages payable upon a default termination hereof. LESSEE shall notify LESSOR at any time the Leased Premises will become unoccupied so that LESSOR may obtain necessary vacancy permits from LESSOR's insurer.

18. TAXES: In addition to the rental provided for hereinabove, LESSEE shall pay each month one-twelfth (1/12) of the pro rata share of real estate taxes and assessments, general and special, levied or imposed with respect to said building, which for the purposes hereof shall be deemed to include related parking facilities and all improvements to the Leased Premises, including, without limitation, all land, buildings, and improvements forming a part thereof, which tax and assessment amount will be as estimated by LESSOR. In January of each year, LESSOR shall furnish LESSEE with a statement setting forth the amount of tax levied against the Leased Premises, LESSEE's share of said tax, and the amount paid by LESSEE on account of said tax during the prior year. Said statement shall include a copy of the tax bills for the year. If the statement discloses an overpayment by LESSEE, the statement will include a credit or reimbursement for the overpayment. If the statement discloses an underpayment by LESSEE, LESSEE shall pay the deficiency within ten (10) days after its receipt of the statement.

In addition to all other payments required to be paid by LESSEE to LESSOR, LESSEE shall pay in the same manner as set forth in the preceding paragraph all rents, sales and use taxes, if any, levied or imposed with respect to the Leased Premises or this Lease and all other taxes, charges, assessments, and governmental impositions, extraordinary or otherwise, of every nature and kind, which may, during the Lease Term, be assessed, levied, or imposed upon the Leased Premises, or any part thereof, or any improvements thereon, or the leasing thereof, provided only that nothing herein contained shall be construed to require LESSEE to pay any inheritance, estate, or income tax imposed upon LESSOR.

19. DAMAGE AND DESTRUCTION: In case the Leased Premises shall be so damaged by fire or other cause as to be rendered untenable and necessary repairs cannot be made within one hundred eighty (180) days, this Lease shall terminate as of the time the Leased Premises were rendered untenable. However, if the damage is such that repairs can be completed within one hundred eighty (180) days, LESSOR agrees to make such repairs promptly and

to allow LESSEE an abatement in rent for such time as the Leased Premises remain untenable. In the event of partial loss, the rent shall be abated by the proportion of the Leased Premises rendered unfit for use.

20. WAIVER OF SUBROGATION: Neither LESSOR nor LESSEE shall be liable to the other for loss arising out of damage to or destruction of the Leased Premises, or the building or improvements of which the Leased Premises are a part, when such loss is caused by any of the perils which are or could be included within or are insured against by a standard form of fire insurance with extended coverage, flood insurance, property insurance, or other casualty insurance, if any. All such claims for any and all loss, however caused, are waived. Said absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either LESSOR or LESSEE or by any of their respective agents, servants, or employees. It is the intention and agreement of LESSOR and LESSEE that the rentals reserved by this Lease have been fixed in contemplation that each party shall fully provide its own insurance protection at its own expense, and that each party shall look to its respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers involved shall not be entitled to subrogation under any circumstances against any party to this Lease, either LESSOR or LESSEE. Neither LESSOR nor LESSEE shall have any interest or claim in the other's insurance policy or policies, or the proceeds thereof, unless specifically covered therein as a joint assured.

21. LESSOR RIGHT OF ENTRY: LESSOR may enter the Premises at reasonable times with advance notice to LESSEE to inspect the same, to make repairs and alterations, or to run tests or electric wire, as LESSOR may deem necessary and appropriate provided that LESSOR will not unduly inconvenience LESSEE's business.

22. QUIET POSSESSION: LESSOR agrees to warrant and defend LESSEE in its quiet and peaceful possession of the Leased Premises so long as the Lease is not in default.

