

JEFFERSON DAVIS PARISH SCHOOL BOARD
NOVEMBER 21, 2024

The Jefferson Davis Parish School Board met in Regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, November 21, 2024 at 6:00 p.m. , with the following School Board members present: President, Paul Trahan, Members, Vice-President, Phillip Arceneaux, Greg Bordelon, Charles Bruchhaus, David Doise, Malon Dobson, Blake Frey, Janet Jones, Paula LeJeune, Greg Patterson, Blake Petry and Russell Walker

Absent: Summer LeJeune

Legal Counsel Present: Lauren Heinen

The meeting was called to order by President Trahan.

An invocation was led by Mrs. Paula LeJeune, followed by the Pledge of Allegiance to the U.S. flag.

Roll call was done by Mrs. Debbie Abshire. Mrs. Abshire verified that there were no requests for public comment.

Motion by Mr. Dobson, seconded by Mr. Petry and unanimously carried to approve the School Board minutes of the Regular meeting on October 17, 2024.

Motion by Mr. Patterson, seconded by Mr. Arceneaux and unanimously carried that the Board call for a vote to take care of items of business not listed on the original agenda or to change the order of topics to be addressed.

FINANCE COMMITTEE:

The following recommendations were made by Mr. Phillip Arceneaux, Finance Committee Chairman, that the School Board:

Grant permission to accept the following donations:

- A. EES
 - 1. Home Bank \$1,600.00. Funds to be used for Library supplies.
- B. JHS to be used for FFA National Convention.
 - 1. Steve & Wendy Hotard \$300.00
 - 2. Paul Habetz \$1,000.00
 - 3. The Bank \$350.00
 - 4. Jesus Worship Center \$300.00
 - 5. Micaela LeBlanc - JHS Class of 1980 \$500.00
 - 6. CHASE \$5,000.00
 - 7. Jennings Tennis Boosters \$564.00
 - 8. A1 Travis Bail Bonds, LLC \$150.00
 - 9. JDP Rice Growers Association \$500.00
 - 10. Waste Connections \$1,500.00

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C. LAHS

1. Woman's Library Club \$500.00. Funds to be used for library to help defer yearly expenses.
2. Parents of the Class of 2026 \$953.00. Funds to be used to defray Class of 2026 expenses.
3. Dillion Disposal, LLC. \$500.00. Funds to be used for danceline expenses.
4. Breathing Centers of Acadiana \$1,000.00. Funds to be used for football, powerlifting and baseball programs.

D. WHS:

1. Student dress down days \$387.00. Funds to be used towards Cystic Fibrosis Foundation.
2. Pat Deshotel \$100.00. Funds to be used towards Band expenses.
3. Kade Kelly \$300.00. Funds to be used towards SWPBIS rewards.
4. Knights of Columbus \$599.00. Funds to be used for Special Education Department learning materials.
5. Welsh Basketball Club \$5,000.00. Funds to be used for basketball expenses.

Motion seconded by Mr. Doise and unanimously carried, with Mrs. Paula Lejeune recused from voting.

Grant permission to EHS to accept the quote of \$69,800.00 from Louisiana Roof Coatings for the main building roof coating project. This quote includes a 10-year manufacturer's NDL (no dollar limit) warranty on materials and labor.

Other quotes were as follows:

- * Louisiana Roof Coatings \$99,000.00 with a 20-year manufacturer's NDL warranty on materials and labor.
- * Bison Coatings & Foams LLC \$82,646.59 with a 20 year manufacturer's warranty on material and 1 year labor warranty by contractor.
- * Better Home Insulation \$77,920.00 with a 10-year manufacturer's warranty for material and labor.
- * Better Home Insulation \$106,730 quote with a 20-year manufacturer warranty on materials and labor.)

Recommendation to accept the bid from Louisiana Roof Coatings with the 10-year manufacturer's NDL warranty on materials and labor, would be our best option.

All three companies have been on site, and a pull test was done to check material. To be paid from General Fund.

