

**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
**AUGUST 18, 2022**

The Jefferson Davis Parish School Board met in Regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, August 18, 2022, at 6:00 p.m., with the following School Board members present: President, James Segura, Members, Vice-President, Paul Trahan, Phillip Arceneaux, Greg Bordelon, Charles Bruchhaus, Donald Dees, Malon Dobson, David Doise, Terry Leger, Jody Singletary and Denise Perry

Absent: Jason Bouley and David Capdeville,

Legal Counsel Present: Lauren Heinen.

The meeting was called to order by President Segura.

An invocation by Miss Addison Breaux, Sr. at HHS and State FCCLA President, followed by the Pledge of Allegiance to the U.S. flag led by Miss Ryleigh Leger, Sophomore at HHS and FCCLA State Vice President of Service Learning.

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

Motion by Mr. Bruchhaus, seconded by Mr. Leger and unanimously carried to approve the School Board minutes of the Regular meeting on July 21, 2022.

Motion by Mr. Bordelon, seconded by Mr. Dobson 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. Paul Trahan, Finance Committee Chairman, that the School Board:

Grant permission to WAR to repair fascia metal, sub fascia and flashing on the gym at a cost of \$4,755.00; clean bricks, repaint bricks to close cracks \$1,850.00, work to be done by Affordable Hardwood Millworks, Cabinets, Renovations Commercial renovations. Other quote received from Dale Leger (\$8,820.00). A third quote was requested by not submitted. To be paid from CSD#1 Contingency Funds. Motion seconded by Mr. Bordelon and unanimously carried.

Grant permission to WHS to accept the following donations:

- A. WHS Backers - \$1,933.25 - to be used towards football team supplies.
- B. Pampered Chef - \$426.42 - to be used towards Tennis team supplies.

Motion seconded by Mr. Doise and unanimously carried.

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Grant permission to LAES to approve the quote from Bravo (\$77,050.00) to replace 2750 feet of existing chain link fence and upgrade to a 6 foot fence. Other quote received from Dugas Builders for \$76,000.00 (did not meet insurance and certificate guidelines). Other quotes sought from Nash Fence & Supplies and Patriot Fence in Lake Charles but not received. To be paid from District 1 Maintenance Contingency. Motion seconded by Mr. Dobson and unanimously carried.

Grant permission to JHS to purchase and install a PA/sound system for Jerry Simmons stadium at a cost of \$36,407.99 from Wilpro. This price includes cost, labor and installation. Quotes sought from three other companies but not received. To be paid from Ward II Contingency. Motion seconded by Mr. Arceneaux and unanimously carried.

Grant permission to purchase 6 Pro-Certification and Practice Test license bundles for EHS, WHS, LHS, LAHS, HHS and JHS at a cost of \$3,640.00 each for the renewal of the GMETRIX software for students to prepare for the Adobe credentialing exam. Earning this statewide credential will benefit the school and district's accountability as well as assist students in satisfying graduation requirements necessary for their Jumpstart pathway. The total for this purchase will be \$21,840.00 to be paid out of CDF funding (Career Development Fund). Motion by seconded Mr. Leger and unanimously carried.

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 seconded by Mr. Dees and unanimously carried.

Grant permission to JES to purchase from Newell Wholesale Paper Company Merchants 2 ride on floor scrubbers at a cost of \$26,545.63. To be paid from Ward II New Construction. Other quote received from Cajun Chemical & Janitorial Supply, Inc. (\$43,068.80). Motion seconded by Mrs. Perry and unanimously carried.

Grant permission to JHS to accept the following donation:

- A. Anonymous donor - \$125.00 - to be used for football team expenses.

Motion seconded by Mr. Dees and unanimously carried.

Approve the recommendation of the Superintendent to have the Director of Finance include in the 22-23 Budget, the amount to issue a one-time pay supplement from the General Fund. It will be issued to all active employees of the School Board that are employed as of the close of business on November 1, 2022.