23. CONDEMNATION: If all of the Leased Premises are taken by condemnation or eminent domain proceedings, or if so much of the Leased Premises are so taken that the remainder is wholly inadequate for LESSEE's business purposes (a "Total Taking"), this Lease shall terminate. If the taking is not sufficiently extensive to constitute a Total Taking, and if the taking includes a part of the building, then LESSEE's rent shall be reduced in the proportion that the space in the building taken bears to the building space that was originally leased. If the taking does not include a part of the building, then rent will not be reduced so long as all parking spaces located on the Leased Premises that are lost by the taking are replaced by new parking spaces that serve the building; and if such parking spaces are not replaced, then rent shall be reduced in an amount appropriate to compensate LESSEE for the lost parking facilities. In such condemnation proceedings, LESSEE may claim compensation for moving expenses and for the taking of any removable installations which by the terms of this Lease LESSEE would be permitted to remove at expiration of this Lease, if such award is separately allowed by the condemning authority, but LESSEE shall be entitled to no additional award and hereby waives all right to proceed for the loss of its leasehold interest, it being agreed that all damages recoverable by reason of the value of the Leased Premises will belong and be payable to LESSOR.

24. SUBORDINATION; ESTOPPEL CERTIFICATES: This Lease is subject and subordinate to any mortgage that now or hereafter encumbers or affects the Leased Premises or any part thereof. This clause shall be self-operative and no further instrument of subordination need be required by the mortgagee. In confirmation of such subordination, however, LESSEE shall, at LESSOR's request, promptly execute any appropriate certificate or instrument that LESSOR may request, provided that such certificate or instrument contains an agreement by the mortgagee that so long as LESSEE is not in default under this Lease, such mortgagee will not disturb LESSEE's possession of the Leased Premises. In the event of enforcement by any mortgagee of remedies provided by law or by such mortgage or ground lease, LESSEE will, upon request of any person or party succeeding to the interest of LESSOR as a result of such enforcement, automatically become the lessee of such successor in interest without change in the terms or other provisions of this Lease. Upon request by such successor in interest, LESSEE shall execute and deliver an instrument or instruments confirming the attornment provided for herein. At either party's request, the other party will execute an estoppel certificate certifying that this Lease is in effect, if in fact it is in effect, and further certifying that, to the best knowledge of the party giving the certificate, there are no defaults hereunder other than those set out in such certificate.

25. ASSIGNMENT OR SUBLETTING: This Lease may not be assigned, and the Leased Premises may not be sublet, partially or fully, without prior written consent of LESSOR; such consent shall not be unreasonably withheld. Even in the event of permitted assignment or sub-letting, LESSEE acknowledges that it shall remain fully

responsible for compliance with all terms of the Lease. Any sublessee occupying any part of this space shall, by the act of subletting formally or informally, assume all obligations of LESSEE, whether or not LESSOR knew of, approved, or disapproved such subletting.

26. DELIVERY AT EXPIRATION OF LEASE: At expiration of this Lease, LESSEE shall redeliver to LESSOR the Leased Premises in good order and condition, clear of all goods and broom cleaned, and shall make good all damages to the Premises, usual wear and tear and damage by the elements excepted, and shall remain liable for holdover rent until the Premises with keys shall be returned in such order to LESSOR, provided, however, that assessment of such holdover rent will not deprive LESSOR of the right to require that LESSEE vacate the Leased Premises immediately upon Lease termination, and LESSOR will have and retain the right to commence immediate eviction proceedings or take such other steps as are necessary to secure the removal of LESSEE from the Leased Premises. No demand or notice of such delivery shall be necessary, LESSEE expressly waiving all notices and legal delays. In addition, LESSOR may require LESSEE to remove any and all alterations, additions, or improvements, whether or not made with LESSOR's consent, prior to expiration of the Lease and to restore the property to its prior condition, all at LESSEE's expense. All alterations, additions, and improvements which LESSOR has not required LESSEE to remove shall become LESSOR's property and shall be surrendered to LESSOR upon expiration or earlier termination of the Lease. To the extent applicable, all obligations of LESSEE contained in this Article shall survive expiration or other termination of this Lease.