Motion seconded by Mr. Bruchhaus and unanimously carried.

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Accept the bid for Jennings Ward II Improvements – Phase 4 Description:
Contractor: Alfred Palma LLC
Contract Sum, Including Base Bid AND Add Alternate No. 1: \$3,046,000.00
Other bids received from:

- 1. Perc Development, LLC, base bid \$3,000,000.00 AND Add Alternate No. 1: \$187,000.00
- 2. K & J Development of SWLA, base bid \$2,950,000.00 AND Add Alternate No. 1: \$150,000.00
- 3. Trahan Construction, LLC, base bid \$2,921,000.00 AND Add Alternate No. 1: \$169,900.00
- 4. ARL Construction, Inc., incorrect bid form.

Motion seconded by Mr. Patterson and unanimously carried.

Grant permission to accept Entergy’s Proposal for Work at Jerry Simmons Stadium.
Description: Owner Requested Work at Jerry Simmons Stadium to take place prior to the Phase 4 construction project. Entergy will provide labor and equipment required for the following: Convert overhead primary line to underground and remove an idle transformer bank (\$32,750) AND convert the overhead transformers to pad mounted (+ \$24,500) for Total: \$57,250.00. Motion seconded by Mr. Doise and unanimously carried.

POLICY COMMITTEE:

The following recommendations were made by Mr. Russell Walker, Policy Committee Chairman, that the School Board:

- 1. The following policy changes are recommended by Forethought Consulting and JDP.
 - 1. **SCHOOL BOARD MEETING RULES OF PROCEDURE: File BCB**
Effective: upon approval
Act 539 revised La. Rev. Stat. Ann. §42:23 requiring each School Board to provide information to enable the public to locate the broadcast for viewing be included in notification of the meetings.
 - 2. **EMPLOYMENT OF SUPERINTENDENT: File CED**
Effective: upon approval
Act 193 revised La. Rev. Stat. Ann. §17:54, requiring that a Superintendent’s contract include that the Superintendent be subject to a performance evaluation by the School Board.
 - 3. **PERSONNEL RECORDS: File GAK**
Effective: upon approval
Act 495 revised La. Rev. Stat. Ann. §45:11 removing some limitations on confidential records. The statute now includes that home and personal wireless number, home address, and personal email address of employees are confidential.
 - 4. **RECRUITMENT: File GBC**
Effective: upon approval
Act 423 of 2017 revised La. Rev. Stat. Ann. §17:15, adding student services to the list of persons providing services which require criminal history review.

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- 5. **EDUCATION OF STUDENTS WITH EXCEPTIONALITIES: File IDDF**
Effective: upon approval
Act 689 revised La. Rev. Stat. Ann. §17:1944, requiring School Boards to adopt a policy that each school under its jurisdiction provide “written information regarding legal procedures affecting the transfer of individual rights from parent to child when the child attains the age of majority.”
- 6. **STUDENT HEALTH SERVICES: File JGC**
Effective: upon approval
Act 375 enacted La. Rev. Stat. Ann. §17436.5 to require that School Boards adopt a policy that each school nurse participate in an in-service training program of at least one-hour relative to sickle cell disease.
- 7. **BROADCASTING AND TAPING OF SCHOOL BOARD MEETINGS: File BCBJ -NEW POLICY**
Effective: upon approval
Act 539 revised La. Rev. Stat. Ann. §42:23 requiring each School Board in a parish with a population of twenty-five thousand (25,000) or more to broadcast live all of its proceedings in public meetings, including the School Board's committee meetings. It also revised La. Rev. Stat. Ann. §42:19, requiring that sufficient information to enable the public to locate the broadcast for viewing be included in notification of the meetings.
- 8. **USE OF PRONOUNS AND GIVEN NAMES: File GAMK – NEW POLICY**
Effective: upon approval
Act 680 enacted La. Rev. Stat. Ann. §17:2122 forbidding School Boards from adopting a policy “that provides for an inquiry of an employee’s pronouns that is inconsistent with the employee’s sex, or provides for an inquiry of an employee’s name other than the employee’s legal name.” It also forbids School Boards from adopting a policy “that provides for an inquiry of a student’s pronouns that is inconsistent with the student’s sex.” Employees shall not be required to address a student by a name other than the student’s legal name or required to use a pronoun that is inconsistent with the student’s sex.