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The amount budgeted will be an estimate, based off of the prior year stipend issued.

- A. Supplement of \$1,500.00 for certified and \$1,000.00 for support at an estimated total of \$1,496,400.00:
1. Certificated personnel to receive a gross supplement of \$1,500.00 per full-time position, subject to any applicable index, with the total cost to the General Fund, including all employer payroll benefits (taxes and retirement), estimated to be approximately \$1,007,000.00. Part-time personnel will receive one-half of the full-time distribution.
  2. Support personnel to receive a gross supplement of \$1,000.00 per full-time position, subject to any applicable index, with the total cost to the General Fund, including all employer payroll benefits (taxes and retirement), estimated to be approximately \$489,400.00. Part-time personnel will receive one-half of the full-time distribution.

This one-time supplemental paycheck will be distributed on November 18, 2022, and it will be subject to all required employee deductions for retirement, income tax withholding, etc.

Motion seconded by Mr. Arceneaux and unanimously carried.

Grant permission to Wilbert Gilbeaux Transportation Supervisor to repair Welsh High Activity Bus A-15 not exceed \$13,000 due to catalytic converter theft. To be paid from General Fund. Motion seconded by Mr. Doise and unanimously carried.

Grant permission to WHS to purchase a used 2016 Blue Bird Activity Bus from Ross Bus Sales in the amount of \$45,000.00. Other quotes received from Master's Transportation (\$59,000.00), Burroughs Companies (\$47,250.00), ITA Truck Sales & Service, Inc. (\$49,391.50). Other quote solicited from Kent-Mitchell Bus Sales & Service, Inc. (no new or used buses available -ordering new bus is at least 12 months out). To be paid CSD#1 Contingency. Motion seconded by Mr. Bordelon and unanimously carried.

**POLICY COMMITTEE:**

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

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Adopt the following policy changes are recommended by Forethought Consulting.

1. **EQUAL EDUCATION OPPORTUNITIES: File JAA**  
**EQUAL OPPORTUNITY EMPLOYMENT: File GAA**  
**EMPLOYEE DRESS CODE: File GAMB**  
**STUDENT DRESS CODE: File JCDB**  
Effective: upon approval  
Act 529 prohibits discrimination based on natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle is defined as including, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.
2. **BULLYING AND HAZING: File JCDAF**  
Effective: upon approval  
Act 697 enacted new statute to include existing and new bullying provisions. The Act requires all schools to institute a program to prohibit and prevent bullying. The Act: defines bullying; requires employees and volunteers to be made aware of their responsibilities regarding bullying; and provides a reporting process, disciplinary measures, remedies, and procedures for investigating and failure to act.
3. **DISCIPLINE: File JD**  
**EXPULSION: File JDE**  
Effective: upon approval  
In Act 374 required minor wording changes in discipline for the removal of a student from a class and expulsion policies for the letter sent home.
4. **STUDENT ABSENCES AND EXCUSES: File JBD**  
**EXPECTANT AND PARENTING STUDENTS: File JQE**  
Effective: upon approval  
Act 472 provides additional support for expectant and parenting mothers and fathers.
5. **STUDENT HEALTH SERVICES: File JGC**  
Effective: upon approval  
Act 562 enacted new statute that includes provisions for seizure treatment and training. Parents or legal guardians of a student with a seizure disorder may submit a seizure management and treatment plan to the school administration for use by employees who have regular interaction with the student.
6. **ADMINISTRATION OF MEDICATION: File JGCD**  
Effective: upon approval  
Act 315 requires a policy for maintaining a supply of auto-injectable epinephrine in a secure location in each classroom assigned to a student who is deemed by his/her physician to be at high risk for anaphylactic reaction and incapable of self- administration. Also required are: authorization from the parent; a physician certification; and, providing each impacted teacher with information regarding signs and symptoms of anaphylactic reactions, accessing and administering the drug, and other specific information.