27. LATE CHARGES: LESSEE's failure to pay rent promptly may cause LESSOR to incur unanticipated costs. The exact amount of such costs is impractical or extremely difficult to ascertain. Such costs may include, but are not limited to, processing and accounting charges and late charges which may be imposed on LESSOR by any ground lease, mortgage, or trust deed encumbering the Leased Premises. Therefore, if LESSOR does not receive any rent payment or additional rent payment within ten (10) days after it becomes due, LESSEE shall pay LESSOR a late charge equal to ten percent (10%) of the overdue amount. The parties agree that such late charge represents a fair and reasonable estimate of the costs LESSOR will incur by reason of such payment.

28. LEASE HOLDOVER: Should LESSEE remain on the Leased Premises after expiration of this Lease, LESSOR has the option to interpret such actions as creating a month-to-month lease at a rental of fifty percent (50%) higher than that payable for the last month of the Lease Term, or to consider the holding over a trespass. Only a new signed lease or extension agreement shall deprive LESSOR of the choice of action.

29. DEFAULT BY LESSEE: Should LESSEE fail to pay any rentals, additional rent, insurance reimbursement, flood insurance reimbursement, taxes, CAM, utilities, or other amounts provided for herein promptly on the day when same shall become due and payable hereunder, and shall continue in default for a period of five (5) days after written notice thereof by LESSOR, or should LESSEE fail to comply with any other obligation of this Lease within ten (10) days from the mailing by LESSOR of notice demanding same, or in the event of LESSEE's bankruptcy, receivership, insolvency, assignment for the benefit of creditors, attachment of contents of the Leased Premises by law, or LESSEE's failure to maintain a going business in the Leased Premises, then LESSOR shall have the right, at LESSOR's option: (a) to cancel this Lease, in which event there shall be due to LESSOR as liquidated damages a sum equal to the amount of the guaranteed rent for one year, or alternatively, at LESSOR's option, to be reimbursed all actual costs incurred in re-entering, renovation, and re-letting said Premises; (b) to accelerate all rentals due for the unexpired remaining term of this Lease and declare same immediately due and payable; and/or (c) to sue for rents in intervals or as the same accrue.

The foregoing provisions are without prejudice to any remedy which might otherwise be used under the laws of Louisiana for arrears of rent or breaches of contract, or to any lien to which LESSOR may be entitled.

If LESSEE has taken steps to cure any default not curable in ten (10) days, such additional reasonable time as is necessary to cure such default may be granted by LESSOR in writing.

Should LESSOR terminate this Lease as provided in this article, LESSOR may re-enter the Leased Premises and remove all persons or personal property, without legal process, and all claims for damages by reason of such reentry are expressly waived to the extent permitted by law.

IN THE EVENT LESSOR PROCEEDS WITH AN EVICTION OF LESSEE, LESSEE SPECIFICALLY WAIVES ITS RIGHT TO NOTICE, AND LESSOR MAY PROCEED WITH EVICTION OF LESSEE WITHOUT ISSUANCE OF A NOTICE TO VACATE PURSUANT TO LOUISIANA CODE OF CIVIL PROCEDURE ARTICLE 4701. UNDER LOUISIANA CODE OF CIVIL PROCEDURE ARTICLE 4731, LESSEE

AUTHORIZES LESSOR TO PROCEED WITHOUT SUCH NOTICE, AND CONSENTS TO BEING CITED SUMMARILY TO SHOW CAUSE WHY LESSEE SHOULD NOT BE ORDERED TO DELIVER POSSESSION OF THE PREMISES TO LESSOR. LESSEE'S WAIVER OF NOTICE AND CONSENT TO A SUMMARY PROCEEDING SHALL SURVIVE TERMINATION OF THIS LEASE.

LESSOR's failure to strictly and promptly enforce these conditions shall not operate as a waiver of LESSOR's rights. LESSOR hereby expressly reserves the right always to enforce prompt payment of rent or to cancel this Lease regardless of any indulgences or extensions previously granted.

