

**JEFFERSON DAVIS PARISH SCHOOL BOARD
AUGUST 19, 2021**

The Jefferson Davis Parish School Board met in Regular session at 222 E. Bourgeois Street, Welsh, LA 70591, on Thursday, July 15, 2021, at 6:00 p.m., with the following School Board members present: President, Jody Singletary, Vice-President, James Segura, Members, Phillip Arceneaux, Greg Bordelon, Jason Bouley, Charles Bruchhaus, Donald Dees, Malon Dobson, David Doise, Denise Perry, Terry Leger and Paul Trahan. Absent: David Capdeville.

Legal Counsel Present: District Attorney Elliott Cassidy and School Law Attorney, Jon Guice.

The meeting was called to order by President Singletary.

An invocation by Mr. Bordelon, followed by the Pledge of Allegiance to the U.S. flag led by Mr. Segura.

Motion by Mr. Bouley, seconded by Mrs. Perry and unanimously carried to approve the School Board minutes of the Regular Meeting on July 15, 2021.

Motion by Mr. Arceneaux and seconded by Mr. Trahan 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 - adding Item #15 to Finance Agenda - Cooperative agreement with JDPSB and JD Parish Library of donation of solar benches.

SPEAKERS ADDRESSED THE BOARD REGARDING GOVERNOR'S MASK MANDATE:

1. Summer LeJeune
2. Jeremiah Boudreaux
3. Bhreten Chaisson
4. Michelle Bonin
5. Clifton LeJeune
6. Jacquie Bulla
7. Jeremy Lege
8. Mary Williamson
9. Brennan Freeland
10. Cody Canerday
11. David Bulla
12. Brittany Chaisson
13. Eden Self
14. Paula Lejeune
15. Ashley Quebedeaux
16. Lea Bertrand
17. Courtney Lege

**JEFFERSON DAVIS PARISH SCHOOL BOARD
AUGUST 19, 2021**

18. Suzette Mallett and minor child
19. Suzette Mallett
20. Brylei Chaisson
21. Julie Richard
22. Nikki Kreiger (did not appear)
23. Amy Hoffpauir

School Law Attorney, Mr. Jon Guice addressed the Board and audience.

FINANCE COMMITTEE:

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

Grant permission to WES to purchase on state contract (3) 75" Newline TruTouch Panels with wall mounts and software and (1) 65" Newline TruTouch portable panel with stand for a total cost of \$12,355.00. To be paid from CSD Maintenance #1.

Motion seconded by Mrs. Perry and unanimously carried.

Grant permission to purchase 6 license bundles for EHS, WHS, LHS, LAHS, HHS and JHS at a cost of \$3,475.00 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 \$20,850.00 to be paid out of Carl Perkins funding. Motion seconded by Mr. Leger and unanimously carried.

Grant permission to purchase 6 Adobe Creative Cloud license bundles for 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's accountability as well as assist students in satisfying graduation requirements necessary for their Jumpstart pathway. The total for this purchase will be \$12,480.00 to be paid from Carl Perkins Funds. Motion seconded by Mr. Bordelon and unanimously carried.

Increase the pay stipend for PAS Coordinator, Michael Ortego from \$2,400.00 per year to \$3,600.00 per year, beginning July 1, 2021. To be paid from IDEA-B funds (100/21-100/200's). Effective upon approval. Motion seconded by Mr. Leger and unanimously carried.

Grant permission to HHS to renew their IXL Learning subscription at a cost of \$4,013.00. To be paid from Maintenance #3. Motion seconded by Mrs. Perry and unanimously carried.

**JEFFERSON DAVIS PARISH SCHOOL BOARD
AUGUST 19, 2021**

Grant permission to LAE to accept a donation from United Way of school uniforms (value of \$3,996.00). Uniforms to be used to help students in need during the 2021-2022 school year. Motion seconded by Mr. Dobson and unanimously carried.

Accept the recommendation of Superintendent Credeur to increase the salary index of Assistant Superintendent from 1.7 to 1.87, effective upon approval. Motion seconded by Mr. Dees and unanimously carried.