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**7. SCHOOL BOARD ETHICS: File BH**

Effective: upon approval

School Board Ethics Act 47 added the requirement that if an immediate family member of a School Board member or Superintendent is to be promoted to an administrative position, the family member must have been employed by the School Board for at least one (1) year.

**8. SCHOOL BUS SCHEDULING AND ROUTING: File EDD**

Effective: upon approval

School Bus Scheduling and Routing Act 640 removed certain restrictions requiring the loading and unloading of students on shoulders of the roads when near their homes.

**9. STUDENT VOTER REGISTRATION: File NEW POLICY**

Effective: upon approval

Act 624 requires that School Boards provide an opportunity for each high school senior who is at least seventeen (17) years old to register to vote by using a high school computer to fill out an electronic voter registration application or by using the state mail voter registration application form.

**10. PURCHASING: File DJE**

Effective: upon approval

Act 102 revised language adding reverse auction to competitive online solicitation.

Motion seconded by Mr. Leger and unanimously carried.

Policy changes as recommended by Jefferson Davis Parish School Board.

**1. STUDENT DRESS CODE: File JCDB**

Effective: upon approval

Add an additional option for principal approved spirit shirt

**2. PURCHASING: File DJE**

Effective: upon approval

Add the procedures for the use of school board credit card.

**3. STUDENT CODE OF CONDUCT: File JCDA**

Effective: upon approval

Act 473 requires additions to the School Board's Student Code of Conduct to include "progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences."

Motion seconded by Mr. Dees and unanimously carried.

**WARD II COMMITTEE:**

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

Grant permission to accept Change Order No. 6 on the Jennings Elementary Construction Project.

Change Order #6 reflects the following changes:

* Item #72 Cellular elevator communications requested by Fire Marshal	\$ 3,326.00
* Item # 74 Turn Lane revisions made by DOTD After approval	\$94,691.00

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* Item #78 Remove and reinstall drainpipe at turning	\$13,055.00
* Item #80 Fencing upgrades per JDPSB requirements	\$25,043.00
* Item #82 Huff core folding partition wall replacement	\$59,266.00
* Item #84 Hardware modifications for Pre-K and K Classrooms	\$ 7,336.00
* Item #86 Culvert replacement at Hwy 26 trailer park	\$ 9,159.00
* Item #88 Sod front entry courtyard	\$ 3,710.00
* Item #89 Credit for Gojo soap dispensers	-\$ 1,848.00
* Item #91 Add sidewalk at back administration door	\$ 5,738.00
* Item #94 New cast bronze plaques to replace original	\$ 3,600.00
* Item #95 Additional security cameras with audio as required by school system	\$20,834.00
* Item #96 Additional data drops and electrical at B Wing per school requests	\$ 1,331.00
* Item #97 Gym Projector	\$44,902.00
* Item #98 Repaint 80 door frames due to furniture installation	\$ 3,200.00
* Item #99 Additional mini blinds at resource classroom	\$ 2,665.00
* Item #100 Stage Curtains	\$26,289.00
* Item #101 Relocate west perimeter gate to high ground	\$ 1,300.00

Bid Changes as follows:

The Original Contract Sum was	\$22,085,000.00
The net change by previously orders	\$ 1,873,941.00
The Contract Sum prior to this Change Order	\$23,958,941.00
The Contract Sum will be increased by	\$ 330,588.00

**The new Contract Sum including this Change Order will be \$24,289,529.00**  
**The Contract Time will be unchanged By Zero (0) days**  
**The new date of Substantial Completion will be August 11, 2022**

Motion seconded by Mr. Doise and unanimously carried.

Authorize the payment of \$17,723.25 to Champeaux, Evans and Hotard for architectural services regarding the JHS Drainage Improvements Project Abandoned Work. The professional services of Engineers and Architects were utilized through the bid phase of the project for Alternate 1, which was not awarded . This bill is 75% of the

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professional fees based on the State Fee Curve. To be paid from WARD II Maintenance. Motion seconded by Mr. Doise and unanimously carried.