30. RENEWAL / TERMINATION: This Lease shall automatically terminate upon expiration of the Term. Should LESSEE and LESSOR desire to renew the Lease or to extend the Term of the Lease, written notice shall be provided to the other party at least thirty (30) days prior to expiration of the Lease. No unilateral early termination by LESSEE shall be permitted except as expressly provided in this Lease or unless approved in writing by LESSOR and, if required, approved by the City of Baker School Board at a duly noticed public meeting. Any termination approved by LESSOR may be conditioned upon payment of a termination charge, reimbursement of outstanding rent, additional rent, insurance, flood insurance, taxes, CAM, utilities, maintenance charges, damages, and any other amounts due under this Lease.

31. NO WAIVER: Failure of LESSOR to declare immediately upon occurrence thereof or delay in taking any action in connection therewith shall not waive such default, but LESSOR shall have the right to declare default at any time; no waiver of any default shall alter LESSEE's obligations under the Lease with respect to any other existing or subsequent default.

32. ATTORNEY'S FEES AND EXPENSES: In the event it becomes necessary for either party to employ an attorney to enforce collection of the rents agreed to be paid, or to enforce compliance with any of the covenants and agreements herein contained, the unsuccessful litigant will be liable for reasonable attorney's fees, costs, and expenses incurred by the other party.

33. INTEREST ON PAST DUE OBLIGATIONS: Any amount owed by LESSEE to LESSOR which is not paid when due shall bear interest at the rate of fifteen percent (15%) per annum from the due date of such amount. However, interest shall not be payable on late charges to be paid by LESSEE under this Lease. The payment of interest on such amounts shall not excuse or cure any default by LESSEE under this Lease. If the interest rate specified in this Lease is higher than the rate permitted by law, the interest rate is hereby decreased to the maximum legal interest rate permitted by applicable law.

34. ADVANCED PAYMENTS BY LESSOR: Except as may expressly be provided in this Lease to the contrary, any amount paid by LESSOR on behalf of LESSEE for which LESSEE is to reimburse LESSOR shall include, in addition to the amounts advanced by LESSOR, an administrative fee of ten percent (10%).

35. LEASE COMMISSION: The parties hereto acknowledge that there are no real estate brokers that represented LESSOR and/or LESSEE herein.

36. DEFINITION OF TERM: For all purposes of this Lease, references to "Term" shall include not only the primary term as set forth herein, but also any and all extensions or renewal periods, separately and cumulatively. References to dates or time periods in relation to expiration or termination shall relate not only to expiration or termination of said primary term, but to expiration or termination of any and all extensions or renewal periods which, at the time in question, shall then have been exercised or otherwise instituted.

37. ENTIRETY OF UNDERSTANDING IN WRITTEN LEASE: It is agreed that the entire understanding between the parties is set out in this Lease and any riders which are hereto annexed, and that this Lease supersedes and voids all prior proposals, letters, agreements, oral or written, and prior understandings concerning the Leased Premises.

38. CONFLICTS: If there is any conflict between printed portions and typewritten or handwritten portions, the typewritten or handwritten portion shall prevail.

39. BENEFITS OF PARTIES: All of the provisions hereof shall be binding upon and shall inure to the benefit of LESSOR and LESSEE, their heirs, executors, administrators, successors, and assigns, as the case may be.

40. GOVERNING LAW: This Lease shall be governed by and construed in accordance with the laws of the State of Louisiana then in effect. LESSEE consents to personal jurisdiction and venue in the State of Louisiana and judicial district in which the Leased Premises is located.

41. LEASE RECORDATION: The parties to this Lease may not record this Lease; however, either LESSOR or LESSEE shall, upon request of the other, execute, acknowledge, and deliver to the other a "short form" or memorandum of this Lease for purposes of recordation. The memorandum shall describe the parties, the Leased Premises, and the term of this Lease, and shall incorporate this Lease by reference.