Grant permission to pay the Louisiana School Boards Association annual dues in the amount of \$9,376.00. (General Fund) (This is a decrease of \$24.00 from the previous year). Motion seconded by Mr. Perry and unanimously carried.

Grant permission to WHS to purchase for the football stadium a bleacher unit, 10-row x 27" non-elevated with a net seating capacity of 144 at a cost of \$25,899.00 from Hahn Enterprises. Other quotes received from Dyna-Play (\$28,240.00) and Kyle Recreation (\$29,267.00). To be paid from CSD Contingency #1 funds. Motion seconded by Mr. Trahan and unanimously carried.

Grant permission to WHS to purchase on state contract (3) 75" Newline TruTouch Panels with wall mounts and software and (4) mobile mount carts for a total cost of \$10,575.00. To be paid from CSD Maintenance #1 Contingency Funds. Motion seconded by Mr. Bouley and unanimously carried.

Grant permission to fund students' CLEP exams during the 2021-2022 school year at an approximate cost of \$26,700 (300 x \$89 per exam) due to the weight CLEP scores carry in high schools' performance scores. In addition to earning schools points in the quality of diploma area of their performance scores, students can also earn college credit for corresponding CLEP exams. Funding to first be paid through any available resource (grant, Title, etc.) with the balance to be paid from the General Fund. Motion seconded by Mr. Arceneaux and unanimously carried.

Grant permission to WHS to accept the following donation:

1. WHS volleyball - \$300.00 from Joseph & Stella Abshire.

Motion seconded by Mr. Bouley and unanimously carried.

Grant permission to West End Instructional Center to purchase four 65" Newline TruTouch Interactive panels with mobile stands from Troxell Communications on state contract in the amount of \$9,964.00 to be paid from the General Fund. Motion seconded by Mr. Arceneaux and unanimously carried.

JEFFERSON DAVIS PARISH SCHOOL BOARD AUGUST 19, 2021

Grant permission to accept Change Order No. 2 on the Jennings Elementary Construction Project. Bids were opened on June 23, 2020 for the construction of the new Jennings Elementary. Permission was granted to accept the bid of Trahan

Construction, LLC of \$22,085,000.00. On 08/16/21, there was a change order made in the contract price due to changes made in the contract specifications. Change Order #1 reflects the following changes:

Item Cor #16 Additional Floor Boxes	\$ 14,530.00
Item Cor #19 Credit for Handsets & Admin Consoles	<\$ 7,679.00>
Item Cor #20 Sound System	\$ 23,114.00
Item Cor #25 Add Tectum in Shared Space Bldg C & D Both Floors	\$ 75,393.00
Item Cor #26 Flooring Upgrades	\$699,111.00
Item Cor #30 Frame Metal Studs, Add New Window Frames (12 days)	\$ 14,384.00
Item Cor #36 Change LVT to CT at Restroom Vestibules	\$ 4,490.00
Item Cor #38 Way Finding Sign Changes	\$ 1,960.00
Item Cor #39 Toilet Accessories Changes	\$ 5,467.00

Bid Changes as follows:

The Original Contract Sum was	\$22,085,000.00
The net change by previously orders	\$ 371,062.00
The Contract Sum prior to this Change Order	\$ 22,456.00
The Contract Sum will be increased by	\$ 830,770.00
The new Contract Sum including this Change Order will be	\$23,286,832.00

The Contract Time will be increased by twelve (12) days

The new date of Substantial Completion will be April 29, 2022

Motion seconded by Mr. Dees and unanimously carried.

Grant permission to enter into a Cooperative Agreement with Jefferson Davis Parish Public Library to accept three solar internet benches to be placed at Jennings High School, Lacassine High School, and Lake Arthur High School. Motion seconded by Mr. Leger and unanimously carried.

