



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA
 203 E. PLAQUEMINE STREET
 JENNINGS, LOUISIANA
 (337) 824-1834
 AGENDA MEETING
 THURSDAY, JULY 20, 2023 at 6:00 p.m.**

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.

ARC	BORD	BRUC	DOB	DOISE	FREY	JONES	P. LEJEUNE	S. LEJEUNE	PATT	PETRY	TRAH	WALK
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IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON MAY 11, 2023 AND THE SPECIAL MEETING ON MAY 25, 2023.

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.

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VI. PRESENTATION/RECOGNITION

- A. Recognition and thanks to State Senator Mark Abraham and State Representative Troy Romero for their work and support for the State General Fund money that has awarded \$300,000 to Lacassine High School, dedicated to help build softball and baseball fields in Lacassine and \$100,000 to Elton High School, for bleacher replacement.

VII. BOARD COMMITTEE REPORTS:

- A. Finance Committee - Phillip Arceneaux, Chairman
- B. Insurance - Charles Bruchhaus, Chairman
- C. Building & Grounds Committee - David Doise, Chairman
- D. Policy- Russell Walker, Chairman
- E. Transportation Committee - Greg Bordelon, Chairman
- F. 16th Section-Charles Bruchhaus, Chairman
- G. Ward II - Phillip Arceneaux, Chairman
- H. Legislative Liaison - Greg Bordelon, Chairman
- I. Long Range Planning - Malon Dobson, Chairman

J. Food Service Committee - Greg Patterson, Chairman

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

IX. NEW BUSINESS:

1. Declare the following buses surplus and grant permission to send them to the next available auction.

- 1. Bus 253 VIN# 1HBBAAM31H411187
- 2. Bus 254 VIN# 4DRBRABM34A962941
- 3. Bus 256 VIN# 4UZAAXCT45CN86978
- 4. Bus 257 VIN# 4UZAAXCT65CN86978
- 5. Bus 258 VIN# 4UZAAXCT05CU43198

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2. The Child Nutrition Program would like permission to extend the Community Eligibility Provision for the 2023-2024 School Year to become district wide allowing for all students in parish to eat breakfast and lunch meals at no cost.

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3. Grant permission to adopt the following new job description for a IDEA/Federal Funds Assistant Accountant:

IDEA/ Federal Funds Assistant Accountant

Qualifications:

- 1. Baccalaureate degree in accounting or related business field with 24 hours of accounting classes from an accredited college or university.
- 2. School Board or other governmental accounting experience preferred.
- 3. Demonstrated knowledge of computer spreadsheets and Microsoft Office Products.
- 4. Experience in bookkeeping; Organization and record keeping skills.

Reports to: Special Education Supervisor and Director of Finance

Job Goal: To assist in the proper administration of the fiscal affairs of the Parish School system in an efficient and expeditious manner as to providing maximum use of educational services from available financial resources.

Performance Responsibilities:

- 1. Assist in the preparation and the accumulation of relevant data used in the budgetary process for all funds as directed by the Accountant and Director of Finance.
- 2. Prepare, maintain, and control fixed asset record ledgers and supporting documentation concerning fixed asset acquisitions and deletions.
- 3. Maintain file documentation on particular accounts as directed.
- 4. Make periodic and timely visits to all School Board sites to physically inspect fixed asset locations as needed.
- 5. Assist in the preparation of monthly bank reconciliations.

6. Assist in the administration of school accounting policies and procedures by making periodic and timely visits to the school sites to review the supporting detail behind all recorded financial transactions for compliance with the bookkeeping practices outlined in the *School Accounting Handbook*.
7. Assist school secretaries with questions concerning their record keeping, the reconciliation of their bank statements, and preparation of their monthly reports.
8. Assist in the maintenance of crash records of receipts and disbursements.
9. Assist in the daily deposits of cash and opening of mail.
10. Assist in the preparation and reporting of all Profile of Educational Personnel data as required by the Department of Education.
11. Assist in the preparation of mandatory reports required by the state during the year.
12. Perform all other duties that are signed by the Director of Finance, the Accountant, or the Superintendent.
13. Follow fiscal policies and procedures as specified by the Jefferson Davis Parish School Board and the State Department of Education.
14. Maintain computer records, tracking system, and documentation for special education budgets.
15. Assist in the preparation of budgets and amendments for special education projects.
16. Prepare Requests for Reimbursements and reports for projects according to guidelines.
17. Keep the Special Education Supervisor aware of the status of accounts.
18. Compile data needed for fiscal reports and audits.
19. Type and disseminate special education purchase orders. Contact companies and personnel, when necessary, regarding purchase orders.
20. Check packing slips and invoices to verify receipt of merchandise.
21. Code and process invoices, work vouchers, and travel forms for payment.
21. Assist in obtaining contracted services and maintain records.
22. Prepare, disseminate, and maintain Time Distribution Records for personnel paid by projects.
23. Order and maintain inventory of administrative office materials and supplies.
24. Copy and submit Medicaid forms for payment.
25. Maintain positive relationships with administrators, special education personnel, and parents.
26. Perform other tasks assigned by the Special Education Supervisor and Director of Finance.