Grant permission to the Assistant Superintendent to proceed with accepting the lawn care(including mowing, spraying, weed eating, and blowing) quote from Duhon Lawn Care in the amount of \$1,000 per cut of the Jennings Elementary Campus on Florence

Street. Another quote received from Willridge Lawn Service was for \$1,600 per cut. Other quotes were solicited but no response received. To be paid from Ward II Maintenance. Motion seconded by Mrs. Perry and unanimously carried.

The following committees had no reports to present:

**Insurance - Malon Dobson, Chairman**

**Building & Grounds- David Doise, Chairman**

**Transportation - Greg Bordelon, Chairman**

**16th Section - Charles Bruchhaus, Chairman**

**Legislative Liaison - Donald Dees, Chairman**

**Long Range Planning - Donald Dees, Chairman**

**Food Service - Terry Leger, Chairman**

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

**NEW BUSINESS:**

Name the following selection as Hearing Officers for employee discipline hearings for Jefferson Davis Parish:

Joe Green - Allen

James Lestage - Beauregard

Stephen Dwight - Calcasieu

Gale Luquette - Acadia

Tom Barrett - Cameron

Motion by Mr. Bordelon, seconded by Mr. Dees and unanimously carried.

Approve the following non-faculty coaches upon completion of LHSAA coaching course certification and Board policy requirements:

1. Keyomi Palfrey - LAHS - football
2. Isaac Woods - LAHS - football
3. Travis Martin - FES - Boys and girls basketball and track.
4. Cody Guidry - HHS - basketball, track, cross country, baseball and softball
5. Kayla Babineaux - HHS -softball
6. Brittany Derise - HHS - softball
7. Chelsea Womack - HHS - softball
8. Jonathan Clayton - JHS - Volleyball

Motion by Mr. Dees, seconded by Mr. Dobson and unanimously carried.

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Approve the 2022-2023 Pupil Progression Plan and authorize the Board President and Superintendent to execute the Formal Submission Statement. Motion by Mr. Leger, seconded by Mr. Trahan and unanimously carried.

Approve the following Out of State Travel:

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

Motion by Mr. Doise, seconded by Mr. Singletary and unanimously carried.

Grant permission to Superintendent Hall to enter into a Cooperative Endeavor Agreement since an emergency situation occurred with Cameron Parish School Board, that in accordance with the laws of the State of Louisiana, the parties hereto have a joint public purpose for supporting the educational needs of children, therefore, due to equipment not being delivered or received by CAMERON DAVIS PARISH SCHOOL BOARD in time for the start of school, JEFFERSON DAVIS PARISH SCHOOL BOARD has agreed to allow CAMERON PARISH SCHOOL BOARD to temporarily use the following surplus equipment:

One (1) Child Nutrition Program Food Serving Line  
There were JDPSB Tag # 0422 and 0419  
(currently located at the old Jennings Elementary)

The property shall be returned to JEFFERSON DAVIS PARISH SCHOOL BOARD once they receive their equipment. Motion by Mrs. Perry and seconded by Mr. Singletary and unanimously carried.

Approve the following non-faculty coaches upon completion of LHSAA coaching course certification and Board policy requirements:

1. Jermaine Davis - LAHS - football
2. Cutter Tonn - HHS - baseball

Motion by Mr. Bordelon and seconded by Mr. Leger and unanimously carried.