POLICY COMMITTEE:

The following recommendations were made by Mr. Phillip Arceneaux, Policy Committee Chairman, that the School Board adopt the following new or revised policies:

1. The following is brought to us by JDP
 1. **STUDENT CONDUCT: File JCD**

Effective: August 1st, 2021

The *Student Conduct* policy reflects statutory additions requiring the School Board's Code of Conduct to include "progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences." The new statutory language also requires that the Code of Conduct reserve expulsions for the major tier of infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy. The Code of Conduct is also required to include the appeal process for expulsion. Forethought has included the required language in the *Student Conduct* policy addressing the development of the Student Code of Conduct.

**JEFFERSON DAVIS PARISH SCHOOL BOARD
AUGUST 19, 2021**

2. **DISCIPLINE: File JD**

Effective: August 1st, 2021

Act 473 stresses that School Boards endeavor to address student behavior "with a focus on evidence-based interventions and supports and to prioritize interventions in the class and school in lieu of out-of-school disciplinary measures. Act 473 removes the list of specific behaviors for which teachers were to correct students for violating school rules, including among others, bullying, disruption of classes, and foul language. Act 473 includes a list of possible disciplinary

actions by a *school employee*. The list, although not new to the statute, has been added to the *Discipline* policy. The revision to the statutory language guiding student removal from classrooms pares down the list of behaviors warranting removal to: preventing orderly instruction of other students; posing an immediate threat to safety of students or teachers; or, violating the *Student Code of Conduct*. Previously a student in kindergarten through grade six was not to be permitted to return to class for at least thirty minutes. Act 473 reduces the upper limit to grade five. Likewise, the subsequent language changed to reflect grade six through twelve. It also expands on the counseling session that the principal or designee is to conduct with the removed student. The list of disciplinary measures from which a principal must implement at least one before a student is readmitted has been expanded to include additional measures such as referral to counseling or the school building level committee, peer mediation, and loss of privileges. In addition to other changes, conferences with parents can be done in person, by telephone, or other virtual means. The list of definitions in §17:416 was also revised. The list is included in the *Discipline* policy, and referenced in the *Suspension and Expulsion* policies to avoid duplication.

3. SUSPENSION: File JDD

Effective: August 1st, 2021

The *Suspension* policy now addresses *out of school* suspension or assignment to alternative placement. Notice to parent or legal guardian is now allowed by electronic communication. New to the policy for some systems is language regarding suspension for damage to property. Previously the statute only included damages to property owned by or contracted to the school system, but has been expanded to include property owned by a school employee or student. The student may not be readmitted until payment in full has been made for the damage, an alternative restitution plan has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. The appeals allowed for students who were expelled but subsequently had the expulsion reduced to suspension now includes the qualification that the parent or legal guardian of the student has ten (10) *school* days to appeal the ruling of the School Board to the district court.

In regards to mandatory suspension, the allowed length for a knife has been extended by a half inch to two and one-half (2½) inches. Students suspended for ten (10) days or fewer are now allowed to receive “the same credit originally available for such work” as opposed to “partial or full” credit.

4. EXPULSION: File JDE

Effective: August 1st, 2021

Act 473 now requires the same notification process for expulsion as for suspension and assignment to alternative placement. The *Expulsion* policy includes new language reflecting advising the student of the accused misconduct, and notification of the parent or legal guardian setting a time and place for a conference with the principal or designee. If the parent or legal guardian fails to attend the conference within five (5) school days of notification, the truancy laws shall be effective. A hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) days of the recommendation for expulsion by the principal. The School Board is required to provide written notice of the hearing to the student and parent or legal guardian, and advise them of their rights. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student expelled for longer than ten (10) days shall receive academic instruction at an alternative setting. The parent or legal guardian of the student has ten (10) *school* days to appeal the ruling of the School Board to the district court. Other changes include:

JEFFERSON DAVIS PARISH SCHOOL BOARD AUGUST 19, 2021

- ⌘ provisions of the mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student’s home;
- ⌘ the allowed length for a knife has been extended by a half inch to two and one-half (2½) inches.
- ⌘ additional qualifications have been added addressing the length of time of expulsion for a student who has committed a felony or been convicted of acts which would have constituted a felony if committed by an adult;
- ⌘ A student expelled for firearms, knives, weapons, or drugs shall not be enrolled or readmitted to a “regular public school of the school system” on a probationary basis prior to the completion of the period of expulsion “at the school system’s alternative setting” without producing written

documentation of enrollment or participation in an appropriate rehabilitation or counseling program.