42. NOTICES: Any notice or demand which, by provision of this Agreement, is required or permitted to be given or served by one party on the other shall be deemed to have been sufficiently given and served for all purposes: if mailed, five calendar days after being deposited, postage prepaid, in the United States Mail, registered or certified mail; if delivered by messenger, express courier, or overnight courier, one business day after being delivered to such courier; or, if delivered in person, the same day as delivery. In each case, notices shall be addressed, until another address or addresses is given in writing by such party, as follows:

LESSOR:	City of Baker School System 14750 Plank Road Baker, LA 70714
LESSEE:	Board of Directors of Education Explosion, Inc. d/b/a Impact Charter School 4815 Lavey Lane Baker, LA 70714

Such address may be changed by giving written notice to the other party in like manner.

43. FOR SALE AND RENT SIGNS; INSPECTION BY PROSPECTS: LESSOR shall have the right to place the usual "For Sale" signs on the Leased Premises at any time during the term of this Lease and the usual "For Lease" signs on the Leased Premises during the last six (6) months of the term of this Lease. LESSEE agrees to allow persons authorized by LESSOR to inspect the Leased Premises during the term of the Lease. LESSEE agrees to allow persons authorized by LESSOR to inspect the Leased Premises during the term of this Lease with the view of purchasing the same and during the last year of the term of this Lease with the view of renting the same, such inspections to be at reasonable hours.

44. REVIEW OF DOCUMENT: Notwithstanding any provision to the contrary in this Agreement, the parties hereto acknowledge that: (1) they have reviewed this Agreement in detail prior to execution of same; and (2) they have had the opportunity to review this Agreement with their respective counsel.

45. RESERVED:

46. RESERVED:

47. CORPORATE AUTHORITY; PARTNERSHIP AUTHORITY: If LESSEE is a corporation, each person signing this Lease on behalf of LESSEE represents and warrants that he or she has full authority to do so and that this Lease binds the corporation. Within thirty (30) days after this Lease is signed, LESSEE shall deliver to LESSOR a certified copy of a resolution of LESSEE's Board of Directors authorizing execution of this Lease or other evidence of such authority reasonably acceptable to LESSOR. If LESSEE is a partnership, each person or entity signing this Lease for LESSEE represents and warrants that he or it is a general partner of the partnership, that he or it has full authority to sign for the partnership, and that this Lease binds the partnership and all general partners of the partnership. LESSEE shall give written notice to LESSOR of any general partner's withdrawal or addition. Within thirty (30) days after this Lease is signed, LESSEE shall deliver to LESSOR a copy of LESSEE's recorded statement of partnership or certificate of limited partnership.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have hereunto made this Lease and set their hands to multiple originals in the Parish of East Baton Rouge, State of Louisiana, as to the day and year first above written.

LESSOR:

City of Baker School System

By: _____

Name: _____

Title: _____

Date: _____

LESSEE:

Board of Directors of Education Explosion, Inc. d/b/a
Impact Charter School

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A

A certain tract or parcel of land in the Town of Baker, Parish of East Baton Rouge, State of Louisiana, containing Fourteen and 25/100 (14.025) Acres, and being a part of Lots Numbers 125, 126, 127, 128, 129, and 130 of BAKER LOTS AND ACRES, and lying in Section 41, Township 5 South, Range 1 West, and Section 48, Township 5 South, Range 1 East, Greenburg Land District of Louisiana, as shown on survey made by R. Swart, C. E. for East Baton Rouge Parish School Board, dated August 5, 1937, a blue line copy paraphed "Ne Varietur" of even date herewith is attached to this act of Sale for greater certainty of description, this property being more particularly described as follows:

Beginning at a point on the North line of Coolidge Street, marked by a concrete monument, which point is One Hundred forty-five (145') feet East of the Northeast corner of the Intersection of Coolidge and Myrtle Streets: thence Easterly along the North line of Coolidge street a distance of Eight Hundred Eighty and 9/100 (880.09') feet to an iron pipe and corner and thence at right angles in a Northerly direction a distance of Six Hundred Seventy-five (675') feet, to an iron pipe on the South line of Harding Street and corner, thence in a Westerly direction along the South side of Harding Street, a distance of Eight Hundred Eighty and 9/100 (880.09') feet to a concrete monument and corner and thence at right angles in a Southerly direction a distance of Six Hundred Seventy-five (675') feet to the POINT OF BEGINNING.

