

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
FEBRUARY 22, 2024**

The Jefferson Davis Parish School Board met in Regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, February 22, 2024 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, Malon Dobson, David Doise, Blake Frey, Janet Jones, Paula LeJeune, Summer LeJeune, Greg Patterson, Blake Petry and Russell Walker.

Absent: None

Virtual: None

Legal Counsel Present: Lauren Heinen.

The meeting was called to order by President Trahan.

An invocation was led by Miss Cecilia Hollier, Lacassine High School 5th grade Student of the Year and Parish Elementary Student of the Year and Regional Zone finalist, followed by the Pledge of Allegiance to the U.S. flag led by Mr. Russell Walker.

Roll call was done by Mrs. Debbie Abshire. Mrs. Abshire verified that there were 18 requests for virtual link and two requests for public comment.

Motion by Mr. Bordelon, seconded by Mr. Dobson and unanimously carried to approve the School Board minutes of the Regular meeting on January 18, 2024.

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.

**RECOGNITION/PRESENTATIONS:**

Mr. Dwight Bertrand, President of Jeff Davis Cattlemen's Association and member Mr. Richard Carter, presented a donation of \$4,500.00 to be divided equally between the six high school agricultural programs (\$750.00 per school).

**FINANCE COMMITTEE:**

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

Accept the donation from Jeff Davis Cattlemen's Association. Donation of \$4,500.00 to be divided equally between the six high school agricultural programs (\$750.00 per school). To be used as needed. Motion seconded by Mr. Bruchhaus and unanimously approved.

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Grant permission to Fenton Elementary School to accept the following donations:

1. Gulf South Pipeline - \$500.00. To be used for SWPBIS and Needy Fund Accounts.
2. M & R Crawfish, LLC- \$300.00. To be used for Cajun Heritage Day and Math and Science Accounts.
3. Superior Crawfish \$100.00. To be used for Cajun Heritage Day.
4. Mrs. Pam Hayes \$50.00. To be used for Cajun Heritage Day.

Motion seconded by Mr. Walker and unanimously approved.

Grant permission to JES to enter into a service contract with Schindler Elevator Corporation Company for service and maintenance on the two elevators for an annual cost of \$11,771.99. To be paid from Ward II Maintenance. Motion seconded by Mr. Dobson and unanimously approved.

Grant permission to JHS to accept the following donations:

1. Jazzer Booster Club - \$325.00. Funds to be used to purchase awards.

Motion seconded by Mr. Patterson and unanimously approved.

Grant permission to Welsh High School to accept the following donations:

1. Welsh Rotary Club - \$400.00. Funds to be used for Interact Convention dues.
2. Welsh High School Basketball - Funds to be used towards expenses for away games
  - A. Susan Mayes - \$30.00
  - B. John Watkins - \$100.00
  - C. Karl Arceneaux - \$1,200.00
  - D. State Farm/ Sam Fontenot- \$50.00
3. Welsh Greyhound Backers - \$3,262.64. Funds to be used for new uniforms.

Motion seconded by Mr. Frey and unanimously approved.

Grant permission to the Finance Director, Christin LeGros, to purchase the Frontline Central Solutions and Recruiting/Hiring program. This program would work along with our current time and attendance and absence management program. The program comes with a one-time implementation and training cost of \$10,881.60 and a yearly cost of \$26,750.04. To be covered by the general fund. Motion seconded by Mr. Petry and unanimously approved.

Grant permission to the Superintendent or his designee, to employ contractors, painters & part-time summer workers, to be paid from each school's maintenance

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account, General Fund and/or the Natural Disaster Fund. Motion seconded by Mr. Walker and unanimously approved.

Grant permission to Laurie Duhon, Technology Supervisor, approval to enter contract negotiations with Communications Technologies, Inc. on TIPS contract #23015 for the GoTo Voice-Over-IP phone services solution to begin on July 1, 2024 and extend for a period of 60 months at the monthly recurring cost of \$4,511.00, including surcharges & fees. This solution includes free hardware and equipment (Yealink T46U phones). Other competitive quotes were received from Zultys (one-time fee of \$3,500.00 and monthly recurring costs of \$4,637.90 before surcharges & fees) and from Spectrum VOIP, our current provider (monthly recurring costs of \$5,429.10, including surcharges & fees). Motion seconded by Mr. Bruchhaus and unanimously approved. Motion seconded by Mrs. S. LeJeune and unanimously approved.