5. STUDENT ALCOHOL AND DRUG USE: File JCDAC

Effective: August 1st, 2021

Under the section Referral of Student Required in the *Student Drug and Alcohol Use* policy, revised statutory language clarifies that the *principal or his/her designee* shall refer a student to an alcohol and drug abuse treatment professional. This section of the policy is new for some School Boards.

6. DANGEROUS WEAPONS: File JCDAB

Effective: August 1st, 2021

The new statutory definition of *firearm* has been added to the *Dangerous Weapons* policy.

7. EXPENDITURE OF FUNDS: FILE DJ

effective upon approval

Jeff Davis School Board would like to amend the following policy to increase the amount of Superintendent approval from \$4,000 to \$10,000 for expenditures. No expenditure of funds shall be made where the expenditure would be more than funds available, unless approved by the School Board.

Motion seconded by Mr. Leger and unanimously carried.

The following committees had no reports to present:

Insurance - David Doise, Chairman

Building & Grounds- Terry Leger, Chairman

Transportation - Greg Bordelon, Chairman

16th Section - Charles Bruchhaus, Chairman

Ward II (Ad Hoc) - Donald Dees, Chairman

Legislative Liaison - Donald Dees, Chairman

Food Service - Malon Dobson, Chairman

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

NEW BUSINESS:

Motion by Mr. Arceneaux, seconded by Mr. Dees to approve the 2021-2022 Pupil Progression Plan and authorize the Board President and Superintendent to execute the Formal Submission Statement.

**JEFFERSON DAVIS PARISH SCHOOL BOARD
AUGUST 19, 2021**

Motion by Mr. Leger, seconded by Mr. Dees to name the following selection as Hearing Officers for employee discipline hearings for Jefferson Davis Parish:

Calvin "Woody" Woodruff - Vermilion Parish

John K. Richardson - Allen Parish

James R. Lestage - Beauregard Parish

Kim Hayes - Acadia Parish

Trent Brignac – Evangeline Parish

Motion by Mr. Arceneaux, seconded by Mrs. Perry to approve a revision the the James Ward Administrative Assistant Job Description approved on July 17,2021 to delete the

funding

source.

Motion by Mr. Bouley, seconded by Mr. Dees to declare the following items as surplus and send to the next available public auction:

1. EHS Hobart Model 2 reach in Refrigerator, Serial number 32-1057989;
2. JHS Hoshizaki Ice Maker, Model #KM900MAH, Serial #Q05177A;
3. WAR Reach in Refrigerator, Serial #16050044.

Motion by Mr. Bordelon, seconded by Mr. Leger to approve the following non-faculty coaches upon completion of LHSAA coaching course certification and Board policy requirements:

1. Keyomi Palfrey, LAHS football coach.
2. Isaac Woods, LAHS football coach.
3. Andrea White, HHS boys and girls cross country, track and tennis.

Motion by Mr. Dees, seconded by Mr. Doise to accept the revised invoice amount of \$139,366.62 for the 21-22 package Renewal provided by Arthur J. Gallagher (AJG) for General Liability, Errors & Omissions, and Auto/Fleet Insurance through Hudson Specialty/Euclid Insurance which is a decrease from the quotes of \$3,089.63 due to a reduction in the number of units insured in our fleet.

Motion by Mr. Leger, seconded by Mr. Bouley to approve the following non-faculty coaches upon completion of LHSAA coaching course certification and Board policy requirements:

1. Max Hebert, WHS football coach.

INFORMATION

1. Condolences are extended to the families of:
 1. Albert Duhon, LAE Custodian, who retired in 2000, with 11 years of Service.

JEFFERSON DAVIS PARISH SCHOOL BOARD AUGUST 19, 2021

2. Velma Reed, JWES Cafeteria Tech, who retired in 2003, with 10 years of service.
3. A Special Meeting of the Jefferson Davis Parish School Board will be held on Thursday, September 2, 2021, at 5:30 p.m.