Declare the following Child Nutrition Program items as surplus:

James Ward Surplus Items

1. Hobart Mixer D-300; Serial Number 11-087-443\
2. Globe Mixer Model SP60; Serial Number 76 12294
3. Reach in refrigerator Model ARR H F HC; AN8102074961 - Asber (unit is prone to break down)
4. Reach in Freezer Model AFR 49 H F; SN 8102058456 2020 - Asber (unit is prone to break down)

Jenning Elementary Surplus Items

1. Garland Ovens MN MCO-GS-10S; SN 1307230000883 and MN MCO-GS-10S; SN 1307230000884
2. Lano Ovens MN GCCO-SII; SN H57150 and MN GCCO-SII; SN H57151



3. Reach in freezer Model number ARF 49 H F; Serial Number 8102048819 - Asber (unit is prone to break down)
4. Reach in Refrigerator Model number ARR 49 H D HC - Asber (unit is prone to break down)
5. braiser/tilting skillet JDPSB red tag number 0188
6. Braiser.tilting skillet no tags or identifying numbers
7. Globe Mixer Model SP60; Serial Number 76 12242
8. One (1) Food Serving Line JDPSB Tag # 0422 and 0419

Motion by Mr. Arceneaux, seconded by Mrs. Perry and unanimously carried.

Declare the following playground equipment as surplus:

Jennings Elementary School

1. 2 jungle gyms
2. 2 basketball goals
3. 3 funnel ball games

Motion by Mr. Dees, seconded by Mrs. Perry and unanimously carried.

## INFORMATION

1. Condolences are extended to the families of:
  - A. Florence Roy, JWES Computer Lab Aide, who retired in 2004, with 20 years of service.
  - B. Gerald Crochet, Warehouse/Maintenance Tech, who retired in 1998, with 6 years of service.

## PERSONNEL CHANGES

### A. Personnel appointments as determined by the Superintendent:

1. Name **WADE MARCANTEL**, Behavior/Attendance Interventionist, 09/06/22, re: new position.
2. Name **AMANADA THOMAS**, Bus Driver Topsy, 08/12/22, re: Lisa Pigno Retirement.
3. Name, **LORI LEMMONS**, WEIC Administrator, 09/06/22, re: Wade Marcantel, new position.

### B. Personnel changes:

#### APPOINTMENTS

1. Jennifer Fontenot, LHS Para, 08/04/22, re: Doneka Dugas resignation.
2. Isaiah Windsor, LAHS Band Director, 08/03/22, re: Rachelle Edwards resignation.
3. Kaylyn Trahan, FES Teacher, 08/03/22, re: Amberly Dupree resignation.
4. Dijuana Fontenot, LHS Teacher, 07/25/22, re: Halle Simien resignation.
5. Paige Monceaux, LAES Custodian, 08/08/22, re: Phillip Richard retirement.
6. Devaughn Davis, EES Paraprofessional, 07/12/22, re: Destiny S. Caesar resignation.
7. Laura Reeves, LHS Teacher/Coach, 07/18/22, re: Brendan Trahan Resignation.
8. Naomi Marie Parker, LHS Speech Language Pathologist, 08/10/22, re: new position.
9. Gabrielle Thibodeaux, WES Pre-K Teacher, 08/10/22, re: new position.
10. Alia Manning, JES Teacher, 08/10/22, Paige Cassidy transfer.

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11. Debbie Johnson, LAHS Cafeteria Tech, 08/11/22, re: Brenda Simon retirement.
12. Brock Kull, LHS Teacher, 07/13/22, re: Bevyn Trahan resignation.
13. Hannah Hetzel, EHS Teacher, 08/10/22, re: Tina Buller retirement.
14. Heidi Cox, WEIC SPED Teacher, 07/18/22, re: Hannah Prejean transfer.
15. Peter Trent, FES Teacher/Coach, 07/25/22, re: Abby Langley resignation.
16. Melissa Kelly, WHS Counselor, 08/01/22, re: Tanya Smart resignation.
17. Gerald Perkins, Jr., JES PE Teacher, 08/01/22, re: Shelby Brouard, new position
18. Alise Perkins, JES Teacher, 08/10/22, re: Avery Jackson transfer.
19. Savannah Trahan, HHS Teacher/Coach, 08/10/22, re: Casie Davis resignation.
20. Caesar Rubin, JES Teacher, 08/10/22, re: Debra Marceaux transfer.
21. Frankie Teal, LAHS Cafeteria Tech, 08/03/22, Teisha Rogers resignation.
22. Donald Richard, LAHS Custodian, 08/08/22, re: Kevin Trahan resignation.
23. Katelynn Skrantz, LHS SPED Para, 08/16/22, re: new position.