Motion seconded by Mr. Doise and unanimously carried.

The following policy changes are recommended by JDP.

- 1. **EXPENSE REIMBURSEMENT: File DJD**
Effective: upon approval
Added that the receipts turned in must be itemized receipts.

Motion seconded by Mr. Arceneaux and unanimously carried.

The following committees had no reports to present:

- Insurance - Blake Petry, Chairman**
- Building & Grounds - David Doise Chairman**
- Transportation - Greg Bordelon, Chairman**
- 16th Section - Charles Bruchhaus, Chairman**
- Ward II - Paula LeJeune, Chairman**
- Legislative Liaison - Greg Bordelon, Chairman**
- Long Range Planning - Malon Dobson, Chairman**
- Food Service - Greg Patterson, Chairman**

The Sales Tax report was given by Mrs. Amber Hymel, Tax Collector.

NEW BUSINESS:

Motion by Mr. Bordelon, seconded by Mr. Petry and unanimously carried to approve the following non-faculty coaches for 2024-2025 upon completion of LHSAA coaching course certification and Board policy requirements.

- 1. Beau Istre- LAHS girls basketball and softball.
- 2. Ben Hornsby- LAHS football.

Motion by Mr. Petry, seconded by Mr. Frey and unanimously carried to grant permission to Superintendent Hall to sign a Right-of-Way Instrument with Entergy Louisiana, LLC for the Lacassine Sports Complex on the following parcel of land:

Section 25, Township 9 South, Range 6 West, Parish of Jefferson Davis, State of Louisiana, being more fully described in the Acts recorded 11/16/2018, in the conveyance records of the Parish of the Jefferson Davis, State of Louisiana, in COB: N/A, Pages N/A, Entry/file Numbers: 709327

Motion by Mr. Bordelon, seconded by Mr. Doise and unanimously carried to approve the updated job description for the Sales Tax Collector:



Jefferson Davis Parish Schools

Job Description
Revised 2024

TITLE: Sales Tax Collector

QUALIFICATIONS: Degree in accounting or in Business with a minimum of 18 hours of accounting. Minimum of three years of experience in either tax work or accounting. Working knowledge of Louisiana Sales, Use, and Occupancy Tax Law

REPORTS TO: Assistant Superintendent, Superintendent

SUPERVISES: Sales Tax Specialist and Sales Tax Auditor

TERMS OF EMPLOYMENT: 12 months - the number of days as required by the currently adopted JDPSB calendar

EVALUATION: Jefferson Davis Parish School Board Form Performance Evaluation annually

COMPENSATION: Sales Tax Department Salary Schedule

PERFORMANCE RESPONSIBILITIES:

- 1. Manages and supervises the Tax Office personnel
- 2. Supervise external contract auditing firms in conducting audits of large scale or specialized businesses operating in Jeff Davis Parish. Currently 4 active firms.
- 3. Knowledgeable of local ordinances and state statutes pursuant to general sales, use, hotel/motel, occupancy tax matters.
- 4. Responsible for collection of delinquent accounts in accordance with the Uniform Tax Code and departmental policy.
- 5. Responsible for assigning field work for parish activities relating to taxable incidences.
- 6. Input tax returns and remittances in conjunction with the Tax Specialist.
- 7. Create new accounts, make and prepare change orders and enter changes when applicable in conjunction with the Tax Specialist.
- 8. Review and approve various refund requests from taxpayers.
- 9. Review and process problem returns.
- 10. Review new accounts and close accounts to ensure that compliance is maintained.
- 11. Prepare notices and assessment letters in regards to completed contract audit exams each month.
- 12. Prepare and file tax liens and tax releases at the courthouse.
- 13. Prepare warrants of distraint when appropriate.
- 14. Maintain bankruptcy accounts and ensure proper proof of claims are filed in a timely manner.
- 15. Conduct conferences with delinquent taxpayers to facilitate collection of tax liabilities.
- 16. Create and enter into payment plan agreements with delinquent taxpayers. Track and maintain collections of

monthly payments.