PERSONNEL CHANGES

A. Personnel appointments as determined by the Superintendent:

1. Name **KEVIN TRAHAN**, LAHS Custodian, effective ASAP, re: Clinton Lacombe resignation.
2. Name **TIMOTHY ATKINSON**, JHS Custodian, effective ASAP, re: Sheila Landry retirement/James Patterson transfer.

3. Name **JESSICA RICHARD**, WEIC Administrative Assistant/SEL Instructor, effective ASAP, re: new position.

B. Personnel changes:

APPOINTMENTS

(effective 08/05/21 unless stated otherwise)

1. Avery Monceaux, HHS Counselor (part time), effective 07/28/21, re: Holly Biessenberger transfer.
2. Jenna Dupre, LAES Teacher, re: Morgan Woods resignation.
3. Haden Cooley, HHS Teacher, re: Mica Reinsch transfer.
4. Madeline Brame, JHS Teacher, re: Rebecca McMillin transfer.
5. Abby Langley, FES TEACHER, re: Hannah Miller transfer.
6. Abigail Leonards Duthu, HHS PE Teacher (ESSER position), re: new position.
7. Nicholas Duthu, JHS Teacher, re: Alice Hebert transfer.
8. Emily Carrere, LAES Teacher, re: Rachel Abshire transfer.
9. Alaina Verdin, JHS Teacher, re: Tiffany Metoyer resignation.
10. William Tidmore, Tech Center Tech Specialist, effective 07/19/21, re: Dwayne Viney retirement.
11. Leslie Guidry, LHS Interventionist (part-time), re: new position.
12. Sharon Parsons, LHS SPED Teacher, re: Carole Chavanne resignation.
13. Kalita Watson, EHS Teacher, re: Jessica Guillory resignation.
14. Timothy Atkinson, JHS Custodian, re: Bryan Hicks transfer.
15. Darby Cook, WHS Band Director, re: Kevin Keeler, resignation.
16. Carly Person, JHS Teacher, re: Kylie Hanks transfer.
17. Jordan Duris, WHS Teacher, re: Kaleb Bergeaux resignation.
18. Carlee Guiry, LAHS Teacher, re: Myra Guidry Primeaux transfer.
19. Jada Bradley, LAES PE Coach (ESSER position), re: Janet Conner transfer/ new position.
20. Kelly Carter, FES SPED Para, re: Brooke Coffman resignation.

JEFFERSON DAVIS PARISH SCHOOL BOARD

AUGUST 19, 2021

21. Avery Jackson, JES Teacher, re: Lakyn Romero resignation.
22. Janet Conner, LAES Teacher, re: Courtney Naquin resignation.
23. Shyla Manuel, LAES Interventionist (Title I), re: new position.
24. Chelsea Babineaux, JES Teacher, re: Elizabeth Mccleary transfer.
25. Meagan Guidry, JHS Interventionist, re: new position.
26. Courtney Richer, JES Teacher, re: Donna Walker resignation.
27. Jeremy Thibodeaux, JES Teacher, re: Erin Dugas transfer.
28. Jessica Danielle Richard, WEIC Administrative Assistant/SEL Instructor, re: new position.
29. Kaitlyn Trahan, LAHS Teacher, re: Morgan Woods resignation.
30. Carol Wriborg, JES Teacher, re: Maria Miller transfer.
31. Kevin Trahan, LAHS Custodian, re: Clinton Lacombe resigned.

32. Tyler Chachere, EES PE Teacher (ESSER position), re: Brendan Laughlin resignation.
33. Candice Prejean, FES CAI Lab Para, re: Martha Freeman Resignation.
34. Aerial Storer, FES Teacher, re: LaToya Williams transfer.
35. Kelly Orgeron Duprie, LAES, part-time Interventionist, 08/13/21.
36. Ashlee Guinn, LAES, part-time Interventionist, 08/13/21.