**TRANSFERS**

1. Kosette Stewart, EHS Cafeteria Manager to Welsh Schools Cafeteria Manager, 08/03/12, re: Sophie Vital retirement.
2. Sheila Benoit, Welsh Schools Cafeteria Tech to EHS Cafeteria Manager, 08/03/12, re: Kosette Stewart transfer.
3. Avery Jackson, JES Teacher to JES ESSER P.E., 08/10/22, re: Kylie Hanks Transfer.
4. Shelby Brouard, JES/Ward ESSER P.E. Teacher to JHS Teacher, 08/10/22, re: Shelby LeBuff transfer.
5. Brittany Lopez, WES K Para to WES Pre-K Para, 08/11/22, re: new position.
6. Kylie Hanks Theunissen, JES ESSER P.E. Teacher to JHS Teacher, 08/10/22, re: Brook David resignation.
7. Jeremy Perkins, JHS Interventionist to JHS Teacher, 08/10/22, re: Eric Guidry resignation.
8. Ashley Hanks, LHS Cafeteria Tech to Welsh Schools Cafeteria Asst. Manager, 08/01/22, re: Sharon Dugas retirement.
9. Samantha Carrier, JES Teacher to LHS Teacher, 8/10/22, re: Melanie Comeaux resignation.
10. Wade Marcantel, WEIC Administrator to Behavior/Attendance Interventionist, 09/06/22, re: new position.
11. Debra Marceaux, JES Teacher to Jes Administrative Assistant, 07/28/22, re: Rebehah McMillin promotion.
12. Jerome Dugas, JES Custodian to LAHS Custodian, 08/15/22, re: Eugene Kershaw transfer to Bus Driver.

**LEAVES**

1. H. Abraham, JHS Para, 08/10/22 to 08/23/22.

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**LEAVE WITHOUT PAY**

1. H. Abraham, JHS Para, 08/24/22 to 08/23/23.

**RESIGNATION**

1. Doneka Dugas, LHS Para, 08/03/22.
2. Teisha Rogers, LAHS Cafeteria Tech, 08/03/22.
3. Brendan Trahan, LHS Teacher/Coach, 08/01/22.
4. Brandon Kelley, Tech Center Computer Tech 3, 08/08/22.
5. Casie Jardell (Davis), HHS Teacher, 07/14/22.
6. Halle Simien, LHS Teacher, 07/18/22.
7. Abby N. Langley, FES Teacher, 08/27/22.
8. Brook David, JHS Teacher, 08/01/22.
9. Inez Tee Goodley, LHS Bus Driver, 07/26/22.
10. Tanya Smart, WHS Counselor, 07/20/22.
11. Amberly Wilson Dupree, Teacher, 08/02/22.
12. Layton Hebert, Warehouse/Tech Center Tech Level 3, 09/01/22.
13. Chris Cane, EHS Teacher/Coach, 08/12/22.

**RETIREMENTS**

1. Patrick D. Duplichan, Warehouse/Tech Center Foreman, 11/18/22, with 25 years of service.
2. Patrick Michael Briggs, Lake Arthur Schools Bus Driver, 08/01/22, with 32 years of service.
3. Lisa Pigno, Topsy Bus Driver, 05/26/22, with 24 years of service.
4. Tina Fontenot, JWES Cafeteria Tech, 08/01/22, with 19.5 years of service.
5. Sophie Vital, Welsh Schools Cafeteria Manager, 08/19/22, with 16 years of service.

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

- \* Test Scores
- \* Attendance

**ADJOURN**

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

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/s/ James Segura, 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.