Grant permission to WHS to purchase cameras for cafeteria at a cost of \$9,716.78 (State Contract) from United Automation. Cafeteria cameras were inadvertently left off of the previous quote. To be paid from the CSD #1 Contingency Funds. Motion seconded by Mr. Bruchhaus and unanimously approved. Motion seconded by Mrs. Jones and unanimously approved.

Grant permission to renew the contract of Forethought Consulting, Inc., for our Policy Updating Service, beginning March, 2024 and ending February, 2025 to cost \$4,200.00, with the highlighting option. (Same cost as last year). Motion seconded by Mrs. P. LeJeune and unanimously approved.

Grant permission to WHS to purchase a 72 gallon water heater for the cafeteria from Southern Pipe and Supply at a cost of \$12,684.55. To be paid from the CSD #1 Contingency Funds. Motion seconded by Mr. Doise and unanimously approved.

### **POLICY COMMITTEE:**

The following recommendations were made by Mr. Russell Walker, Policy Committee Chairman, that the School Board adopt the following policy changes recommended by JDPSB.

#### **1. DISMISSAL OF EMPLOYEES: File GBN**

Effective: upon approval

Add "in writing" to the policy to state that an employees defined in this policy has 10 days to respond in writing to a dismissal.

Motion seconded by Mr. Doise and unanimously approved.

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**

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**Legislative Liaison - Greg Bordelon, Chairman**

1. Mr. Bordelon recognized and introduced Mr. Kevin Berkin, newly elected BESE Board Member.

**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 Mrs. S. LeJeune, seconded by Mrs. Jones to approve a 4 day work/school week. The following individuals requested and were given opportunity to speak: 1. Chris Moore and 2. Angie Cline.

School Board Member, Mrs. S. LeJeune addressed the Board. Mr. Bruchhaus called for the question, with Mr. Patterson seconding the motion. Motion carried.

Mrs. Summer LeJeune requested a roll call vote with vote as follows:

Against: Arceneaux, Bordelon, Bruchhaus, Dobson, Doise, Frey, Jones, P. LeJeune, Patterson, Petry, Trahan and Walker

For: S. LeJeune

Original motion failed.

Motion by Mr. Arceneaux, seconded by Mr. Bordelon and unanimously carried to approve the following Annual 2024-2025 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 2024-2025 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 9, 2024	March 1, 2024	School Year	April 8, 2024
Bread & Bread Products May 9, 2024	March 1, 2024	School Year	April 8, 2024
Paper and Cleaning Items May 9, 2024	March 1, 2024	School Year	April 8, 2024
Chilled/Frozen Fruit Juices, Bakery Items, May 9, 2024 Vegetables	March 1, 2024	School Year	April 8, 2024
Chilled/Frozen Meat Items May 9, 2024	March 4, 2024	School Year	April 22, 2024

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Canned Goods, Cereal, Grain Products,  
May 9, 2024  
Other Shelf Stable Goods

March 4, 2024

School Year

April 22, 2024

The Jefferson Davis Parish School Board Child Nutrition Program is funded 51% with federal funds for a total of approximately \$3 million per year. Publication Dates: February 25, February 27, and February 29, 2024. This was adopted by the Jefferson Davis Parish School Board at the February 22, 2024 meeting.

**Non Discrimination Statement:** This institution is an equal opportunity provider.

Motion by Mr. Petry, seconded by Mr. Walker and unanimously carried to approve the following out-of-state travel request:

- LHS FFA students and sponsor to attend the Houston Livestock Show & Rodeo on 3/14/24 and 3/15/24. At no cost to the Board.

Motion by Mrs. S. Lejeune, seconded by Mr. Frey and unanimously carried to approve the following non-faculty coach for the 2023-24 school year upon completion of LHSA coaching course certification and Board policy requirements.

- Joseph Lett - WHS Baseball

Motion by Mr. Arceneaux, seconded by Mr. Dobson and unanimously carried at the request of Sean Richard, Supervisor of Maintenance and Auxiliary Services, to declare the following WES items as salvage.