Terms of Employment: Twelve months per year. Salary established by Jeff Davis Parish School Board.

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

Approved by: _____ Date: _____

Reviewed and

Agreed to by: _____ Date: _____

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4. Grant permission to Superintendent Hall to enter into a Cooperative Endeavor Agreement with Sowela for Dual enrollment.

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5. Approve the following non-faculty coaches for 2023-2024 upon completion of LHSAA coaching course certification and Board policy requirements.
1. Christopher Hornsby - LAHS Girls Basketball
 2. Christin Legros - LAHS Swimming Coach

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6. Declare the following Tech Center/Warehouse items as surplus and send to the next available public auction:
- 1 small ice machine
 - 36 large aluminum walkways
 - 18 small aluminum walkways
 - 9 aluminum stairs
 - 1 window unit (AC)
 - 2 electric plumbing snakes with extra drum
 - 2 lawn mower decks
 - 2 exmark zero turn mowers
 - 2 large power boxes
 - 1 small power box
 - 1 box blade
 - 2 walk in cooler fans
 - 1 standalone water cooler
 - 1 wall mounted water cooler

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7. Declare the following as critical shortage for the 2023-24 school year:
 All grades Special Education, Speech Therapist/Pathologist, 6-12 Mathematic, 6-12 Science, 6-12 Spanish, 6-12 English, 6-12 French, 6-12 Social Studies, FACS, 6-12 Business Education, Bus Operator, Counselor, Administration, Pre-K-5 All Subjects, and Librarians.

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8. Grant permission to adopt the following new job description for a Special Education Clerk I:

JOB DESCRIPTION

Title: Special Education Clerk I

Qualifications: High School Diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

Reports To: Supervisor of Special Education

Job Goal: To maintain efficiency of the office through discharge of duties.

Performance Responsibilities:

- a. Conducting my tasks and assignments as directed by the Supervisor of Special Education in an effective, efficient, and timely manner.
- b. Knowledgeable of Jefferson Davis Parish School’s policies and goals set forth by Superintendent and/or Board.
- c. Knowledgeable of Special Education IDEA Laws, initiatives, and requirements to assist in organization decisions.
- d. Handling telephone and written inquiries from school personnel and the public regarding special education students or other matters relevant to the work of IDEA.
- e. Maintaining a roster of all the special education classes in the schools assigned.
- f. Monitoring accuracy of special education data by generating timeline reports and communicating to teachers.
- g. Maintaining special education database for a fixed caseload of teachers by entering data into eSER.
- h. Compiling State Department of Education required data summaries for respective teachers and/or schools.
- i. Maintaining special education students’ data elements required for delivery of services not required in the state database such as transportation needs.
- j. Preparing materials for special education in-services such as copying material, putting binders together, and designing sign in sheets and evaluations.
- k. Pulling special education students’ cases from the file room for transfers or to review contents of case, if there is a concern.
- l. Maintaining a list of special education students eligible for Extended School Year Program (ESYP).
- m. Inputting teacher information and ESY IEPs to be able to set up rosters for the Extended School Year Program.
- n. Inputting ESY IEPs online to the State Department at the end of the Extended School Year Program.
- o. Maintaining special education students’ data elements required for the delivery of services such as low incidence zoning, OT, PT, and APE.
- p. Maintaining a record of the daily absences of itinerant teachers.
- q. Maintaining a schedule for itinerant teachers.
- r. Sending out letters to parents of students receiving OT/PT services to get approval from students’ physicians.
- s. Sending out letters to parents in the summer months regarding an IEP once an initial evaluation has been completed.
- t. Projecting special education teacher students in classes for the next school year.
- u. Processing incoming calls from parents for routing to appropriate special education program personnel.
- v. Picking up and delivering materials to printing, schools, Child Welfare & Attendance, etc.
- w. All other assignments that are presented by the Supervisor of Special Education.

Terms of Employment: Twelve months per year. Salary as established by the Jefferson Davis School Board.

Evaluation: Performance of the job will be evaluated in accordance with Provisions of the Board’s policy on Evaluation of Support Personnel.

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IX. INFORMATION

- 1. Condolences are extended to the families of:
 - A. Richard Birdwell, Sr., EHS Teacher, who retired in 1995 with 26 years of service.
 - B. Cheryl Davis, LAHS Cafeteria Tech, who retired in 2016, with 15 years of service.
 - C. Eugene Kershaw, Sr., Bus Driver who was in his 18th year of service.
 - D. George Sibley, WES/LHS Teacher who retired in 1982, with 24 years of service.
- 2. James Ward Center for Excellence Ribbon Cutting and Chamber Breakfast will be held on Wednesday, August 9, 2023 at 7:00 to 9:00 p.m.

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 ADDENDUM WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON FRIDAY, JULY 14, 2023 BY 12:00 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.