17. Work in tandem with the LA Office of Debt Recovery to collect delinquent accounts once all avenues available to the local collector are exhausted.
18. Responsible for referring for legal action matters where collection authority becomes desirable or necessary.
19. Review delinquent reports and determine the next cause of action.
20. Attend legal proceedings as advised by general counsel in all collection and/or protest matters.
21. Provide various month-end reports to all agencies for which the office collects.
22. Attend monthly meetings of parish agencies upon request and/or to deliver pertinent information about collections affecting their jurisdictions.
23. Attend meetings and training seminars.
24. Attend ongoing education in regards to changing state law and requirements in regards to taxes administered and collected by the office.
25. Provide technical assistance to taxpayers, tax preparers, accountants, tax software firms, government officials and representatives/officers of each jurisdiction upon request or necessity.
26. Investigate parish activities relating to new businesses, closures, bankruptcies, and special events.
27. Supervise the deposit process and release funds on a monthly basis to the appropriate jurisdictions.
28. Review and reconcile the sales tax banking accounts to the accounts payable system with assistance from SB Accountant.
29. Respond to inquiries from taxpayers and/or other concerned agencies.
30. Organize, verify and edit control reports on a daily basis.
31. Receive and process alcohol, video poker, and all other clearance certificates.
32. Create and maintain local resale exemption certificates as necessary.
33. Receive and process all boat registrations on behalf of the parish and state.
34. Answer and discuss tax information with taxpayers by telephone and/or office visits.
35. Track special events held in the parish, attend when necessary, and ensure proper reporting and remittance of applicable taxes.
36. Process audit returns received in regards to audits performed by contract auditors.
37. Process and assign new accounts.
38. Maintain departmental petty cash.
39. Review and approve all expense reports for Tax Office personnel.
40. Review and approve all vacation requests for Tax Office personnel.
41. Receive and process all requests for waivers in accordance with established procedures.
42. Track all active tax rates in the parish, identify any up for renewal then notify the corresponding jurisdiction. Subsequently work with the jurisdiction and their legal representatives to ensure proper notice is provided to all affected businesses/taxpayers.
43. Provide current tax rates and changes to all regulatory authorities in accordance with LA Revised Statutes.
44. Maintain Tax Office Website for public access and information.
45. Address any requests received by LA Uniform Local Sales Tax Board, LA Department of Revenue and LA Remote Sellers Commission.
46. Represent Jeff Davis Parish in legal matters in regards to Sales & Use Tax litigation.
47. Consult and cooperate with the various taxing authorities within the state for the purpose of achieving efficiency and uniformity in tax collection procedures.
48. Prepare and remit monthly comprehensive reports of all taxes collected and other pertinent statistical data concerning the collection of said taxes.
49. Review invoices received from external employees (contract auditors, attorneys, software companies), approve/negotiate said invoices then provide them to sales tax specialists for payment.
50. Provide reports, statistics, etc. as requested from the jurisdictions by their CPAs to complete their internal audits.
51. Create and maintain reciprocal agreements between the Jeff Davis Tax Office and other tax offices throughout the state in addition to all jurisdiction offices within our parish.
52. Be available to all jurisdiction offices for any new projects or estimates that need tax information and provide requests in a timely manner.
53. Assist with projections in regards to creations of new taxation districts as needed.
54. Assist with the creation of new Economic Development Districts and other specialized tax districts. Includes notifying the necessary state offices (5), LATA, and e-filing systems of these new districts; providing press releases to the official journal of record for the applicable jurisdiction.
55. Enter into and maintain collection agreements as necessary for each tax collected by the tax office.
56. Maintain parish wide tax ordinances and notify and assist jurisdictions with any updates or corrections as necessary.
57. Receive, process and audit all occupancy tax returns and taxpayers on behalf of the Jeff Davis Parish Tourist Commission.
58. Performs any other duties and functions which may be necessary or desirable to carry out the purposes and functions of the department and/or assigned by the Assistant Superintendent, Superintendent, Police Jury, Sheriff's Office, and various towns and villages.
59. Exhibits loyalty and maintains a positive attitude in the promotion of the Tax Office's goals.

