

**JEFFERSON DAVIS PARISH SCHOOL BOARD
FEBRUARY 16, 2023**

The Jefferson Davis Parish School Board met in Regular session on Thursday, February 16, 2023 at 6:00 p.m. at 203 E. Plaquemine Street, Jennings, LA 70546, 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, Paula LeJeune, Summer LeJeune, Greg Patterson, Blake Petry and Russell Walker.

Absent: Janet Jones

Virtual: Janet Jones

Legal Counsel Virtually Present: Lauren Heinen.

The meeting was called to order by President Trahan.

An invocation by JHS Freshman, David Pentacost, followed by the Pledge of Allegiance to the U.S. flag led by JHS Freshman, Madison Lavergne.

Roll call was done by Mrs. Debbie Abshire. Mrs. Abshire verified that there were two requests for the virtual link and no requests for public comment.

Motion by Mrs. S. Lejeune, seconded by Mr. Bordelon and unanimously carried to approve the School Board minutes of the Special meeting on January 5, 2023 and the Regular meeting on January 19, 2023.

Motion by Mr. Arceneaux, seconded by Mr. Patterson 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 and to add items not on the original agenda.

PRESENTATION:

- A. Ms. Jennifer Miller - Partners in Children's Safety of LC, Inc.

FINANCE COMMITTEE:

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

Grant permission to the Superintendent or his designee, to employ contractors, painters & part-time summer workers, to be paid from each school's maintenance account, General Fund and/or the Natural Disaster Fund. Motion seconded by Mr. Dobson and unanimously carried.

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Grant permission to JHS to accept the following donations:

1. Class of 2025, \$200.00 from Mr. and Mrs. Kieran Coleman. Funds to be used to defer costs for the Class of 2025's Jr. prom.
2. Environmental Science class, \$650.00 from The Fred & Ruth B. Zigler Foundation. Funds to be used to defer cost for the field trip to the Houston Museum of Natural Science.
3. Roscoe's Room Food Pantry - First Guaranty Bank \$500.00. Funds to be used to purchase supplies for students in need.

Motion seconded by Mrs. P. Lejeune and unanimously carried.

Grant permission to WHS to accept the following donation:

1. Football team \$59.00 from an anonymous donor. Funds to be used towards expenses.
2. Football team \$170.00 from an anonymous donor. Funds to be used towards expenses.
3. Softball - Jeff Davis Bank \$200.00 and Peto's \$400.00. Funds to be used towards yearly expenses.

Motion seconded by Mr. Patterson and unanimously carried.

Grant permission for the Tax Department to enter in the following contract for external audit services:

1. Gary W. Lambert, DBA Gary W. Lambert and Company:
Renewal of current contract with hourly cost range of (\$35-\$80 hr range). 3 year term. Consistent returns on investment, experienced auditors and high profile audits.

Motion seconded by Mr. Bordelon and unanimously carried.

Approve the purchase of 2 school zones flashing beacons for Jennings Elementary from Tapco Inc. in the amount of \$11,131.82 (\$5,565.91 each). Other quotes received were from Transportation Solutions and Lighting in the amount of \$11,294.00 (\$5,647.00 each) and Temple Inc. 12,784.40 (\$6,392.20 each). To be paid out of Ward 2 construction fund. Motion seconded by Mrs. P. Lejeune and unanimously carried.

Grant permission to LAHS to accept the following donation:

1. Senior Beta - \$1,200.00 from LAHS Parent fundraiser and \$836.85 from Dreamworks Collision Center, LLC (Jonathan and Chrystal Breaux). Funds to be used to cover expenses of the Leadership Summit in Gatlinburg, TN.

Motion seconded by Mr. Dobson and unanimously carried.

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Grant permission to HHS to accept the following donations from the Hathaway Little League Association:

1. Baseball team:
 - A. 31 Heavy hooded sweatshirts \$703.86
 - B. L. Screen \$291.56
 - C. Batting Cage Canopy \$3,058.58
 - D. Netting for Batting Cage \$1,500.00
 - E. BP Tops \$319.86
 - F. Jerseys \$1,993.41
 - G. BP Tops \$125.54
 - H. Catchers Mitt \$443.16
 - I. Sweatshirts \$520.28
2. Softball team:
 - A. Practice Bat \$50.00
 - B. Rawlings NC 12L Official NCAA Fastpitch Softball (12 pack) \$120.00
 - C. DeMARI Backpack (17) \$662.00
 - D. Small Baseball socks (6) \$72.00
 - E. Dudley SB 12 L Fastpitch Leather 12" Ball (12 pack) (2) \$150.00
 - F. Medium Baseball socks (10) \$120.00
 - G. Baseball Belt (18) \$122.00
 - H. Nike Womens Vapor Select Softball Pants (16) \$640.00
 - I. Softball Jerseys (16) \$800.00
3. A donation of \$4,853.84 from Hathaway Little League. This donation helps cover expenses for bats, helmets, jerseys, jackets, and other baseball-related supplies.