Job Description

Federal Programs Director – Accountability & Oversight (12-month)

Employer	City of Baker School System
Department	Federal Programs / Accountability
Work Location	Central Office (with regular school site visits)
FLSA Status	Exempt
Reports To	Superintendent (and/or CFO/Business Manager)
Supervises	Federal programs staff/clerical support (if assigned); coordinates with principals, business office, and contractors
Term	12-month

Position Purpose

The Federal Programs Director – Accountability & Oversight is responsible for districtwide programmatic and fiscal oversight of all federal grants and related compliance requirements. The Director ensures that federal funds are planned, obligated, expended, and documented in full compliance with state and federal requirements; establishes internal controls; maintains monitoring-ready documentation; and serves as the district’s primary point of contact for LDOE monitoring, audit resolution, and corrective action implementation. The position includes direct oversight of any contracted federal programs support (including Helix) to ensure LEA control, documentation integrity, and compliance.

Essential Functions and Responsibilities

A. Federal Program Leadership, Compliance, and Internal Controls

- Serve as the district’s lead for federal program compliance across applicable grants (e.g., ESSA Titles I/II/III/IV, IDEA, Perkins, ESSER/other federal awards).
- Develop, implement, and maintain written procedures/internal controls for: allowability and approval of expenditures; procurement and contracting documentation; time-and-effort (as applicable); travel approvals and reimbursements; inventory controls and disposition; record retention; and monitoring readiness.
- Ensure costs are properly supported and aligned with approved plans, budgets, and allowable uses.
- Maintain a district compliance calendar (applications, reports, assurances, consultation timelines, monitoring deadlines).

B. Federal Applications, Budgets, and Program Planning

- Lead preparation, submission, and amendment of all federal applications (e.g., Super App/eGMS and other program submissions).
- Coordinate needs assessments, stakeholder input, and plan development (schoolwide plans, improvement plans, PFE plans, etc.).
- Build and monitor budgets aligned to program goals, district priorities, and allowable costs.
- Conduct regular budget-to-actual reviews and recommend adjustments to ensure timely spending and compliance.

C. Fiscal Coordination and Documentation Oversight

- Work closely with the Business Office to ensure correct coding of expenditures, timely obligations and payments, compliant drawdowns and cash management, and complete documentation for every transaction.
- Review and approve (or recommend approval of) reimbursement packets, invoices, travel requests, and supporting documentation prior to payment.
- Establish and maintain a monitoring-ready documentation system with indexing for rapid retrieval (by grant, year, school, and cost category).
- Coordinate audits and respond to findings; develop corrective action plans (CAPs) and track completion.

D. Equitable Services (Nonpublic)

- Lead annual equitable services activities, including outreach, timely and meaningful consultation, documentation, and service plan development.
- Ensure LEA control and compliance for equitable services, including allowable activities, documentation standards, direct pay and reimbursement processes, and travel/PD support requirements and caps.
- Maintain consultation agendas, sign-ins, meeting minutes, written affirmations, and service delivery evidence.

E. Monitoring, Risk Management, and LDOE Communication

- Serve as primary point of contact for LDOE monitoring, auditors, and other external reviewers.
- Organize and submit documentation packets to LDOE; ensure deadlines are met.
- Conduct internal monitoring at schools and departments (desk reviews and site visits) and issue corrective guidance.
- Maintain a continuous improvement cycle: findings → corrective actions → training → re-checks.

F. Training and Technical Assistance

- Provide ongoing training for principals, clerks, federal staff, and business office personnel on allowable cost rules and documentation, procurement and travel procedures, evidence collection for program compliance, and monitoring readiness expectations.
- Develop templates and how-to guides for school staff to reduce compliance risk.