While the operation of the Jefferson Davis Parish School Board and its schools is governed by the provisions of this and all

other policies, as well as the 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 commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal 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 and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Motion by Mr. Dobson, seconded by Mrs. Jones and unanimously carried to approve the new job description for the Sales Tax Specialist:



Jefferson Davis Parish Schools
Job Description
Revised 2024

TITLE: Sales Tax Specialist

QUALIFICATIONS: High School Diploma. Proficient in the use of standard office equipment and data processing. Such alternatives to the above qualifications as the Board may find necessary.

REPORTS TO: Sales Tax Director

TERMS OF EMPLOYMENT: 12 months - the number of days as required by the currently adopted JDPSB calendar

EVALUATION: Jefferson Davis Parish School Board Form Performance Evaluation annually

COMPENSATION: Sales Tax Department Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Responsible for Monthly Reconciliation of Sales Tax Banking Accounts
2. Responsible for all banking changes, problems and concerns relative to collections/deposits with both the banks and the jurisdictions.
3. Respond to inquiries from taxpayers and/or other concerned agencies.
4. Process taxpayer refund requests approved by the Collector.
5. Maintain a cash box, receive payments and issue receipts for all drop off payments from taxpayers.
6. Place and receive telephone calls and record messages.
7. Verify taxpayer information through the computer system in all matters relating to taxpayer interactions.
8. Identify taxpayer reports and correspondence.
9. Prepare information packets for mailing with applications for registration.
10. Maintain inventory of all office forms, stationary and supplies and reorder when necessary.
11. Receive and process clearance requests from taxpayers.
12. Receive and process casual-sale boat registrations from taxpayers.
13. Assist taxpayers with the preparation of their sales and use tax report(s).
14. Answer and discuss tax information with taxpayers by telephone and/or office visits.
15. Enter no sales and cash payments received daily.
16. Process and distribute incoming mail.
17. Input tax returns and remittances in the most accurate and efficient manner.
18. Prepare change orders and enter changes when applicable (filing frequency, address, name, etc.)
19. Prepare and verify deposits.
20. Assist Collector with problem returns.
21. Download electronic sales tax return data daily to be processed.
22. Responsible for scanning returns and deposit information in accordance with departmental policy.
23. Maintain filing systems for debit/credit memos.
24. Key returns with debit/credit memos, memos with checks, audit assessments and other returns as necessary.
25. Prepare debit/credit memos for mailing and maintain system for follow-up.

- 26. Assist Collector in preparing delinquent notices, proposed and final assessment letters for mailing.
- 27. Provide clerical assistance as required (process returns with no checks or checks without signatures and problem returns when applicable).
- 28. Process transfers applicable to all erroneously posted returns.
- 29. Assist in the assessment and collection of delinquent taxes.
- 30. Assist in the preparation and review of various reports and notices as assigned.
- 31. Prepare payment requests for Tax Office operation invoices
- 32. Perform any other duties and functions which may be necessary or desirable to carry out the purpose and functions of the department, and/or assigned by the Collector.
- 33. Exhibit loyalty and maintain a positive attitude in the promotion of the Tax Office’s goal.