Motion seconded by Mr. Doise and unanimously carried.

Grant permission to renew the contract of Forethought Consulting, Inc., for our Policy Updating Service, beginning March, 2023 and ending February, 2024, to cost \$4,300.00, with the highlighting option. (\$100.00 increase from last year). Motion seconded by Mr. Petry and unanimously carried.

Grant permission to Laurie Duhon, Technology Supervisor, to enter into a 3-year contract with 2 additional 1-year extension options with Detel Computer Solutions for E-Rate Category 2 Equipment beginning in FY 23-24. Detel Computer Solutions was the only vendor to submit a proposal for our recent E-Rate Category 2 Equipment RFP. Motion seconded by Mrs. S. LeJeune and unanimously carried.

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Grant permission to JHS to purchase 75 Dell Chromebook 3110 with Chrome Educational Licenses on state contract pricing from Dell Technologies at \$344.00 per Chromebook (license included) for a total amount of \$25,800.00, and three Chromebook charging carts from Vivacity Tech at \$899.00 each for a total amount of \$2,697.00. Grand total to be paid from Ward 2 Contingency is \$28,497.00. This will fill the need for having a complete Chromebook cart in every classroom at JHS. Motion seconded by Mrs. S. LeJeune and unanimously carried.

Approve the purchase of 3 school zones flashing beacons for Hathaway High School from Tapco Inc. in the amount of \$16,697.73 (\$5,565.91 each). Other quotes received were from Transportation Solutions and Lighting in the amount of \$11,294.00 (\$5,647.00 each) and Temple Inc. 12,784.40 (\$6,392.20 each). To be paid from District #3 Maintenance. Motion seconded by Mrs. P. LeJeune and unanimously carried.

FINANCE INFORMATION:

State contract pricing has changed on the following maintenance School /custodial supply items since pricing was originally approved on the June 2022 school board meeting agenda. State contract pricing for copy paper from Veritiv has increased from \$37.90 per case to \$42.50 per case of 8.5x 11 (letter size) and from \$35.00 per case to \$58.90 per case of 8.5 x 14 (legal size) copy paper. In addition, the state contract with Economical for toilet tissue and paper towels renewed in November 2023 with price increases on toilet tissue from \$27.36 per case to \$66.14 per case and price increases on paper towels from \$14.04 per case to \$33.94 per case. State contract pricing on trash can liners has not increased.

POLICY COMMITTEE:

The following recommendations were made by Mr. Russell Walker, Policy Committee Chairman, that the School Board adopt the following policy change recommended by Forethought Consulting and JDP.

File GAE

NON-TITLE IX COMPLAINTS AND GRIEVANCES

Effective: upon approval

Changes in policy to clarify the procedures and steps in filing a complaint or grievance. Cleaning up verbiage and making the policy easier to understand.

Motion seconded by Mrs. S. LeJeune and unanimously carried.

The following committees had no reports to present:

Insurance - Charles Bruchhaus, Chairman

Building & Grounds - David Doise, Chairman

Transportation - Greg Bordelon, Chairman

16th Section-Charles Bruchhaus, Chairman

Ward II - Phillip Arceneaux, Chairman

Legislative Liaison - Greg Bordelon, Chairman

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Long Range Planning - Malon Dobson, Chairman
Food Service - Greg Patterson, Chairman

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

NEW BUSINESS:

Motion by Mr. Arceneaux, seconded by Mr. Frey and unanimously carried to approve the 2023-2024 Jefferson Davis Parish School Calendar.

**Jefferson Davis Public School System
2023-2024 Calendar**

The calendar grid shows the following key dates and events:

- July 2023:** 4th of July (7-8), Labor Day (9-10), 1st of August (11-12)
- August 2023:** 1st of August (11-12), Labor Day (13-14), 2nd of September (15-16)
- September 2023:** 1st of September (15-16), Labor Day (17-18), 1st of October (19-20)
- October 2023:** 1st of October (19-20), Columbus Day (21-22), 1st of November (23-24)
- November 2023:** 1st of November (23-24), Thanksgiving (25-26), 1st of December (27-28)
- December 2023:** 1st of December (27-28), Christmas Eve (29-30), Christmas Day (31)
- January 2024:** 1st of January (1-2), 1st of February (3-4)
- February 2024:** 1st of February (3-4), 1st of March (5-6)
- March 2024:** 1st of March (5-6), 1st of April (7-8)
- April 2024:** 1st of April (7-8), 1st of May (9-10)
- May 2024:** 1st of May (9-10), 1st of June (11-12)
- June 2024:** 1st of June (11-12), 1st of July (13-14)

Motion by Mrs. S. LeJeune, seconded by Mr. Doise and unanimously carried to grant permission to approve the Food Service Procurement Calendar for 2023-2024 fiscal year which provides for the purchase of fluid milk and milk products, paper and cleaning items, frozen chilled items, canned goods, cereal, grain products, and other shelf stable goods in the Parish Schools.