TRANSFERS/ APPOINTMENTS

(effective 08/05/21 unless stated otherwise)

1. Layton Hebert, Tech Center - Comp Tech 1 to Comp Tech 3, 07/01/21.
2. Diana Parsley, JHS Sweeper to JHS Custodian, 07/12/21.
3. Heidi Duplantis, LAHS Teacher to LAHS Assistant Principal, 07/28/21, re: Stacey Simien Dickens transfer.
4. James Patterson, JHS Sweeper to JHS Custodian, 07/21/21.
5. Bryan Hicks, JHS Sweeper to JHS Custodian, 07/21/21.
6. Holly Biessenberger, HHS part-time Counselor to JHS Counselor, re: Sabrina Zaunbrecher transfer.
7. Myra Guidry Primeaux, LAHS Jr. High Teacher to LAHS High School Teacher, re: Heidi Duplantis promotion.
8. Jeremy Perkins, JHS Para to JHS Interventionist, re: new position.
9. Brandon LeJeune, LAHS SPED Teacher to JES PE Coach (ESSER position), re: new position.
10. Melissa Calloway, EMC Bookkeeper I to EMC Bookkeeper II, 08/01/21, re: work experience promotion.
11. Hannah Miller, FES Teacher to LHS Teacher, re: Duane Clemmons resignation.

JEFFERSON DAVIS PARISH SCHOOL BOARD AUGUST 19, 2021

12. Maria Miller, JES Teacher to JHS Teacher, re: Jazzmine Evans transfer.
13. LaToya Williams, FES Teacher to JHS Teacher, re: Lisa Bourg transfer.
14. Chad Lavergne, WHS Teacher to LAHS SPED Teacher, re: Brandon LeJeune transfer.
15. Lydia Faulk, JHS Teacher to WHS Teacher, re: Chad Lavergne Transfer.
16. Arlene Foreman. LHS Pre K Para to FES Pre K Para, re: Morgan Augustine transfer.

LEAVES

1. M. Lee, WES Teacher, Maternity Leave, 12/14/21 to 03/07/22.
2. I. Warner, EHS Cafeteria Tech, 08/27/21 to 10/31/21.

RESIGNATION

1. Brendan Laughlin, EES PE Coach, 08/05/21.

2. Courtney Naquin, LAE Teacher, 08/04/21.
3. Tiffany Metoyer, JHS Teacher, 07/27/21.
4. Donna Walker, JES Teacher, 06/30/21.
5. Carole Chavanne, LHS SPED Teacher, 07/16/21.
6. Brooke Coffman, FES Para, 07/16/21.
7. Kevin Keeler, WHS Band Director, 07/08/21.
8. Martha Freeman, FES Para, 07/26/21.
9. Lakin Romero, JES Teacher, 08/04/21.
10. Sofia LeGros, JHS Cafeteria Tech, 08/05/21.
11. Amanda Valdez, EHS Clerical Aide, 08/03/21.
12. Courtney Lege, JWES Teacher, 08/13/21.
13. Lauryl Eden Self, JWES Teacher. 08/12/21.
14. Matthew McNally, WES School Counselor, 08/02/21.

RETIREMENTS

1. Evelyn Boudreaux, FES Cafeteria Tech, 09/30/21, with 15.5 years of service.
2. Barbara Hoffpauir, JES Teacher, 08/01/21, with 31 years of Service.
3. Colette Hardee, WEIC Teacher, 08/02/21, with 33.62 years of Service.

Mr. Doise left room at 8:09 and returned at 8:11.

EXECUTIVE SESSION

Motion by Mr. Bouley, and seconded by Mr. Doise and unanimously carried to enter into Executive Session. Mr. Credeur asked that all Board Members, Mr. Hall, Mr. Cassidy, Mr. Guice, Mrs. Debbie remain for Executive Session.

JEFFERSON DAVIS PARISH SCHOOL BOARD AUGUST 19, 2021

Motion by Mr. Bouley, seconded by Mr. Leger and unanimously carried to resume in regular session.

ADJOURN

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

/s/ Jody Singletary, President

ATTEST:

/s/Kirk Credeur, 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.