While the operation of the Jefferson Davis Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the 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 commonsense. By virtue of one’s education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal 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 and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Motion by Mrs. P. LeJeune, seconded by Mr. Bruchhaus and unanimously carried to approve the new salary schedule for the Sales Tax Department.

INFORMATION

- 1. Condolences are extended to the families of:
 - 1. Gene Alcock, Teacher and Media Center Coordinator, who retired in 1992, with 37.5 years of service.
 - 2. Roma Delacroix, JWES Teacher’s Aide, who retired in 1992, with 21 years of service.

PERSONNEL CHANGES

A. Personnel changes:

APPOINTMENTS

- 1. Selina Holden, EES SPED Teacher, 11/01/24, re: Tiffany Craton, resignation.
- 2. Henry Ashburn Cassidy, EHS Teacher, 11/01/24, re: Roland Lacombe resignation.
- 3. Chelsea Simien, JES School Counselor,12/2/24, re: Allyson Schexnyder transfer to JWCE.
- 4. Collin Vanicor, LHS Teacher, 12/02/24, re: Jeremy Hollier resignation.
- 5. Alexia LaCombe, JES Teacher, 12/02/24.
- 6. Morgan Fontenot Vanicor, WES Teacher, 12/02/24;
- 7. Kimberly Bertrand, EHS Teacher, 10/07/24, re: Erin Bertrand resignation.

8. Jay Onstad, Welsh schools Cafeteria Tech, 11/01/24, re: Nordell Reed retirement.
9. Alexis Carrier, SPED Para, LHS, 10/14/2024; re: Brittney Soileau resignation.
10. Breann Davis, JHS Teacher, 10/21/2024; re: Alaina Verdin transfer.
11. Inez Goodley, Welsh Bus Operator, 10/10/2024; re: Mary Duclion transfer.
12. Christopher O'Brien, LAH Bus Operator 10/15/2024; re: Charlotte Benoit resignation.

TRANSFERS

1. Chris Humble, WAR Assistant Principal to WAR Principal, 12/02/2024 Michael Fontenot retirement.
2. Tanya Bujol, HHS Assistant Principal to WAR Assistant Principal, 12/02/24, re: Chris Humble promotion.
3. Cheryl Leblanc, JWCE School Counselor to EHS School Counselor 11/01/2024, re: Elizabeth Trahan retirement.
4. Allyson Schexnyder, JES School Counselor (9.5 mo) to JWCE School Counselor (10 mo) 11/8/2024; re: Cheryl Leblanc transfer to EHS.
5. Alaina Verdin, JHS Teacher area of instruction transfer 10/21/2024. re: Kylie Theunissen resignation.

RESIGNATIONS

1. Dalletta Etienne, Welsh Schools Cafeteria Tech, 11/01/24.
2. Jaime Gonzales, LAH Teacher/Coach, 10/19/2024

RETIREMENTS

1. Phyllis Durio, JHS Enrollment Secretary, 04/01/25, with 23.8 years of service.
2. Michael Fontenot, WAR Principal, 12/21/24, with 28.5 years of service.
3. Vanessa Lopez, JES School Counselor, 01/01/25, with 33 years of service.
4. Bryan Benoit, LAHS Custodian, 11/30/24, with 20 years of service.
5. Elizabeth Trahan, EHS School Counselor, 6/6/2025, with ___ years of Service.

JEFFERSON DAVIS PARISH CURRICULUM/STAFF UPDATES

1. Safety updates
2. Curriculum updates

SUPERINTENDENT'S COMMENTS NOT REQUIRING BOARD ACTION

EXECUTIVE SESSION

None.

ADJOURN

There being no other business to come before the Board, it was moved by Mr. Patterson, seconded by Mr. Petry and unanimously carried, to adjourn at 6:49 pm.

/s/ Paul Trahan, President

ATTEST:

/s/John Hall, Secretary/Superintendent

Note: Items purchased by quotes or bids may be reviewed at the School Board office during normal business hours.
All policies can be reviewed at any facility under the jurisdiction of the Jefferson Davis Parish School Board.