### A. WES

- 3 pressure washers: Powerstroke 2200 Vin # EU14141D060058  
Craftsman Vin# 1014830227 Powerstroke EU14033D060102  
Craftsman 850
- One (1) mower John Deere Front mower Vin# TCF725x120359  
School Board Tag number 07508

### B. EES

- 20 right handed large desks
- 10 table top desks with chair attached.

Motion by Mr. Doise, seconded by Mr. Patterson and unanimously carried to approve the 2024-2025 Jefferson Davis Parish School Board School Calendar.

**Jefferson Davis Public School System**  
2024-2025 Calendar

July 2024					August 2024					September 2024					October 2024					November 2024					December 2024									
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
			4th of July																															
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		1	2	3	4	5	6	7	8	9	10
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
22	23	24	25	26	27	28	29	30	31																									
29	30	31																																

  

January 2025					February 2025					March 2025					April 2025					May 2025					June 2025									
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
20	21	22	23	24	25	26	27	28	29	30	31																							
27	28	29	30	31																														

**July**  
4-5 Independence Holiday  
6 LOCAL PDD  
7-8 MLK Holiday  
9 Gr. 1-12 Report  
12 Pk4th Report

**September**  
2 Labor Day  
3 LOCAL PDD  
4 Fair Day  
5 STATE PDD  
7-8 LOCAL PDD  
9 Election Day  
12-20 Thanksgiving  
21 Kemer Her Holiday

**December**  
23-31 Christmas Break  
18 Good Friday  
19 Jovawenth  
22 Students last day  
23 Teachers last day  
28 Memorial Day

**April**  
3 March Madness  
4-5 American Heritage  
11-12 Earth Day  
13-14 Answer Machine  
21 Spring Break  
H.S. CLEP completed by May  
H.S. Workkeys Online

**June**  
19 Jovawenth  
K-3 Fall Literacy Assessment CBT- Fall 30 days  
K-3 Winter Literacy Assessment CBT- December  
K-3 Spring Literacy Assessment CBT-  
Grades 4 Literacy Intervention Screening- Spring  
H.S. CLEP completed by May  
H.S. Workkeys Online

**Testing Dates**  
Kindergarten Entry Assessment- Fall 30 days  
H.S. LEAP 2025 Fall Window Nov- Dec  
H.S. LEAP 2025 Spring Window April- May  
H.S. LEAP 2025 Summer Retest June  
LEAP Connect ELPT- Feb- March  
H.S. ACT/Pro-ACT Online- March or March

**Testing Dates continued**  
H.S. LEAP 2025 Fall Window Nov- Dec  
H.S. LEAP 2025 Spring Window April- May  
H.S. LEAP 2025 Summer Retest June  
LEAP Connect ELPT- Feb- March  
H.S. ACT/Pro-ACT Online- March or March  
LEAP 2025 CBT Grades 1-3, 5, 7, 8 April- May | Social Studies Field Test April |  
LEAP 2025 PBT Grade 3 (ELA/Math April), (Science- April), (Social Studies Field Test April)

**Nine Week Grading Calendar**  
\* 1st 9 weeks ends October 11 RC 1017 PR 813  
\* 2nd 9 weeks ends December 28 RC 10 PR 1419  
\* 3rd 9 weeks ends March 12 RC 318 PR 311  
\* 4th 9 weeks ends May 22 RC 523 PR 417

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**INFORMATION**

Condolences are extended to the families of:

1. Ollie Tietje, HHS Teacher, who retired in 1982 with 22 years of service.
2. Clifford Friedman, Superintendent, who retired in 2004, with 37 years of Service.
3. Gwendolyn Humbarger, JHS Teacher, who retired in 1994, with 17 years of service.
4. Wanda Allen, EHS Teacher, who retired in 1979, with 23 years of service.

The LSBA 2024 annual convention will be held in Baton Rouge on March 10-12, 2024.

The Jefferson Davis Parish School Board Members 2023 Spring Strategic Planning Meeting will be on Tuesday, March 26, 2024 at 6:00 p.m. at Abshire Camp.