Helix Oversight and Contractor Management (Required)

- Serve as the district's designated lead for oversight of Helix (or any federal-programs contractor).
- Ensure the LEA retains full control over program decisions and priorities, budgets and approvals, documentation standards and recordkeeping, and monitoring and reporting submissions.
- Review all Helix work products (budgets, plans, documentation packets, reimbursement requests, monitoring submissions) for accuracy and completeness prior to LEA submission or payment.
- Enforce reimbursement-based payment procedures where applicable: no payment without complete supporting documentation; itemized invoices tied to approved scopes and budget lines; deliverables acceptance and performance checks.
- Maintain a contractor performance log with deliverables, deadlines, and compliance outcomes.

Required Qualifications

- Bachelor's degree required (Master's preferred) in Education, Public Administration, Business, Finance, Accounting, or related field.

City of Baker School System

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- Minimum of 3 years of experience in federal programs, grant compliance, district/school administration, finance oversight, or related role.
- Demonstrated ability to manage complex deadlines, documentation systems, and cross-department coordination.
- Strong written communication skills (reports, CAPs, guidance memos, monitoring responses).

Preferred Qualifications

- Experience with Louisiana Super App/eGMS, LDOE monitoring processes, and federal audit resolution.
- Experience developing internal controls and documentation systems for procurement, travel, payroll/time-and-effort, and inventory.
- Experience managing equitable services processes and nonpublic consultation.
- Knowledge of ESSA/IDEA requirements and implementation evidence standards.

Knowledge, Skills, and Abilities

- Strong understanding of compliance-based documentation and internal controls
- Ability to analyze budgets, financial records, and supporting documentation
- Strong organization, attention to detail, and ability to prioritize under deadlines
- Ability to train staff and build repeatable systems
- Strong professional judgment, confidentiality, and integrity
- Excellent communication and stakeholder management

Working Conditions and Physical Demands

- Primarily office-based with regular travel to school sites and meetings (in-district and occasional out-of-district).
- Ability to sit/stand for extended periods; occasional lifting of boxes/files (up to ~25 lbs).
- Must be able to meet deadlines under time-sensitive monitoring and audit requirements.

Performance Expectations (Examples)

- On-time submission of applications, amendments, and required reports
- Clean documentation files and successful monitoring reviews
- Reduction in repeat findings and faster corrective action closeout
- Timely obligation and compliant spending of federal funds
- Complete and accurate equitable services documentation and service delivery evidence
- Effective oversight of contractor deliverables (including Helix)

FILE: G-11.____

Cf: G-11.1, G-11.2, G-11.4

ACADEMIC PROGRESS COMMUNICATION AND PARENT/GUARDIAN NOTIFICATION

The City of Baker School Board recognizes that timely, clear, and meaningful communication between school personnel, students, and parents/guardians is essential to student academic success. The School Board further recognizes that students benefit when they are active participants in understanding their academic progress, identifying barriers, and developing a plan to improve.

The School Board directs the Superintendent or designee to establish procedures to ensure that parents/guardians are notified in a timely manner when a student's academic performance indicates concern, including but not limited to failing grades, repeated missing assignments, a substantial decline in performance, or other academic concerns that may affect promotion, course credit, graduation progress, or successful completion of required coursework.

School personnel shall make reasonable efforts to maintain regular, meaningful, and two-way communication with parents/guardians regarding student academic progress. Such communication may include parent conferences, progress reports, electronic gradebook notices, phone calls, written notices, electronic messages, student academic accountability communications, or other methods approved by the Superintendent or designee.

When a student has a failing grade, repeated missing assignments, or another academic concern requiring intervention, the student may be required, under staff direction, to participate in an academic accountability communication. Such communication may require the student to identify the missing work or academic concern, explain the reason for the concern, and state the action steps and timeline the student will take to correct or improve the situation.

The student's teacher, counselor, dean of students, principal, or other appropriate school personnel may be included in such communication when the employee has a legitimate educational interest in supporting the student's academic progress. All communications involving student grades, assignments, academic performance, or personally identifiable student information shall comply with applicable federal and state student privacy laws and School Board policy.