Annual 2023-2024 Child Nutrition Program Procurement Calendar

The following calendar identifies the general items to be bid, the date, and the time of the bid openings for the 2023-2024 School Year for the Jefferson Davis Parish School Board Child Nutrition Program. All bids will be opened for reading only at the Food Service Warehouse located at 1627 Wilbert D. Rochelle Avenue in Jennings, LA at 10:00 am on the specified bid opening day. The public is invited to attend all bid openings. Invitations to bid, instructions, and specifications for any bids listed below may be obtained from the Child Nutrition Program located at the above address or by contacting the office at (337) 824-1969.

<u>ITEMS TO BE PROCURED</u> <u>BID AWARD</u>	<u>BIDS TO VENDORS</u>	<u>PURCHASING PERIOD</u>	<u>BID OPENING</u>
Fluid Milk & Milk Products May 11, 2023	March 6, 2023	School Year	April 6, 2023
Bread & Bread Products May 11, 2023	March 6, 2023	School Year	April 6, 2023
Paper and Cleaning Items May 11, 2023	March 6, 2023	School Year	April 6, 2023
Chilled/Frozen Fruit Juices, Bakery Items, May 11, 2023 Vegetables	March 6, 2023	School Year	April 6, 2023
Chilled/Frozen Meat Items May 11, 2023	March 9, 2023	School Year	April 21, 2023
Canned Goods, Cereal, Grain Products, May 11, 2023 Other Shelf Stable Goods	March 9, 2023	School Year	April 21, 2023

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The Jefferson Davis Parish School Board Child Nutrition Program is funded approximately 51% with federal funds for a total of approximately \$4.3 million per year. Publication Dates: March 1, March 3, and March 5, 2023. This was adopted by the Jefferson Davis Parish School Board at the February 16, 2023 meeting.

Non Discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov. This institution is an equal opportunity provider.

Motion by Mr. Arceneaux, seconded by Mrs. P. LeJeune and unanimously carried to declare the following as surplus and send to the next available public auction:

A. From the Old James Ward Elementary School:

Metal Building # 704 24'5 X 36'4

Metal Building #61 24'5 X 36'4

Metal Building #62 24'5 X 36'4

Metal Building #63 24'5 X 36'4

Metal Building #64 24'5 X 36'4

One Asber double door refrigerator SN# 19072389

One Asber double door freezer SN # 19072394

One Hobart floor mixer Model D-300 SN# 11-087-443

One Globe floor mixer Model sp60 SN#76-12294

19 two door metal cabinets

4 plastic rolling chairs

36 four Drawer filing cabinets

4 two drawer filing cabinets

15 wooden play stations for preK

65 small student desks

22 3X6ft faux wood tables

7 2x4ft Octagon small faux wood tables

4 2x4ft rectangle faux wood tables

1 5ft round faux wood table

1 3ft round faux wood table

1 Walk in freezer

1 Walk in cooler

B. The Child Nutrition Program would like to surplus an Asber reach-in freezer from Lake Arthur Elementary Model Number AFR 49 H F; Serial Number 8102048832.

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Motion by Mrs. S. LeJeune, seconded by Mr. Bruchhaus unanimously carried to approve the following out-of-state travel request:

- A. EHS FFA students and teachers to travel to Houston, TX on 03/19/23 to attend the Houston Livestock Show and Rodeo. At no expense to the Board.
- B. JHS FFA students and teachers to travel to Houston, TX on 03/17/23 to attend the Houston Livestock Show and Rodeo. At no expense to the Board.

Motion by Mr. Patterson, seconded by Mr. Petry and unanimously carried to approve the following non-faculty coaches for the 2022-23 school year upon completion of LHSAA coaching course certification and Board policy requirements.

1. Tyler Theunissen, JHS softball.
2. Jefferey Person, JHS softball.
3. Wayne Fruge, HHS baseball.

PERSONNEL CHANGES

A. Personnel appointments as determined by the Superintendent:

1. Name **LARRY LEGER**, West End Instructional Center Custodian, effective 02/22/23, re: Glenn Carlson transfer.

B. Personnel changes:

APPOINTMENTS

1. Madyson B. Brasseaux, WES PE ESSER II Teacher, 02/13/23, re: Caleb Gary transfer.
2. Lisa Shuff, FES Cafeteria Tech, 01/23/23, re: Inez Fruge resignation.
3. Natalie Montou, FACS Teacher EHS, 02/03/23, re: Mike Trahan transfer.
4. Matthew Deshotel, Warehouse Semi-Skilled Maintenance Worker, 01/30/23, re: Pat Duplichan retirement.
5. Roxanne Allen, LAES PE Teacher, 01/23/23, re: Morgan Woods transfer.
6. Bret Fuselier, JHS Teacher/Coach/Athletic Director, re: Rusty Phelps retirement.
7. Alan Bryant, LAHS Teacher/Coach, 01/23/23, re: Freddie Thomassee transfer.

