



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA
 203 E. PLAQUEMINE STREET
 JENNINGS, LOUISIANA
 (337) 824-1834
 AGENDA MEETING
 THURSDAY, SEPTEMBER 15, 2022 at 6:00 p.m.
 LIVE REMOTE ACCESS**

FILE: BCB - SCHOOL BOARD MEETING RULES OF PROCEDURE
An individual speaker who appears at a School Board meeting to speak on an agenda item must register prior to the meeting, and will be allotted three (3) minutes to speak on the agenda item prior to School Board discussion on the agenda item.

I. CALL TO ORDER

II. INVOCATION and PLEDGE OF ALLEGIANCE

III. ROLL CALL FOR DETERMINATION OF A QUORUM.

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IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON AUGUST 18, 2022 with the following corrections:

1. Playground equipment declared surplus is from James Ward Elementary and not Jennings Elementary.
Jennings Elementary School
 1. 2 jungle gyms
 2. 2 basketball goals
 3. 3 funnel ball games
2. Change the funding source to CDF funding (Career Development Fund) on the following
 Grant permission to purchase 500 Adobe Creative Cloud licenses to be shared between our 6 high school sites: EHS, WHS, LHS, LAHS, HHS and JHS for the renewal of the Adobe software for students to learn the Adobe content in preparation for the credentialing exam. Earning this statewide credential will benefit the school and district accountability as well as assist students in satisfying graduation requirements necessary for their Jumpstart pathway. The total for this purchase will be \$12,620.40 to be paid from **Carl Perkins Funds.**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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V. VOTE TO CHANGE THE ORDER OF TOPICS TO BE ADDRESSED AND TO ADD NEW ITEMS NOT ON THE ORIGINAL AGENDA.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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VI. BOARD COMMITTEE REPORTS:

- A. Finance Committee - Paul Trahan, Chairman
- B. Insurance - Malon Dobson, Chairman

- C. Building & Grounds Committee- David Doise, Chairman
- D. Policy- Jody Singletary, Chairman
- E. Transportation Committee - Greg Bordelon, Chairman
- F. 16th Section-Charles Bruchhaus, Chairman
- G. Ward II Committee - Phillip Arceneaux, Chairman
- H. Legislative Liaison - Donald Dees, Chairman
- I. Long Range Planning - Donald Dees, Chairman
- J. Food Service Committee - Terry Leger, Chairman

VII. SALES TAX REPORT - by Amber Hymel, Tax Collector.

VIII. NEW BUSINESS:

1. Approve the following job description:

DIRECTOR OF FINANCE

Minimum Qualifications (must have at least one of the three)

- Baccalaureate Degree with a minimum of 24 hours of business-related coursework, such as accounting, finance, or management.
- Masters Degree in public or business administration.
- Certified Public Accountant license in the State of Louisiana.

Work Experience

- An applicant for a lead school business official shall have not less than 3 years of work experience in a field relevant to the duties and responsibilities of a lead school business administrator. Relevant areas shall include accounting, finance, or other areas of fiscal management.

Reports To: Superintendent and/or the Assistant Superintendent.

Job Goal: To administer the fiscal affairs of the Parish School System in an efficient and expeditious manner in order to provide the maximum amount of educational services possible from available financial resources.

Performance Responsibilities:

1. Supervises the activities of all accounting department personnel and all accounting operations of the school system.
2. Communicates the financial status of the School Board through the preparation of all requested financial reports and statistical research data.
3. Advises the Superintendent and Assistant Superintendent on all matters related to the business and financial affairs of the school system.
4. Prepares, revises, and administers the General Fund Budget and all Special Revenue, Construction, and Bond Sinking Fund budgets as required by state law and School Board policy.
5. Prepares, completes, and submits all financial reports and forms as required by state and federal regulations.
6. Designs and monitors a sound system of internal controls for the protection of School Board assets.
7. Supervises the maintenance of proper documentation standards for all school system payments and disbursements.
8. Coordinates and supervises all banking transactions and investment activity with the Accountant and the Investment Manager, including the issuance of all payroll checks.
9. Approves relevant purchase orders as presented by School Board personnel along with the Superintendent and Assistant Superintendent.
10. Reviews monthly bank statements and bank reconciliations prepared by the Accountant.
11. Supervises the internal auditing of school activity fund checking accounts as well as the fixed asset inventory performed and prepared by the Assistant Accountant.
12. Assists School Board supervisory personnel with technical assistance for the purchasing of materials, supplies, equipment, and public works contracts, all in accordance with state laws and School Board policies.
13. Prepares recommendations for the Superintendent and School Board regarding the yearly adoption of ad valorem tax millages for the payment of bonded indebtedness in compliance with the adoption standards promulgated by the Louisiana Legislative Auditor.
14. Acts as the *de facto* Risk Manager for the School Board, the duties of which include the issuance and acceptance of the Request for Proposals for all prudent insurance programs for the protection of School Board assets and personnel.
15. Supervises the maintenance of the secondary employee insurance program enacted by the Board-approved Program Manager for the benefit of all School Board personnel, including disability, life, dental, vision, and cancer/stroke insurance policies as well as tax-sheltered annuity savings programs and the IRS Section 125 Cafeteria Plan.

16. Monitors the activities of the Sales Tax Collector and the Sales Tax Department.
17. Communicates relevant School Board financial data as requested to all interested taxpayers and stakeholders as well as to the public at large.
18. Performs any and all other tasks as assigned by the Superintendent and Assistant Superintendent.

Supervision and Evaluation of Personnel:

1. Performs yearly evaluation of all Accounting Department personnel and the Sales Tax Collector.
2. Recommends effective work procedures to Accounting Department personnel as needed.
3. Assigns work areas to the Accounting Department staff.

Research and Instructional Support Services:

1. Researches all state and local tax data as well as all aspects of the budget as required by School Board mandate.
2. Provides financial data for the adequate budgeting and expenditure of funds for materials and supplies within the classroom to relevant school personnel.
3. Provides training to all School Board personnel about relevant financial policies, laws, regulations and information as needed.

Attainment of Professional Certifications and Professional Growth:

1. Must attain certification as a Certified Louisiana School Business Administrator (CLSBA) under the certification guidelines established by the Louisiana Association of School Business Officials (LASBO) within seven years of appointment as the Director of Finance as required by state law.
2. Actively participates in relevant professional organizations such as LASBO.
3. Regularly attends relevant professional workshops and meetings to maintain certification status in order to stay current on any and all relevant financial matters that could affect the School Board.

Terms of Employment: Twelve months per year on a 242 day per year calendar, with salary established by the School Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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2. Approve the following non-faculty coaches upon completion of LHSAA coaching course certification and Board policy requirements:

1. Daniel Stanley, LHS Softball.
2. Bentley Richard, EHS volleyball.

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3. Approve the following Out of State Travel:

1. HHS FFA students and faculty sponsor to travel to travel to Indianapolis, IN from 10/24/22 to 10/30/22 to attend the National FFA Convention.

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IX. INFORMATION

1. Condolences are extended to the families of:
 - A. Eugene Kershaw, Jr., Lake Arthur Schools Bus Driver.
 - B. Shirley Broussard, LAES Secretary and School Board Payroll Clerk, who retired in 1994, with 25 years of service.

X. PERSONNEL CHANGES

XI. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION

XII. EXECUTIVE SESSION

A. Motion to enter into Executive session.

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B. Motion to resume in regular session.

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XIII. ADJOURN

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IN COMPLIANCE WITH STATE LAW, A COPY OF THIS AGENDA WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON FRIDAY, SEPTEMBER 9, 2022 BY 4:00 P.M.

IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE, PLEASE CONTACT DEBBIE AT 337-824-1834 DESCRIBING THE ASSISTANCE THAT IS NECESSARY.