The Department of Special Services will be hosting the 1st Annual/2024 "An Evening to Sparkle" Dance on Friday, April 26, 2024 from 5:30pm- 7:30pm at the Jennings High School Cafetorium for students with significant disabilities in grades 6th - 12th. Any expenses that occur (regarding decorations or snacks) will be funded from funds that The Department of Special Services received as a donation from donated funds from the 2022 & 2023 Ivy Woods Golf Tournament.

The Department of Special Services will be hosting the 3rd Annual/2024 Special Olympics ~ Track & Field Event on Friday, March 15, 2024 from 8:30am - 12:00pm at Lake Arthur High School Track & Small Gym in Lake Arthur, LA for SWDs grades 3<sup>rd</sup> - 12<sup>th</sup> 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 & 2023 Ivy Woods Golf Tournament. Approximately: \$3,500.00. (If weather conditions do not permit the event from taking place, the event will be rescheduled on Friday, March 22, 2024).

**PERSONNEL CHANGES**

**A. Personnel changes:**

**APPOINTMENTS**

1. Kystle Bertrand, JES Clerical Aide, 01/08/24, re: Alicia Hoffpauir transfer.
2. Kari LeGros, LAES SPED Para, 02/09/24, re: Kayla Monceaux Resignation.
3. Amanda Manuel, LHS SPED Para, 02/01/24, re: Yvette Maple resignation.

4. Heather Bertrand, EES/EHS 9.5 Clerical Aide 2/8/2024, re: Sandra Davis transfer.

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5. Buffi Himel, LHS/FES 9.0 Clerical Aide, 02/09/24 re: Natalie Tara Bourgeois

transfer.

6. Christopher Broxton, FES Custodian, 02/01/24, re: return.

**TRANSFERS**

1. Natalie Tara Bourgeois, FES/LHS Clerical Aide to LHS Secretary, re: Bridget Hanks retirement, 01/08/24.
2. Sandra Davis, EES/EHS Clerical Aide to EHS 9.5 Clerical Aide, 01/22/24 Melissa Fontenot transfer
3. KeShawn Lyons, FES Custodian to EES/EHS Custodian, 02/26/24 new position
4. Alicia Hioffpaur, JES Clerical Aide 9.5 to JES Secretary 10, 01/08/24 re: Analicia Harris resignation.

**MEDICAL LEAVES**

1. C. Matherene, JHS Teacher, 03/18-19/24 & 04/16/24.
2. S. Dickens, JES Assistant Principal, 01/29/24 to 06/07/24.
3. L. Comeaux, WES Custodian, 01/11/24.
4. M. Spell, JES Librarian, 07/08/24 to 08/19/24.
5. S. Richard, JHS Teacher, 01/11-12/24 to 01/31/24.
6. C. Crochet, WES Bus Operator, 02/05/24 to 02/14/24.

**MATERNITY LEAVES**

1. M. Spell, JES Librarian, 07/08/24 to 08/19/24.

**RESIGNATION**

1. Jamie Habetz, Central Office Sales Tax Secretary, 03/01/24.
2. Louis Coffey, Warehouse/Tech Center AC Tech, 01/22/24.

**RETIREMENT**

1. Princess McDowell, Jennings Schools Bus Operator, 07/01/24, with 38 years of service.
2. Glenda Michelle Sanders, Welsh Schools Cafeteria Tech, 05/27/24, with 12.5 years of service.
3. Pam Miller, Central Office Supervisor, 05/01/24, with 27.5 years of service.
4. Charla Arabie, LHS Teacher, 05/25/24, with 20 years of service.

**LEAVE WITHOUT PAY**

1. Alicia Benoit, JES Cafeteria Tech, 01/31/24 to 05/24/24.
2. Kayli Scogin, JHS Teacher, 01/26/24.
3. Shanice Hunter, JWCE Teacher, 02/02/24 to 02/05/24.

**SUPERINTENDENT'S COMMENTS NOT REQUIRING BOARD ACTION**

1. **District Attorney and Ochsner Hospital guest speaker in schools.**

2. **Education Signing Day**
3. **Updates by Mr. Hotard**

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**EXECUTIVE SESSION**

None.

**ADJOURN**

There being no other business to come before the Board, it was moved by Mr. Dobson, seconded by Mr. Frey and unanimously carried, to adjourn.

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/s/ Paul Trahan, President

ATTEST:

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/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.