STUDENTS AGE EIGHTEEN OR OLDER / ELIGIBLE STUDENTS

When a student reaches eighteen (18) years of age or otherwise becomes an eligible student under the Family Educational Rights and Privacy Act (FERPA), the rights afforded to parents under FERPA transfer to the student, except as otherwise permitted by law.

In order to support continued parent/guardian involvement in the student's academic progress, the Superintendent or designee shall establish procedures for requesting that such students complete a written consent form authorizing the district to continue communicating with the student's parent/guardian regarding academic progress, grades, missing assignments, attendance, graduation progress, discipline when applicable, and related educational matters.

The consent form shall be signed and dated by the eligible student and shall identify the records or information that may be disclosed, the purpose of the disclosure, and the parent(s), guardian(s), custodian(s), or other authorized person(s) to whom disclosure may be made. The form shall also state whether the consent remains in effect for the school year or until withdrawn in writing by the eligible student.

An eligible student may decline to sign the consent form or may revoke consent in writing at any time. No adverse academic or disciplinary consequence shall result solely from an eligible student's refusal or revocation of consent.

A student's refusal or failure to sign such consent shall not prevent school personnel from communicating directly with the student regarding academic performance, interventions, attendance, discipline, graduation requirements, or other educational matters. Nothing in this policy shall limit the district's ability to disclose information to parents/guardians or other appropriate parties when such disclosure is otherwise permitted by FERPA or applicable law.

The Superintendent or designee shall ensure that procedures involving eligible students are designed to protect student privacy while also encouraging continued family engagement and support.

IMPLEMENTATION PROCEDURES

The Superintendent or designee shall develop administrative procedures for implementing this policy, including procedures for:

- 1. notifying parents/guardians of failing grades, repeated missing assignments, substantial academic decline, or other academic concerns requiring intervention;
- 2. documenting parent/guardian communication and student academic accountability communications;
- 3. involving counselors, deans, administrators, or other support personnel when appropriate;
- 4. protecting student privacy and limiting access to school personnel with a legitimate educational interest;
- 5. requesting FERPA consent from students who are eighteen (18) years of age or older or otherwise become eligible students under FERPA;
- 6. maintaining signed consent forms in the student's educational record;
- 7. providing communication, to the extent practicable, in a format and language understandable to parents/guardians; and
- 8. aligning school-level procedures with the Student Handbook, grading procedures, pupil progression requirements, and applicable law.

Nothing in this policy shall prohibit a teacher, counselor, dean, principal, or other appropriate school employee from contacting a parent/guardian sooner or more frequently when student academic performance, attendance, behavior, or welfare warrants such communication, provided such communication is permitted by law.

New policy: _____

Ref:

20 U.S.C. 1232g; 34 C.F.R. Part 99; La. Rev. Stat. Ann. secs. 17:81, 17:221, 17:233; Board minutes, _____.

STUDENT FEES, FINES AND CHARGES

The East Baton Rouge Parish School Board may impose certain student fees or charges to help offset costs associated with classes or class or school activities or enrollment. Students should not be denied or delayed admission nor denied access to any required instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

Curricular and co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

REGULATIONS

1. A school shall not charge or access a fee unless the fee has been set and included in the School Board's approved *Schedule of Fees*.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

SCHEDULE OF FEES

The Schedule of Fees for all school within East Baton Rouge Parish School System is found in Appendix A to this policy. A school shall not charge or assess a fee unless the fee has been set and included in said Schedule of Fees. This policy, including the Schedule of Fees (Appendix A), shall be reviewed and revised as necessary.

ECONOMIC HARDSHIP WAIVERS

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
6. Is an emancipated minor.

Waiver Application Procedure

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record*, but may be audited to ensure compliance with the School Board's

policy. A student's *personally identifiable information* associated with such a waiver request shall **not** be made public.

SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books. However, in accordance with state law, students who are suspended for damage to property shall not

be admitted to school until the damage is paid in full.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

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Ref: 20 USC 1232(g-i) (*Family Educational and Privacy Rights*); La. Rev. Stat. Ann. §§17:8, 17:81, 17:112, 17:177, 17:178; Board minutes, 9-21-17.