TRANSFERS

1. Caleb Gary, WES PE Teacher to WAR PE Teacher, 02/13/23, re: Scott Deshotel retirement.
2. Ronnie Courville, WHS Teacher/Coach to WHS PE Teacher/Athletic Director, 01/30/23, re: Jeremiah Gueringer.
3. Glen Carlson, WEIC Custodian to Warehouse Semi Skilled Maintenance, 02/22/23, re: Dickey Dietz retirement.

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4. Marianne Rodriguez, JHS Teacher to District level EL Lead Teacher, 03/01/23, re: Kathy Faul retirement.

LEAVES

1. J Gay, Welsh Schools Bus Operator, 01/30/23 to 05/03/23.
2. M. Primeaux, LAHS Teacher, 01/16/23 to 01/23/23.
3. M. Ross, JES Secretary, 01/26/23 to 03/06/23.
4. J. Allen, FES Secretary, 01/31/23 to 03/01/23.
5. D. Johnson, LAHS Cafeteria Tech, 01/12/23 to 01/31/23.
6. T. Trahan, HHS Teacher, 09/29/22 to 01/16/23.
7. K. St. Julien, Jennings Schools Bus Operator, 01/09/23 to 03/20/23.

RESIGNATION

1. Clara Carrier, JES Cafeteria Tech, 01/30/23.
2. Jeremiah Gueringer, WHS Coach/Athletic Director, 01/19/23.
3. Allison Breaux, LAES Teacher, 02/11/23.
4. Darby Cook, WHS Band Director, 01/11/23.

RETIREMENTS

1. Howard Nugent, Warehouse Maintenance Supervisor, 05/01/23, with 5.23 years of service.
2. Christine D. Landry, FES Teacher, 05/27/23, with 33 years of service.
3. Mary Margaret Woods, EES Teacher, 05/27/23, with 27 years of service.
4. Amy B. Stanford, WHS Librarian, 05/27/23, with 33 years of service.
5. Bertha Benoit, Jennings Bus Operator, 02/28/23, with 25.5 years of service.
6. Russell E. Phelps, JHS Teacher/Coach/Athletic Director, 05/26/23 with 34 years of service.
7. Scott Deshotel, WAR Teacher/Coach, 01/18/23 with 33.5 years of service.

INFORMATION

The LSBA 2023 annual convention will be held in Lake Charles on March 7-9, 2023. Please let Mrs. Debbie know if you would like to register to attend.

The Jefferson Davis Parish School Board Members 2023 Spring Strategic Planning Meeting will be on Thursday, March 30, 2023 at 6:00 p.m. at Abshire Camp.

In accordance with Louisiana Revised Statutes, Title 17, Section 53, the following School Board Members attained the following hours for 2022:

<u>Name</u>	<u>Hours</u>	Honors
Phillip Arceneaux	20.25	Certified
Greg Bordelon	7.0	
Jason Bouley	13.25	
Charles Bruchhas	6.0	
David Capdevile	0	

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Donald Dees	34.75	Certified
Malon Dobson	12.0	
David Doise	6.0	
Terry Leger	6.0	
Denise Perry	6.0	Certified
James Segura	17.0	
Jody Singletary	6.0	
Paul Trahan	6.0	

Congratulations to Phillip Arceneaux and Donald Dees who were recognized by LSBA as 2022 Certified Board Members for completing 20 hours of continuing learning units.

Congratulations to Phillip Arceneaux, Donald Dees and Denise Perry who were recognized by the LSBA as Distinguished School Board Members for the four-year term commencing January 1, 2019 to December 31, 2022. The statutory requirements include the completion of 19 learning units in their first elected year of office and six hours each subsequent year.

The Department of Special Services will be hosting the 2nd Annual 2023 Special Olympics ~ Track & Field Event on Friday, March 24, 2023 from 8:30am - 12:00pm at Lake Arthur High School Track & Small Gym in Lake Arthur, LA for SWDs grades 3rd - 12th grade. We will be funding the event from funds that The Department of Special Services received as a donation from donated funds from the 2022 Ivy Woods Golf Tournament. Approximately: \$3,500.00.

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. Doise, seconded by Mr. Bruchhaus and unanimously carried, to adjourn.

/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.